

# GOVERNOR HEADLINES

Welcome to issue #30 of Governor Headlines, the last of 2019. This edition includes advice on a range of items including measurable milestones to use in action planning so that you can evaluate progress at the end-of-term, as well as governors' responsibilities in policies for Newly Qualified Teachers (NQT's), mental health awareness, safeguarding and useful information on immunisations. There are also opportunities for your students to join the Suffolk Youth Choir and take part in the 2020 UK Youth Parliament Elections.

We would like to thank you for all your hard work and dedication over the past year and wish you a Happy Christmas and New Year.

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

## CORE GOVERNANCE INFORMATION

### End of Term Evaluation

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

As we approach the end of the first term of this academic year, now is a good time to take stock and reflect where your school is on its journey of improvement.

All leaders have a role to play in this; school staff at the operational level and senior leaders and governors at a strategic level.

Are you as governors reflecting on the improvement plans for this year?

Has your monitoring in school provided you and leaders with the evidence to show that the actions taken are leading to the desired school improvements?

To help you answer these questions we suggest you compare the monitoring evidence you have seen with the success criteria on your school development plan. Are there measurable milestones on the plan that show the expected improvement outcomes for the end of this term for governors to check? If not, could the plans be clearer or more specific and could they include specific targets (milestones) that can be measured for governors to evaluate?

There are still two terms to go this year, but it is a good time to reflect on whether any improvement **is** measurable yet. Is the quality of education improving in line with the desired objectives - and impacting on pupils' outcomes? What evidence are school leaders showing you to demonstrate the impact of their improvement actions?

Do the plans need more time to have impact or do leaders need to do something differently or more urgently? Be strategic in your support and challenge for school leaders.

It is particularly important to think about the impact actions are having on improving outcomes for the most vulnerable learners in school. Is the quality of education improving for disadvantaged pupils and for those with Special Educational Needs and Disabilities (SEND)? Are the school plans for the Pupil Premium funding leading to measurable improvements for these pupils?

Our suggestion is to make this a focus for the next governing body meeting and record your questions and follow up responses and next steps for leaders in the governor meeting minutes.

If you would like any further information or advice on evaluating the impact of school improvement actions, please do contact either our governance team, at [governance@suffolk.gov.uk](mailto:governance@suffolk.gov.uk) or on 01473 263972, or your school's Standards and Excellence Officer (SEO).

# How Effective is Safeguarding in Your School or Education Setting?

## **IMPORTANCE: STATUTORY WHO IT'S FOR: ALL SCHOOLS**

Section 175 (s2) of the Education Act 2002 places a statutory duty on the Local Authority (LA), governing bodies of schools, and FE institutions to safeguard and promote the welfare of children. Section 157 of the same act places the same duty on independent schools, academies and free schools.

In order for the LA to discharge its duty under the Education Act 2002, the safeguarding self-review assessment tool for schools and education settings, once completed, needs to be shared with the LA and therefore it is a statutory requirement that this is returned by maintained schools, academies, free schools and FE colleges on an annual basis.

However, we would also like to encourage independent schools to complete the safeguarding self-review assessments for schools and education settings tool, so that we have a good overview of how effective safeguarding is within all schools and settings across Suffolk for our children and young people. The findings will also help us to tailor the support and improve services we offer to you as schools and education settings in this area.

### **When will I be able to access the assessment tool?**

The tool is due to be released early in the Spring term. Please ensure your Headteacher is regularly checking Suffolk Headlines as this is where the LA will communicate all updates regarding the 175/157 safeguarding self-assessment, including the date this will open and the date and time this will close.

The audit will be posted on Suffolk Learning as in previous years at:

<https://www.suffolklearning.co.uk/leadership-staff-development/safeguarding-and-e-safety/safeguarding-self-assessment>

If you have any question's regarding your settings self-assessment, please email the Education Officers at [Safeself-review@suffolk.gov.uk](mailto:Safeself-review@suffolk.gov.uk).

## There's No Health Without Mental Health Positive Mental Health and Stress Management in Schools

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



This article gives some pointers as to how Governors can support educational establishments manage workplace stress and promote positive mental health. It

advises on risk assessment, some practical measures to identify concerns, and how best to address those issues. Further resources information is included.

To read the full article please click [here](#).

If you govern at a maintained school and have any queries please contact Nina Bickerton, Suffolk (Maintained) Schools' Health and Safety Advisor, at [Nina.bickerton@suffolk.gov.uk](mailto:Nina.bickerton@suffolk.gov.uk).

### **OTHER RELEVANT INFORMATION FROM THE LOCAL AUTHORITY**

#### Primary School Flu Immunisation Programme

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

The School Immunisation Team are hard at work on the seasonal flu immunisation programme for Primary School children. This year the flu programme has been extended to include all Year 6 students which means that all children at primary school will be offered a seasonal flu vaccine.

Flu is a very common viral infection and children with flu have the same symptoms as adults – including fever, chills, aching muscles, headache, stuffy nose, dry cough and a sore throat. Some children develop a very high fever or complications of flu, such as bronchitis, pneumonia and a painful ear infection. Evidence shows that healthy children under the age of 5 are more likely to have to be admitted to hospital with flu than any other age group.

The Flu vaccine is the best protection we have against this unpredictable virus. The vaccine cannot cause flu and this is common misconception. As with all vaccines there may be some side effects such as;

- runny or blocked nose;
- headache;
- general tiredness;
- loss of appetite.

The side effects linked with the flu nasal spray vaccine are almost always mild and short-lived. No vaccine is 100% effective however. If the child does catch flu after having the vaccine, the symptoms are usually milder and much shorter lived.

As well as helping to protect children who are vaccinated, the infection is then less able to spread, and so helps to protect other family members and friends. The uptake is much better when given in school than in a GP setting. The flu vaccine also has the benefit of leading to fewer absences in school for both pupils and teaching staff.

For the reasons above, the universal schools' programme is vital to not only protect children but also help to limit the spread of the virus to others who may be more at clinical risk such as elderly grandparents, or those with a chronic condition. The vaccination is administered via a nasal spray and most children only need a single dose (*consisting of half a dose in each nostril*).

As with previous years, the School Immunisation Team have liaised with schools to arrange mutually suitable dates and as with last year, parental consent will be via the online e-consent portal. This is to make the process as easy as possible for the parents as well as reducing the administration on school staff.

Pupil Referral Units (PRUs), special schools and identified schools with a historic, lower uptake of the vaccine will be visited twice. The team will also be holding catch-up clinics across Suffolk to ensure that as many children as possible can access the free vaccine this winter. For these clinics, parents will need to book an appointment.

Due to high numbers of children to be immunised in a short space of time, the team will be bringing several nurses and an administrator to every session this year. Additionally, any promotion on schools' social media or website of the vaccination clinic will help in keeping parents informed as we try to vaccinate as many children as possible against the flu virus.

Further information including leaflets and posters can be accessed [here](#).

If you have any queries please contact Marc Rolph, Health Protection Manager, at [marc.rolph@suffolk.gov.uk](mailto:marc.rolph@suffolk.gov.uk).

## Does Your School Have a Policy for Newly Qualified Teachers?

**IMPORTANCE: STATUTORY**  
**WHO IT'S FOR: ALL SCHOOLS**

### Background

The Department for Education (DfE) [Statutory policies for schools and academy trusts](#), states that the types of school listed below must have a policy for Newly Qualified Teachers (NQTs).

- Local Authority maintained schools, including maintained special schools and nursery schools
- academies
- free schools, including university technical colleges and studio schools
- pupil referral units (PRUs)
- independent schools, not state funded
- sixth-form colleges
- further education institutions.

Governors should approve the policy and review it annually; policy writing can be delegated to an individual member of staff.

The governing body is responsible for ensuring the school is compliant with the statutory guidance (*Induction for newly qualified teachers (England) Statutory guidance for appropriate bodies, headteachers, school staff and governing bodies Revised April 2018*).

### Rationale

Qualified teachers employed in a relevant school must satisfactorily complete their statutory induction period to gain their full professional qualification. Statutory induction is not a legal requirement to teach in the FE or independent sectors, academies, free schools and British Schools Overseas. If an NQT is undertaking statutory induction in one of these institutions the statutory guidance must be followed.

A career in teaching is both rewarding and demanding. The statutory induction period is the bridge between initial teacher training and a career in teaching. Fundamentally, statutory induction pivots around a personalised programme of development, support and professional dialogue, alongside monitoring and assessment, against the Teachers' Standards. The role of the school is to walk alongside the NQT with support, advice and guidance. The Headteacher must appoint an induction tutor who has Qualified Teacher Status, has the time and skills to undertake the role and has been appropriately trained in line with the statutory guidance. The induction tutor has

responsibility for day-to-day supervision of the NQT ensuring appropriate support, challenge, professional development, monitoring, assessment and reporting. The induction programme must consider individual needs and circumstance for each NQT.

If you have any queries or would like to learn more please contact [EL.nqtenquiries@suffolk.gov.uk](mailto:EL.nqtenquiries@suffolk.gov.uk) or call 01473 263951.

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## Suffolk Youth Choir 2020

**IMPORTANCE: USEFUL TO KNOW**  
**WHO IT'S FOR: ALL SECONDARY AND 6<sup>th</sup> FORM**

**Does your school love to sing?**

**Would you like to see your students perform at Snape Maltings Concert Hall, live with Suffolk Youth Orchestra?**



**It's not too late** for 13 to 18-year-olds to join the all-new **Suffolk Youth Choir**. Following a series of workshops with professional choral leaders, the choir will perform the iconic *Carmina Burana* at Snape Maltings, directed by the inspirational **Ben Parry!**

- **15-16 February 2020** workshop in Ipswich
- **4-5 April 2020** rehearsals in Ipswich and Framlingham
- **7 April 2020** concert at Snape Maltings Concert Hall

It costs £10 per person to take part, which includes all rehearsals and the concert. Sign up today – why not bring a friend too? To sign-up or for further information please click [here](#).

If you have any queries please contact the county music service at [county.musicservice@suffolk.gov.uk](mailto:county.musicservice@suffolk.gov.uk) or on 01473 263400.

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## UK Youth Parliament Elections 2020

### Do You Have Suffolk's Next Member of the Youth Parliament?

**IMPORTANCE: USEFUL TO KNOW**  
**WHO IT'S FOR: ALL SECONDARY AND 6<sup>th</sup> FORMS**

We are looking for **candidates** and **schools to take part in voting**.

So please share the news with prospective applicants and register your school's interest.

**Register:** By registering you will be the first to get any updates and receive materials. Register via the link: <https://www.smartsurvey.co.uk/s/ATV2P/>

**Submit application forms by 13<sup>th</sup> January 2020.**

**Details:**

- Young people must be 11 – 18 years old with a passion for change
- Only one candidate per school/college/group
- Candidates are asked for a teacher/ youth worker to write a statement for their application and to support them and be a named contact
- Schools/groups must be available to vote during the voting fortnight 26<sup>th</sup> February to 11<sup>th</sup> March 2020
- School/college/group can take part in the election without a candidate!
- If you are in the WEST the election will run via WAY (more details coming soon but apply in the same way).

We had excellent feedback from the last election, candidates found it exciting and engaging, they took assemblies, they also said it improved their confidence and young people became more interested in democracy in general around school.

**Register:** By registering you will be the first to get any updates and receive materials. Register via the link: <https://www.smartsurvey.co.uk/s/ATV2P/>

**For more information download the application pack. Visit:**  
[www.thesource.me.uk/election](http://www.thesource.me.uk/election)

If you have any queries please contact Maddie Pawlowski at  
[Maddie.pawlowicz@suffolk.gov.uk](mailto:Maddie.pawlowicz@suffolk.gov.uk).

## **TRAINING AND DEVELOPMENT OPPORTUNITIES**

### **Whole School Special Educational Needs and Disabilities (SEND) Governor Training**

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

The following Special Educational Needs and Disabilities (SEND) training will be delivered by the Whole School SEND regional leaders for the East of England:

26/02/2020 – SEND governor training and exclusions – 1:30pm – 7pm.

The course will be held at Ashlar House, Bury St Edmunds and will be free of charge.

To book a place on this course please click [here](#).

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