

# GOVERNOR

# HEADLINES

Welcome to the first Governor Headlines of the new school year 2017-2018. In this issue we are particularly keen to engage governors in whatever capacity to support and work with other governors, to share experiences and different ways of working to achieve successful outcomes. Another key area is the support for Newly Qualified Teachers (NQTs) and the role that governors can play in ensuring teachers new to post are retained and developed into the future.

## What's new this month - September 2017

### The Knowledge

Please find the latest edition of **The Knowledge** for September 2017 [here](#).



### Statutory Guidance - Governing Body Composition

Please find the updated statutory guidance on the constitution of governing bodies of maintained schools [here](#).

## The SCC School Leadership and Governance Team and Schools' Choice

To help you to know the best place of contact for various governance issues and ensure you receive the best form of support, we would like to remind you of the differences in the role and responsibilities between the Suffolk County Council Leadership and Governance team and Schools' Choice.

Prior to January 2017, all governor services operated under Schools' Choice. In January however School's Choice divested from the Local Authority to become their own separate entity, retaining Governor Training and the Clerking Service.

Suffolk County Council continue to undertake the statutory responsibilities for governance, including the appointment of Local Authority governors and the reconstitution of governing bodies.

Our Senior Governance Advisor Joanna Howell is available to offer advice through any challenges you may be facing. To contact Joanna please email [joanna.howell@suffolk.gov.uk](mailto:joanna.howell@suffolk.gov.uk) or phone 01473 263972.

It is vital that you report any changes to your governing body to [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) so that we're able to amend our records accordingly. This especially includes any governor resignations, new appointments and reappointments as, if we don't have this information, we are not able to support you to the best of our ability.

---

The School to School Support Partnership

---



**The School to School Support Partnership has been developed as a result of a consultation with schools in February 2015 and is the driver in developing a school led self- improvement system for all Suffolk schools. The School to School Support Partnership is part of the School Improvement Strategy for Suffolk schools.**

The partnership is made up of the eleven Teaching Schools: 5 Rivers (Bedfield C of E VCP), Connected (County Upper and Barrow Primary), Mid Suffolk (Debenham High), Encompass (Hartismere High) Farlingaye & Kesgrave High Schools, Springfield Junior School, Primary East (Gislingham), Suffolk Borders (Samuel Ward Academy), The Lark (All Saints, Lawshall), West Ipswich (Castle Hill Juniors and Infants, Highfield Nursery) and Cambridge & Suffolk (Linton Village College CASSA), together with the Bury Schools Partnership, the Diocese of St Edmundsbury and Ipswich, the SWISS Partnership, Suffolk Association of Secondary Heads (SASH), Suffolk Primary Heads Association (SPHA), School Centred Initial Teacher Training (SCITT), the Local Authority and Schools' Choice.

The partnership's remit is based on the Teaching School model and the partners work together to offer a CPD programme (available to view at the address below), Initial Teacher Training and school to school support for school improvement.

The website address is [www.stssp.co.uk](http://www.stssp.co.uk)

Part of the website offers the opportunity for schools to access the best practice across Suffolk schools as part of their school improvement.

---

We are looking for examples of effective practice in governance so that we can create a "governor to governor" support facility and would welcome conversations with governors or governing bodies who feel in a position to "open their doors" to other governors and share their approaches to the role.

Please contact Carol Hitchman at [carol.hitchman@suffolk.gov.uk](mailto:carol.hitchman@suffolk.gov.uk) for further information.

---

## SEND Strategy

We are delighted to be able to share with you Suffolk's new [SEND Strategy](#) for 2017-20.

Partners across Suffolk have worked together since January this year to develop the strategy which addresses both the issues that were highlighted as part of the CQC and Ofsted SEND inspection, as well as wider improvements that parents, carers and practitioners have asked for.

We are committed to working together with families and communities to improve the support for children and young people with SEND to meet their potential and lead healthy fulfilling lives in their community.

As part of this, all partners have agreed that they want to achieve the following by the end of 2017:

- Children, young people, families and professionals will be able to use the local offer effectively to support their own SEND journey.
  - Professionals will be working more closely to share information and through the new EHCP (Education, Health and Care Plan) hub, deliver more timely, high quality co-production with children, young people and families.
  - We will have developed a good understanding of the gaps in services and provision and be co-producing new offers to meet identified need.
  - The transition through to adulthood will be better understood by children, young people and families with co-produced pathways being developed.
- 
-

## Helping you to Support Newly Qualified Teachers

If you employ a newly qualified teacher in your school, and register them for induction, the statutory guidance (revised December 2016), must be observed.

The governing body is responsible for ensuring their school is compliant with *Induction for newly qualified teachers (England) Statutory guidance for appropriate bodies, Headteachers, school staff and governing bodies Revised December 2016*.

The guidance can be found [here](#).

The bullet points below focus on some aspects you need to be aware of:

- newly qualified teachers (NQTs), working in the maintained sector, must be registered with an appropriate body prior to taking up their post, this is important as registration cannot be backdated
- it is not a legal requirement for NQTs in academies, free schools or the independent sector to undertake induction; if the school opts for them to do so all of the statutory guidance must be observed
- each NQT must have a trained induction tutor who holds Qualified Teacher Status, and the time and skills to support and mentor a teacher at the very beginning of their career
- Headteachers can also be induction tutors but will require a third-party observation of the NQT during the induction process in order to endorse, or refute, the outcomes.

NQTs have a number of statutory entitlements:

- a timetable reduced to no more than 90% of the teaching time of a main-scale teacher in the school
  - a trained induction tutor who has significant responsibilities for oversight of the induction period
  - a personalised induction programme to support them throughout induction
  - an action plan each term to support their development
  - observation of teaching, and developmental feedback, to improve practice
  - reviews each half term plus a formal review and report to the appropriate body towards the end of each term
-

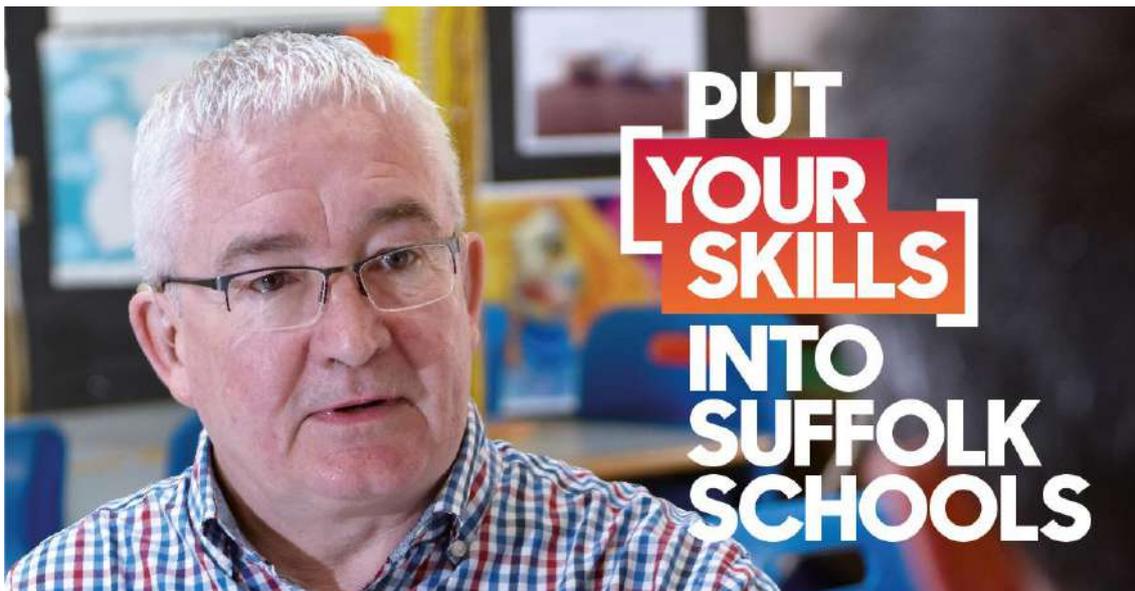
- rigorous and fair assessment of their practice to ensure the NQT always knows how they are progressing towards successful completion of their induction period.

A governing body is expected to investigate concerns raised by an NQT as part of the agreed grievance procedures and receive regular updates on the progress of NQTs towards meeting the Teachers' Standards, and of the quality of the induction programme

Should you have any questions or there is anything you wish to clarify please contact Celia Moore, NQT Standards and Excellence Officer for the appropriate body, at [celia.moore@suffolk.gov.uk](mailto:celia.moore@suffolk.gov.uk)

---

## Govern Suffolk - Recruitment Campaign



Since the launch of our Govern Suffolk recruitment campaign we have successfully recruited a number of new governors into schools around the county, reducing the number of overall vacancies.

However the campaign is still underway and we are keen to do all we can to reduce this vacancy figure even further.

Throughout the coming months we'll be increasing the reach of the campaign's presence

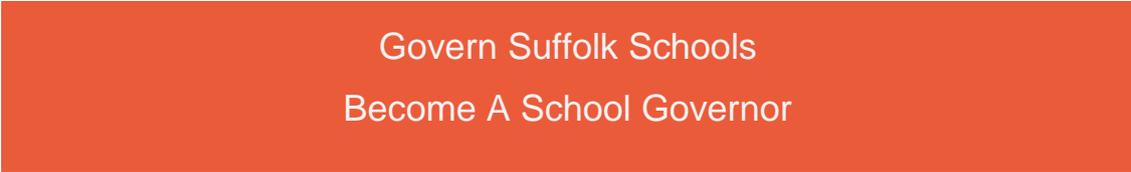
---

on social media, working with large companies to make more people aware of the governor role and streamlining our application process still further to make it even easier for prospective governors to register their interest and apply.

We would really appreciate your help in spreading the word and sharing the campaign with family, friends and colleagues who you feel have the right attributes to become a governor.

**Help someone else put their skills into a Suffolk school by sharing the information below or by directing them to: [www.suffolk.gov.uk/governorsuffolk](http://www.suffolk.gov.uk/governorsuffolk).**

---



Govern Suffolk Schools  
Become A School Governor

Could you put your skills into a Suffolk school by becoming a school governor?

If you're looking for a way to give back to your community and have a positive impact on the education of children and young people in Suffolk, we want to hear from you.

Suffolk County Council is launching its **Govern Suffolk Schools** campaign to help fill the 450 vacancies that currently exist across the county.

School governors play such an important role within the education system, providing strategic leadership and accountability, ensuring the school is as good as it can be.

A governor can make a really important contribution to a child's life, whilst developing personal and professional skills at the same time. Being passionate about improving outcomes and opportunities for children and young people is essential.

You can really make a difference.

---

---



---

Emma Oddie is a School Governor from Sudbury and said:

“I became a governor because I wanted to give something back to my community. I am able to use my strategic thinking and previous experience working in education and business to make a difference to my local school which is really rewarding.”

Watch Emma’s story and see how other people across Suffolk are putting their skills into schools [here](#).

If you, or someone you know, would like to learn more about the role and how to apply, please visit [www.suffolk.gov.uk/governorsuffolk](http://www.suffolk.gov.uk/governorsuffolk) .

Alternatively, you can Call: 01473 263972 or Email: [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk).

---

## Are You Planning for Succession?

Following on from the successful governor seminars last term please click onto the two documents below for further information and guidance to support succession planning in your school.

---

[Succession Planning Draft Policy](#) - please adapt to suit your individual needs

[Succession Planning Self-Evaluation Toolkit](#)

Succession planning should be part of your overall strategic planning in ensuring that both your workforce and governing body are planning for the future. Both recruitment and retention will be more successful if discussions have been had in regards to succession planning on an annual basis.

Key questions to always ask include:

- “What would we do if our Headteacher had a period of absence due to medical leave?”
- “ Do Senior staff within our school have the skills and capacity to lead effectively during this time?”
- " What is our contingency plan?

**If your Headteacher is absent for medical leave or for personal reasons i.e for over two weeks please contact [Headships@suffolk.gov.uk](mailto:Headships@suffolk.gov.uk) so that we can work with you to ensure that the appropriate cover is in place.**

---

## Business Continuity Planning

All schools have a duty to ensure that they have a Business Continuity Plan which is updated and regularly reviewed. The purpose of this plan is to maintain and recover a school’s critical services in the event of major disruption. It should also ensure that the school’s response is immediate, pre-planned and effective with good communication between all parties.

A fundamental principle of the plan is that the more you put into it in preparation, the less you will have to make up on the day of an incident. It is recommended that the school should nominate a member of staff to act as the business continuity co-ordinator who will be responsible for preparing and maintaining the plan.

It should be created using the guidance document available [here](#). You may also want to make use of the proforma provided when developing a plan.

---

The most likely causes of serious disruption could be;

- Loss of staff through illness or industrial action
- Fire
- Loss of utilities
- Flooding
- Bomb alert.

If you have any further questions please contact Frank Stockley by emailing [Frank.stockley@suffolk.gov.uk](mailto:Frank.stockley@suffolk.gov.uk) or by calling 01473 264644.

---

## Achieving Outstanding Governance Workshops

Following an email sent to all governors in July, please see below the availability of the [Achieving Outstanding Governance Workshops](#) taking place in the Autumn term.

Workshop 1: Tuesday 3 October - Is now full, however if you would like to attend please check nearer the time for spaces that may have become available through cancellations

Workshop 2: Tuesday 2 November - very limited spaces available

If you would like to book onto the November session, or enquire about the October session, please email [swiss382@gmail.com](mailto:swiss382@gmail.com) with the information requested in the above link. Please note spaces will be booked on a first come first served basis.

---

---