

GOVERNOR HEADLINES

Welcome to issue #28 of Governor Headlines

This edition of the newsletter contains suggestions on what your governing body should be asking itself regarding results, advice on Headteacher Performance Management and succession planning for school leadership, including Senior Leaders and governors. There are also important updates on admissions for 2021/2022 and information from the RSE and Health Education.

As always, if you have any thoughts or suggestions regarding Governor Headlines please contact governorheadlines@suffolk.gov.uk .

CORE GOVERNANCE INFORMATION

2019 Pupil Outcomes A Heads Up for Governors and some Questions to Consider

IMPORTANCE: USEFUL TO KNOW
WHO IT'S FOR: ALL SCHOOLS

How did your school do this summer?

When talking with leaders about results make sure you compare the outcomes your school has with the national figures, especially the progress measures.

Be clear about which subjects and key stages and groups of pupils were good and which need improvement.

How did the outcomes for SEND pupils and those on the Pupil Premium compare to national figures? Are gaps in attainment and progress closing for these groups of pupils?

If there are any disappointing outcomes - are there actions to improve them written into the school development plans yet? Are there measurable milestones for governors to be able to monitor the impact of the improvements on outcomes so that you can support and challenge leaders on evaluating their impact?

Are you attending the Standards and Excellence Officer (SEO) visits to your school? If so, these will be helpful in providing an external view of the quality of education on offer. If you do attend the SEO visits, consider how you will share this information with the rest of the governing body.

Has the SEO looked at the governing body minutes on their visits? This is an important record and also powerful evidence that demonstrates how well you are supporting and challenging leaders and fulfilling your roles effectively.

School Improvement in Suffolk

IMPORTANCE: USEFUL TO KNOW

WHO IT'S FOR: ALL SCHOOLS

We are pleased to share with you updated school improvement documents in the links below.

These show how Local Authority Officers and the School to School Support Partnership work with you as school leaders to achieve the Raising the Bar aims.

These documents add operational detail to the Raising the Bar Strategy 2018-20 which is attached for your reference.

If you have any queries or would like to find out more information please contact your schools Standards and Excellence Officer or Julia Grainger Julia.grainger@suffolk.gov.uk; Christine Fogg Christine.fogg@suffolk.gov.uk; or Mark Bennett mark.bennett@suffolk.gov.uk.

[Raising the Bar Strategy](#)

[Raising the Bar School Improvement Strategy flow chart](#)

[Strategy statements to accompany Raising the Bar Strategy](#)

[High Level Action flow chart](#)

Headteacher Performance Management

IMPORTANCE: STATUTORY

WHO ITS FOR: MAINTAINED SCHOOLS

Governing bodies of maintained schools have a legal duty to ensure that effective performance management, including an annual appraisal, is carried out for the teaching staff and Headteacher. Whilst the Headteacher is responsible for carrying out the performance appraisal of teaching staff, the governing body are responsible for the performance appraisal of the Headteacher, which usually takes place during the months of October and November.

The governing body must appoint an external advisor to carry out their Headteacher's performance appraisal and it's important that this is a governing body decision and isn't based on a recommendation from the Headteacher. The Local Authority must also remain impartial and therefore cannot advise on external advisors to appoint. If you're unsure how to find an external advisor we would suggest speaking to other local schools to enquire who they use, or have used in the past, and whether they would recommend them.

Did You Know?

It's recommended that you replace your External Advisor for Headteacher Performance Management every 2 – 3 years.

It's usual for two or three governors to form the Headteacher Performance Review Panel and, whilst it's up to the Chair of Governors to decide how much input they want to have, it's good practice for the Chair to be involved in the appraisal and conversations with the External Advisor as they are arguably the governor with the strongest relation to the Headteacher. Headteacher performance itself should be measured against targets within the School Development Plan (SDP), which should have been written to take into account performance indicators from the last academic year.

If you feel you, or another member of your governing body, would benefit from training on Headteacher Performance Management Schools' Choice run an Effective Headteacher Performance Management course which can be found [here](#).

Some of the information in this article is included in the National Governors' Association (NGA) Chair's handbook. For further guidance, or to sign up for NGA membership please click [here](#).

School Teachers' Pay and Conditions Document

IMPORTANCE: STATUTORY
WHO IT'S FOR: ALL SCHOOLS

The new Teachers' Pay and Conditions Document 2019 has been released by the Department for Education.

Please find the document [here](#).

Succession Planning for School Leadership

IMPORTANCE: USEFUL TO KNOW
WHO IT'S FOR: ALL SCHOOLS

School leaders play a crucial role in improving outcomes for children and young people and the success of a school community. Suffolk's young people need the best quality leadership and teaching and learning that they can possibly have.

It is therefore essential that we have strong systems to provide the development of school leaders of the future, and that we prepare the next generation of leaders as well as we possibly can. Headteachers and governors have a part to play in building this capacity – focusing on their professional growth and providing them with leadership opportunities that include challenging them to work outside their comfort zone and to take on new and ever more complex tasks and roles.

We are looking to work with governors and Headteachers on how to put in place the professional development of middle and senior leaders in schools aiming at smooth transitions within schools to maintain effective leadership so that the school is well led regardless of whether the Headteacher is there tomorrow or not.

Strategies may include:

- *Expanding opportunities* – providing more openings for teachers to practice leadership skills
- *Talent spotting* – actively identifying and encouraging leadership talent in the school
- *Leading beyond the school* - opportunities in other schools and industries for leadership practice
- *New models of leadership* – federation, co-headship and executive headship.

If you are looking to develop your ideas and practice for leadership succession planning or already have some strong strategies in place, we would like to hear from you. Please contact gill.larkin@suffolk.gov.uk if you are interested.

Succession Planning for Governors

IMPORTANCE: USEFUL TO KNOW

WHO IT'S FOR: ALL SCHOOLS

Whilst considering succession planning for senior leaders, you may also like to consider succession planning for members of your governing body, especially the roles of Vice-Chair and Chair of Governors.

It's recommended that Chairs of Governors remain as such for a maximum of 6 years, however they can of course decide to resign the position at any time and so it's always recommended that another member of the governing body is willing and prepared to step into the role.

You should therefore be considering who might have the capacity and desire to become Chair and what training they might need to complete to take on the role. If a succeeding Chair can be identified before the current Chair leaves this is always beneficial as this allows for an effective hand-over period.

When thinking about succession planning for other members of the governing body it's important to think about the roles and responsibilities each governor has. For example, if you know that your safeguarding governor will be leaving at the end of their term, do you have another governor who is trained in safeguarding or will someone need to complete a safeguarding training course.

Did You Know?

If the Chair of Governors leaves the governing body the Vice-Chair automatically assumes the position of Acting-Chair and remains as such until either they or another governor is elected.

A Skills Matrix is always useful in determining gaps in skills and you can either create your own or use [our version](#). Once you've identified your skills gaps, you'll also be better informed when appointing new governors into vacancies and when deciding which training courses you'd like new governors to attend. The Schools Choice training brochure can be found [here](#).

Children's Commissioner's Vulnerable Learners Documents

IMPORTANCE: USEFUL TO KNOW WHO IT'S FOR: ALL SCHOOLS

Please see below links to the Children's Commissioner's publications about vulnerable learners. These documents align with the Local Authority's view on supporting vulnerable children in schools and challenging leaders to provide effectively for all these groups.

[Childhood Vulnerability in Numbers
Vulnerability Report 2018](#)

School Governance Update

IMPORTANCE: USEFUL TO KNOW
WHO IT'S FOR: ALL SCHOOLS

The Department for Education (DfE) have launched a new monthly message called 'School Governance Update', designed to support individuals involved in school governance by providing key updates from the DfE.

There are separate updates for Local Authority maintained schools and Academy Trusts and the first of each can be found [here](#).

OTHER RELEVANT INFORMATION FROM THE LOCAL AUTHORITY

School Admissions Arrangements for 2021/2022

IMPORTANCE: STATUTORY
WHO IT'S FOR: ALL MAINSTREAM ACADEMIES, FREE, FOUNDATION & VOLUNTARY AIDED SCHOOLS

Admission authorities must consult on their admission arrangements at least once every seven years, even if there have been no changes. If you have not consulted on your admission arrangements or you would like to change your admission arrangements, the next chance to do this, in line with the School Admissions Code, will be for the 2021/2022 school year. Admission arrangements include your oversubscription criteria.

[Please click here for further information.](#)

Contact: Jan Scott, jan.scott@suffolk.gov.uk, 01473 264657

Consultation on Admissions to Schools in Suffolk 2021/2022

IMPORTANCE: USEFUL TO KNOW
WHO IT'S FOR: ALL MAINSTREAM SCHOOLS

The consultation on admission arrangements for community and voluntary controlled schools for 2021/2022 is open until 12 November 2019.

This includes the co-ordinated admissions scheme, published admission numbers and policies for the own admission authority schools that have asked to be included.

Details and an online survey are available on our website

www.suffolk.gov.uk/consultations.

We would welcome your comments.

Contact: Jan Scott, jan.scott@suffolk.gov.uk, 01473 264657

RSE & Health Education Update and Networking Events

IMPORTANCE: STATUTORY
WHO IT'S FOR: ALL SCHOOLS

In preparation for the statutory relationships, sex and health education guidance coming into effect from September 2020, the Schools Engagement Coordinator is hosting update events to provide schools with the information they need to get ready for the statutory guidance and network with other PSHE Leads. Booking is via Eventbrite.

As part of the support package being offered, Public Health are hosting **free training** for schools to prepare for the new guidance during each term in 2019 and 2020, including when the guidance goes live.

Due to a **limited number of places** being available per session, it is politely requested that one delegate per setting attends to enable a broad representation across all schools and that sign up is completed with some identifiable detail from the school (ideally a schools email address) so I can confirm that places are being correctly allocated to Suffolk schools only. Tickets may not be released if I cannot confirm that these have been requested by Suffolk schools (please email me if you need to use a personal email).

Links to the events are as follows and you can book on whichever is most suitable (these are not geographically allocated), although **attendance at the October events is strongly encouraged** to get these events off to the best possible start (apologies these are at rather short notice).

The links to Eventbrite are as follows:

[LOWESTOFT – KIRKLEY CENTRE](#)

[MILDENHALL – JUBILEE CENTRE](#)

DEBENHAM – SPORTS & LEISURE CENTRE

STRATFORD ST ANDREW – RIVERSIDE CENTRE

KESGRAVE – WAR MEMORIAL CONFERENCE CENTRE

Please do not hesitate to contact me with any booking queries and do consider other areas if you cannot book a place at your chosen venue. I anticipate these events being popular and will aim to fill existing spaces rather than create waiting lists that may not be able to be fulfilled.

The agenda is being informed by the summer PSHE survey which was sent to all schools and it is requested that this is completed as a priority by the remaining 91 schools have not yet completed this (an email has been sent to the school office to advise of this). Without this, the Schools Engagement Coordinator will not have a direct email for your PSHE Lead or their views to help inform the session. Can the remaining schools please complete the survey via the following link or contact Jane Stannard if you are unsure if your setting has already done so (many schools have partially completed the survey but not submitted and there isn't identifiable detail on these for Jane to make contact).

Please copy and paste the link to access the survey as soon as possible as time is of the essence.

<https://www.smartsurvey.co.uk/s/R8CQ7/>

Contact: Jane Stannard, jane.stannard@suffolk.gov.uk, 01473 263296.

Thank you in advance for your support in making these events a success and I look forward to meeting you (or other duly appointed representative) at one of the events.

Moodwise New Support for Young People

IMPORTANCE: USEFUL TO KNOW **WHO IT'S FOR: ALL SECONDARY SCHOOLS**

A new website which provides 16 to 25-year-olds with easy access to a raft of information to support their emotional wellbeing has launched.

Called **Moodwise** it brings a range of useful resources, such as NHS Choices, the Emotional Wellbeing Gateway and Source website, into one place. The site will ask a set of simple questions before directing young people to the most relevant resources to help in five key areas: depression, anxiety, stress, anger and loneliness. All of the content on the website has been approved by the NHS and assured by a clinician.

Moodwise has been launched by Public Health Suffolk and Children and Young People Services with funding from the Eastern Academic Science Network Hub and is available at <https://moodwise.co.uk/> . Please help promote it via your networks and on social media.

For more information, contact healthandwellbeing@suffolk.gov.uk

Suffolk Youth Choir 2020 – There's Still Time to Sign Up

IMPORTANCE: USEFUL TO KNOW

WHO IT'S FOR: ALL MIDDLE, SECONDARY, 6th FORMS



Suffolk County Music Service and partners are delighted to invite children, young people and school vocal groups to sign up for the amazing opportunity to perform *Carmina Burana*, conducted

by **Ben Parry**, as part of the new Suffolk Youth Choir!

The first workshop is in Ipswich on Saturday 19 October from 10.00am to 5.00pm.

For more information and to sign up please visit the [Suffolk Music Hub website](#) or contact the County Music Service at county.music@service@suffolk.gov.uk or on 01473 263400.

Suffolk Teachers' Choir is Back!

IMPORTANCE: USEFUL TO KNOW

WHO IT'S FOR: ALL SCHOOLS



Suffolk Teachers' Choir returns, following a very successful first year! Sing for wellbeing, friendship and fun - plus ideas for use in school. Why not bring a friend and come together?

All Teachers, Teaching Assistants, and peripatetic colleagues in Suffolk schools can join.

For more information, cost and to sign up please visit the [Suffolk Music Hub website](#) or contact the County Music Service at county.musicservice@suffolk.gov.uk or on 01473 263400.

Nature Grants Outdoor Learning and Equipment

IMPORTANCE: USEFUL TO KNOW WHO IT'S FOR: ALL SCHOOLS

Schools in England, Scotland and Wales are being invited to apply for up to £500 worth of free outdoor equipment and two hours of professional outdoor training as part of the third instalment of Local School Nature Grants.

Whilst schools don't receive a grant itself, successful applicants are credited to spend up to £500 on over 100 different products to deliver outdoor learning and play.

The funding is being made available through the charity Learning through Landscapes Local School Nature Grant scheme. The charity has been helping schools across Great Britain since 2017. Funded by the players of People's Postcode Lottery, the grants have so far provided £900,000 worth of equipment to 800 schools. This year it will reach a further 500 schools. There will be four funding rounds throughout the year and the next closing date for applications is the 22nd November 2019.

Next Issue:

- *New Eif – What do you need to know?*
- *Pupil Premium report*
- *How do you know what's working and what's not? Intent, Implementation and Impact.*
- *Good Descriptors*
- *Guidance – Websites, what should be on there.*