

# GOVERNOR HEADLINES

Welcome to the first Governor Headlines edition of 2018.

We hope that you have all had a restful holiday and wish you a very happy and healthy New Year.

This newsletter assists with the appointment of new governors and Newly Qualified Teachers and provides information on a number of Local Authority proposals.

As always, if you have any thoughts or suggestions regarding Governor Headlines please contact [governorheadlines@suffolk.gov.uk](mailto:governorheadlines@suffolk.gov.uk).

What's new this month - December 2017

The Knowledge

Please find the latest edition of The Knowledge for January 2018 [here](#).



## Seclusion or Isolation Rooms



**Use of seclusion or isolation rooms as part of behaviour management in Schools and other Education Settings**

**FOR INFORMATION | ALL SCHOOLS**

Please [click here](#) to read a letter from Allan Cadzow, Interim Director of Children and Young People, about the use of seclusion or isolation rooms as part of behaviour management in Schools and other Education Settings.

## Have Your Say On Proposals To Change School Travel Policies



**Suffolk school and post-16 travel**

**Public consultation**  
12 December 2017 - 28 February 2018



The graphic features the Suffolk County Council logo in the top right corner. Below it, the title 'Suffolk school and post-16 travel' is displayed in a white box. Underneath, the text 'Public consultation' and the dates '12 December 2017 - 28 February 2018' are shown. At the bottom, a row of white icons depicts a scooter, a person with a backpack, a bicycle, a bus, a group of four people, and a car.

On Tuesday 12 December, SCC launched a consultation on proposals to change school and post-16 travel policies.

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This an extremely important consultation as we currently spend £21 million per year getting children to and from school. For some time, we have been concerned that if action isn't taken costs will continue to rise and this isn't something we can afford to happen. We are therefore consulting on changing our school and post-16 travel policies.

The council's current school and post-16 travel policies go above what we are legally required to provide but the consultation centres around bringing Suffolk in line with legal requirements. The full proposals can be viewed [www.suffolk.gov.uk/schooltravel](http://www.suffolk.gov.uk/schooltravel)

Before any decisions are made about the future of school and post-16 travel in Suffolk, it is important that we understand the potential impact of any proposed changes and get as much feedback as possible.

To complete the consultation survey please visit: [www.suffolk.gov.uk/schooltravel](http://www.suffolk.gov.uk/schooltravel)

If you have any queries, please contact [schooltravel@suffolk.gov.uk](mailto:schooltravel@suffolk.gov.uk) .

## Have Your Say On New Proposals For High Needs Funding

On Wednesday 13 December, SCC launched a further consultation, to reform the way in which education providers are funded for delivering high needs support to children and young people with special educational needs and/or disabilities.

The proposal is to establish a fairer, more transparent and easily understood set of high needs funding policies. Funding is not being reduced, the consultation is to determine the fairest way to use the budget we have.

The proposals have been drawn up working with the Schools' Forum High Needs Funding group. The group which has members from across a range of providers, have worked hard over the last six months, to ensure that the proposals put forward, acknowledge and respond to the needs of providers.

To find out more about the consultation please go to:

[www.suffolk.gov.uk/highneedsfunding](http://www.suffolk.gov.uk/highneedsfunding)

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The consultation will run from 13 December 2017 to the 9 February 2018 so please take this opportunity to have your say on the proposals. Invitations for 1:1 meetings will be offered to those providers who have specialist provision.

If you have any queries, then please email [highneedsfunding@suffolk.gov.uk](mailto:highneedsfunding@suffolk.gov.uk)

## Are You Employing A Newly Qualified Teacher In Your School?

It is a responsibility of the governing body to ensure compliance with the following guidance: 'Induction for newly qualified teachers (England) Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies; Revised December 2016.'

Paragraphs 2.35 and 5.4 state it is a responsibility of the headteacher to ensure an appropriately trained induction tutor is appointed.

If you are employing a newly qualified teacher (NQT) from January 2018 please ensure you have a recently trained induction tutor who has the skills and capacity to support each NQT.

To support schools using Suffolk as their Appropriate Body a training session for induction tutors will be held in Ipswich on 12 January 2018.

There is no additional charge for this session if your school is using Suffolk as its Appropriate Body.

For further information please contact Celia Moore at [Celia.moore@suffolk.gov.uk](mailto:Celia.moore@suffolk.gov.uk)

Keeping Us Informed

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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.

To make it easier for you to keep us up to date we've created the below forms which can be filled in and emailed back to us by your Chair of Governors or other member of the governing body, your Clerk, a member of staff or by the governor in question.

[Report a New Governor Appointment/Reappointment](#)

[Report a Governor Resignation](#)

These forms are also available on our webpage at [www.suffolk.gov.uk/govern](http://www.suffolk.gov.uk/govern) under 'Information, policies and documents for governors'.

Please can we also remind you that, as Schools' Choice have divested from the Local Authority, updates regarding your governing body that are shared with them will not be passed to us unless requested by governors.

## Introducing Potential Governors to the Governing Body

As a result of our recruitment campaign we are now receiving a steady stream of people registering their interest in taking up a governor position in a Suffolk school. When we receive an application we try our best to match the candidate's skills and location with an appropriate school, before contacting the Chair of Governors to confirm a vacancy. The application form is then sent to the Chair of Governors to review, after which it is the responsibility of the governing body to contact the applicant and discuss the position further.

Whilst in most cases this has been very successful, there have been a few incidences where the applicant has lost interest because the recruitment process undertaken by the school has taken longer than they expected. We would therefore be interested to know whether your governing body has a process in place for contacting and introducing new

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governors.

The Chair of Governors at Cedarwood Primary School Mr Marcus Kwan, with help from their governance clerk Mandy DeBoise, has kindly shared their process below:

- If the enquiry has come directly from the individual and not through an application form from the Local Authority, the Chair of Governors asks for a personal statement from the applicant, together with an explanation of why they would like to be a governor and the skills they can offer.
- If appropriate the candidate then meets with the Headteacher and Chair and are given a tour of the school.
- The candidate is invited to attend a full governing body meeting (if anything confidential is discussed the candidate is asked to leave the room). They are given the opportunity to speak at the meeting and governors are also able to ask questions of the candidate.
- The governing body then collect 2 references from referees supplied by the candidate, or the 2 supplied on their application form if sent over by the Local Authority.
- The candidate is invited to the next Chairs meeting (consisting of the Chairs of sub-committees, the Chair of Governors and the Headteacher). This gives the Chairs the opportunity to ask more questions of the candidate and gives the candidate the opportunity to make sure governance is really for them. At the end of this meeting the Chairs vote on whether to appoint (as delegated by the FGB) and advise the candidate of the outcome.
- If the candidate is successful the governing body then carries out it's induction process.
- The Local Authority are informed of the appointment and the new governor begins their term-of-office.

Whilst we appreciate that each governing body is different and that this model might not work for you, it would be very valuable to have a process to enforce if you are approached by a prospective governor, with time scales in place. This is to ensure the applicant receives a positive welcome to governance but also to benefit your governing body and ensure that any new appointments are the right fit for you.

If you would like to determine what skills you would be looking for when appointing a new governor we recommend you carry out a [Skills Audit](#) of your current governing body. Whilst

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this form is included in our Local Authority Governor Application Form, you may also like to employ it with candidates that might contact you directly.

## Govern Suffolk Schools Recruitment Campaign

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).

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:

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“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).

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