


Governors' Essentials



Newsletter for Governors and Clerks

Issue 24

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1	<p>Note from Cllr Mark Versallion, Executive Member Children's Services National Leaders of Governance</p> <p>The next application round for National Leaders of Governance (NLG) will open early next term. Following the helpful overview of the NLG role by Tanya Haines at the last Governors' Forum, I hope her input inspired many of you to consider applying.</p>	

	<p>The Ofsted framework has high expectations of governing bodies and we need more NLGs to share their knowledge and expertise, to help ensure pupils are receiving the best possible education. The analysis of recommendations HMI suggests that national priorities for improving governance, as specified by Mike Hoban HMI, should focus on:</p> <ul style="list-style-type: none"> • techniques for governors to use in monitoring work independently of the headteacher • how to use data to get their own independent view of achievement • how to engage with performance management of staff and teaching in particular • how to plan and deliver performance management of the headteacher and other senior staff, including setting targets • helping governors to work with the headteacher to promote mutual accountability <p>If, as an experienced chair of governors of a good or outstanding school, you feel you could offer support and guidance in any of the aspects above, then please consider applying for the NLG role. Our current team of four NLGs are more than willing to discuss the role in more detail and support you with the application process. This link provides further details about the role.</p>	
2	<p>National Leaders of Governance (NLG) National leaders of governance are highly effective chairs of governors, who use their skills and experience to support chairs of governors in other schools and academies. They work to increase leadership capacity to help raise standards so that improvements can be sustained.</p> <p>Experienced chairs of governors with excellent leadership skills, and a proven track record of contributing to school improvement through the effective leadership of a governing body are encouraged to apply.</p> <p>The next round for applications will open on 13 September 2013. To see the full criteria and to apply visit the National College's website.</p> <p>Please find below the NLG contact details if you would like to discuss the NLG role and the subsequent National College selection process:</p> <ul style="list-style-type: none"> • Sue Howley MBE - suehowley@talktalk.net • Craig Smith - Craig.Smith@luton.gov.uk • Tanya Haines - tdfhaines@btinternet.com • Tony Williams - adwilliams@dsl.pipex.com 	<p>Sally Dakin Commissioning and Partnerships Manager Tel: 0300 300 6836 Email: Sally.Dakin@centralbedfordshire.gov.uk</p>

<p>3</p>	<p>Letter from Bedfordshire LSCB regarding the report from MPS/NSPCC about Jimmy Savile A joint letter has been issued by Phil Picton, Independent Chair Central Bedfordshire Safeguarding Children Board, and Jenny Myers, Independent Chair Bedford Borough Safeguarding Children Board, in respect of the report about Jimmy Savile which highlights two particular aspects of safeguarding from which all organisations can learn.</p> <p>A copy of this letter can be found in Governors' Essentials on the website.</p>	<p>Sally Stocker Business Manager for Bedford Borough Safeguarding Children Board & Central Bedfordshire Safeguarding Children Board Tel: 0300 300 6674 Mobile – 07920072282 Email: sally.stocker@centralbedfordshire.gov.uk</p>
<p>4</p>	<p>Bailey Review Many parents are concerned that their children are under pressure to grow up too quickly. This pressure to grow up takes two different but related forms:</p> <ul style="list-style-type: none"> • the pressure to take part in a sexualised life before they are ready to do so and • the commercial pressure to consume the vast range of goods and services that are available to children and young people. <p>The Government asked Reg Bailey, Chief Executive of Mothers' Union, to carry out an independent review looking at these pressures.</p> <p>'Letting Children Be Children: the Report of an Independent Review of the Commercialisation and Sexualisation of Childhood' was published on 6 June 2011 and Reg Bailey called on businesses and broadcasters to play their part across four themes:</p> <ul style="list-style-type: none"> • the sexualised imagery that has become a 'wallpaper' to children's lives • clothing, products and services for children • children as consumers • making parents' voices heard <p>At that time, the Government agreed that it should take stock of progress after 18 months and consider what further measures may need to be taken to achieve the recommended outcomes.</p> <p>The report setting out the findings of the stock take can be found in Governors' Essentials on the website.</p>	
<p>5</p>	<p>Ofsted update for secondary schools Ofsted commissioned a survey 'The most able students: are they doing as well as they should in our non-selective secondary schools?' and the findings are available in two documents - a 4 page summary and the full report, which can be found on Ofsted's website.</p>	<p>Sally Dakin Commissioning and Partnerships Manager Tel: 0300 300 6836 Email: Sally.Dakin@centralbedfordshire.gov.uk</p>

	<p>The issue of high expectations/challenge/work matched to all abilities, etc has been included in the Ofsted areas for development in the vast majority [85%] of the schools inspected since September 2012.</p>	
6	<p>Free FFT Governor Dashboard training events</p> <p>Following the release of the Fischer Family Trust (FFT) Governor Dashboard, developed in partnership with NGA and the Wellcome Trust, FFT are running a series of training events (see Training Workshops for School Governors) for school governors to introduce the new dashboard. Governor Dashboard training events are being held at various locations throughout the country (Bristol, York, Manchester, Birmingham and London). Details about the training event to be held in Birmingham today (shown below) and the training in London, which was held on 27 June 2013, were provided in Central Essentials Issue 165:</p> <ul style="list-style-type: none"> • Tuesday 2 July 2013: either 3.30 pm to 5.30 pm or 6.00 pm to 8.00 pm at The Studio, 7 Cannon Street, Birmingham, B2 5EP <p>The training events are free of charge. Governors wishing to book a place/places at one of the events should contact the FFT Events team via email at events@fft.org.uk or by telephoning 01446 776262 (Option 4).</p>	
7	<p>DfE consultations</p> <p>Reformed GCSE subject content consultation</p> <p>In February 2013, the Department announced its intention to comprehensively reform GCSEs. The Department is now seeking views on proposed subject content and assessment objectives for new GCSEs. The reformed GCSE subject content consultation document asks questions on the proposed content for English language, English literature, mathematics, science, history, geography, modern languages and ancient language.</p> <p>Closing date is Tuesday 20 August 2013.</p> <p>To view all live consultations, please see the DfE's website.</p>	
8	<p>HR Updates</p> <p>1. Updated information regarding the 2013 School Teachers' Pay and Conditions Document (STPCD) and the Introduction of Performance Related Pay for Teachers</p> <p>Previous Communication</p> <p>We recently issued communication regarding the 2013 STPCD which can be viewed here (go to 'Documents issued in Central Essentials' and scroll down). Headteachers and Chairs of Governors were also written to drawing their attention to this important information.</p>	<p>Kerry Mullen Senior HR Manager – Schools Statutory Service Tel: 0300 300 6568 Email: kerry.mullen@centralbedfordshire.gov.uk</p>

Timeline for actions this term

Contained in the non-statutory [advice](#) previously issued by the Department for Education is a timeline which outlines the actions required **this summer term** ready for the introduction of performance related pay, set out below:

- Senior leadership team to review and revise pay and appraisal policies and/or any supporting policy/practice on objective setting - to ensure that school is clear about what it wants to reward, how that is reflected in teachers' objectives, how performance against the relevant standards will be assessed and how appraisal will be linked to pay progression. Need to include criteria for determination of pay increases and information on how school will ensure consistency and fairness when objectives are set and when performance is assessed. Submit new arrangements for discussion and approval.
- Governing Body to agree and adopt the policies, including the procedures for determining appeals by teachers against pay decisions and related matters. Governing Body to determine what provision should be made in the school's budget for discretionary pay awards and pay progression.
- School leadership team to ensure teachers understand the changes being introduced and how the new arrangements will operate.
- Teachers and their line managers begin to discuss appraisal objectives, what level of performance will be expected and how performance will be assessed. Timetable for assessment and the types of evidence on which judgements are based should be clear at the outset.

Headteachers / Governors should seek advice and support from their HR provider as soon as possible (if they are yet to do so) to ensure the tasks outlined above are completed by the end of term.

Consultation on the New Pay Policy with the Professional Associations and Staff

Once Headteachers / Governing Bodies have produced their new pay policy, this will be subject to consultation with the Trade Unions and Professional Associations which must take place.

In order to ensure that this process is as smooth as possible ATL, NUT, NAHT, NASUWT and ASCL have agreed that the new policies can be emailed to them in the first instance and if formal consultation is required this can then be arranged. A contact list containing the relevant email addresses can be found [here](#) (go to 'Documents issued in Central Essentials' and scroll down to 'Trade Unions Contact List').

At the same time as emailing the Professional Associations, Headteachers / Governing Bodies will need to meet with staff to consult with them on the new pay policy.

	<p>2. Launch of the new Schools Redundancy and Reorganisation Policy To support Schools in managing Redundancies and Restructures, we have re-written the Schools Redundancy Policy and introduced key changes to try and make this more effective.</p> <p>What are the main changes?</p> <ul style="list-style-type: none"> • Information is now included in the policy about the processes involved in managing restructures in schools that do not necessarily involve making redundancies. • Redundancy support pages have been created which employees can access via the schools portal. • The policy dovetails with the new Redeployment Policy. <p>Consultation The new Schools Redundancy and Reorganisation Policy has been through formal consultation with the Trade Unions and Professional Associations and has been agreed.</p> <p>Implementation The new Schools Redundancy and Reorganisation Policy is implemented with immediate effect, and will therefore apply from this point.</p> <p>As mentioned in previous Central Essentials, the HR Schools Statutory Services Team must be contacted at the point at which a Governing Body identifies that there will be a budget pressure, or a need to amend the staffing structure linked to other school operational requirements, and there are no options available other than to consult with staff and trade unions on an informal or formal basis regarding a potential redundancy situation.</p> <p>If you have any queries about the new procedure please do not hesitate to get in touch.</p> <p>3. Guidance on parental permission for photographs being taken in schools A copy of the above guidance can be found in Governors' Essentials on the website.</p> <p>If you have a query regarding this information, please do not hesitate to contact HR - Schools Statutory Service telephone 0300 300 8134. If you require any further information please contact your HR provider.</p>	
9	<p>Accident and incident reporting The Health and Safety team has produced guidance on the recording and reporting of accidents and incidents. This guidance also outlines the roles and responsibilities of the headteacher and the governing body.</p> <p>The guidance can be found in Governors' Essentials on the website.</p>	<p>Liz Dunn Health and Safety Manager Tel: 0300 300 4983 Mobile 07846 797230 Email: elizabeth.dunn@centralbedfordshire.gov.uk</p>

10 Getting it right for children and young people – updated Children and Young People’s Plan

Plan

A new plan for meeting the needs and aspirations of all children and young people living in Central Bedfordshire was given the thumbs up by councillors at a meeting of the Council's executive on Tuesday 25 June 2013. The updated Children and Young People's plan (June 2013 – March 2015) builds on the success of the previous plan, which was launched in 2011 and has been successful across a wide range of different areas. Some of the key achievements from the past 12 months include:

- Boosting the results of children at KS2 (11 year-olds) by 14 per cent - making them the best ever for the area
- Supporting local upper schools to put in a successful bid to open up an alternative provision free school for pupils whose needs aren't being met in mainstream schools
- Launching a Central Bedfordshire Teaching School Partnership where teachers are able to develop their skills and share good practice
- Working with local children and young people to make sure their views and ideas are included in the updated plan and involving them in decisions about which organisations provide youth services locally
- Transforming services for disabled children and their families by developing two new hubs for families (one in Dunstable and one in Biggleswade), where support, advice and information can be provided under one roof, rather than across many different sites.

The new plan has been developed by Central Bedfordshire's Children's Trust and, most importantly, with the help of local children and young people who are members of the Youth Parliament, Young Inspectors and Young Commissioners. The Children's Trust is a group made of organisations that work with children and young people across the area, including the police, schools and youth groups and many others. They have identified four key areas for the Trust to focus on:

Improving educational achievement – improving GCSE results, making sure young people have careers advice early so they can make decisions, reducing the number of young people that aren't in employment, education or training

Protecting vulnerable children – making sure vulnerable children get the help they need, when they need it, providing safe and stable homes for children whose parents are unable to look after them, tackling domestic abuse, youth offending and child sexual exploitation

Early help and improving life chances – promoting free childcare for two-year-olds from disadvantaged families, identifying and supporting young carers, reducing the number of children living in low income homes

	Being healthy and positive – supporting mothers through pregnancy, reducing childhood obesity, encouraging children and young people to get involved in more physical activity	
11	<p>Discontinuation of Central Bedfordshire Admissions Forum Admissions Forums lost their statutory basis from February 2012 as a result of changes introduced in the 2012 Admissions Code.</p> <p>As a result Cllr Mark Versallion, Executive Member for Children’s Services, has decided in consultation with Members of the Central Bedfordshire Admissions Forum to discontinue the forum from 5th June 2013.</p> <p>The decision was made on the basis that Local Authority and own admission authority schools will continue to be provided with the support of the Council’s School Admissions Team. This will ensure that the co-ordination of admissions in the Central Bedfordshire area is carried out effectively and arrangements are suitably clear for parents and other stakeholders. Regular communication on admissions issues will continue to be provided for all academies and schools to ensure the admission process is managed efficiently and legislation is adhered to.</p> <p>If you need to speak to a member of the School Admissions Team, you can contact them on 0300 300 8037.</p>	<p>Lydia Braisher Admissions Manager School Organisation, Admissions & Capital Planning Tel: 0300 300 4769 Email: lydia.braisher@centralbedfordshire.gov.uk</p>
12	<p>Publication of Statutory Notices regarding the proposals to extend the age range of three lower schools and one upper school</p> <ul style="list-style-type: none"> • Lancot Community Lower School, Lancot Drive, Dunstable • Kensworth VC Lower School, Common Lane, Kensworth • Ashton St Peter’s C of E VA Lower School, Leighton Court, Dunstable • Manshead C of E VA Upper School, Dunstable Road, Caddington <p>The initial statutory consultation period for the proposals made by each of three lower schools and one upper school has now closed and the governing body of each school has considered the results and their decision to continue with each proposal.</p> <p>The governors of Lancot Community Lower School have requested the Council’s approval to publish statutory notices. The Director of Children’s Services has therefore considered the governors’ request and the outcome of the initial stage of consultation and has approved the progression to the second stage of the process for this proposal, which is the publication of the Statutory Notice.</p>	<p>Sue Barrow Information Manager, School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>

	<p>The governors of Manshead C of E VA Upper School, Ashton St Peter's C of E VA Lower School and Kensworth VC Lower School have also approved the publication of Statutory Notices for their proposals to extend the age range of their schools.</p> <p>The Statutory Notices for all 4 proposals have therefore now been published and are available, with the Full Proposal and the original consultation document on the Council's website at www.centralbedfordshire.gov.uk/schoolconsultations.</p> <p>The 6 week consultation period for the lower school proposals will end on Monday 15 July 2013, and for Manshead Upper on 18 July 2013. Councillor Versallion will determine all 4 of the proposals at a public meeting to be held at 2.00 pm on Tuesday 13 August 2013, in the Council Chamber, Priory House.</p> <p>If the decision is taken to approve the proposed changes in the age range of these schools, this will be implemented for all from September 2014.</p> <p>The Council has received advice from the governors of Ashton Middle School that they have decided not to progress with the proposal they published recently but have stated that they will "consider and explore alternative options and to work more closely with all stakeholders to ensure that our pupils are provided with the best educational opportunities".</p>	
13	<p>Publication of Statutory Notices regarding the proposal to expand Church End Foundation Lower School, Marston Moretaine</p> <p>At their meeting on 18 March 2013, the Council's Executive gave their approval to the commencement of an informal consultation, and the subsequent publication of statutory notices, for a proposal to expand Church End Foundation Lower School in Marston Moretaine.</p> <p>This proposal is part of the Council's New School Places Programme which has identified the requirement for new lower school places in Marston Moretaine, as a result of significant housing development in the area.</p> <p>Following the conclusion of the informal consultation, which demonstrated much support from parents and other stakeholders, Statutory Notices detailing the proposed expansion were published on Monday 17 June 2013.</p> <p>The Statutory Notice, Full Proposal and the original consultation documents can be found on the Council's website here.</p> <p>Any objections or comments to the Statutory Notices are to be submitted to the Deputy Chief Executive / Director of Children's Services by Monday 15 July 2013.</p>	<p>Sue Barrow Information Manager, School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>

	<p>Ultimately, the Council's Executive will decide on the proposal at their meeting on 13 August 2013; if the decision is taken to expand the school, this will be implemented from September 2014.</p>	
14	<p>Commencement of informal consultations for the proposed expansion of Russell Lower School, Ampthill and St Andrews CofE VA Lower School, Biggleswade At their meeting on 14 May 2013, the Council's Executive gave their approval to the commencement of informal consultations, and the subsequent publication of statutory notices, for the proposals to expand Russell Lower School, Ampthill and St Andrews CofE VA Lower School, Biggleswade, with effect from September 2015.</p> <p>This proposal is part of the Council's New School Places Programme which has identified the requirement for new lower school places in both Ampthill and Biggleswade, as a result of significant housing development in both towns.</p> <p>The consultation documents which include details of the proposals, a list of FAQs, the on-line response facility and details of the public meeting can be accessed on the Council's website here.</p> <p>The informal consultations were launched on Wednesday 12 June 2013 and will run for four weeks until Wednesday 10 July 2013. Responses to the consultations must be submitted by 5.00 pm on 10 July 2013.</p>	<p>Sue Barrow Information Manager, School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>
15	<p>Houghton Regis Academy receives approval for its proposal to become a secondary This is to advise you that it has been announced that Lord Nash has approved the proposal from Houghton Regis Academy to become a Secondary from this September and to expand in due course.</p>	<p>Sue Barrow Information Manager, School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>
16	<p>Publication of the notes of the meeting held on 22 May 2013 at All Saints Academy for the Chairs of Governors and Head teachers of schools in Dunstable and Houghton Regis The presentation given at the meeting and the notes of this meeting are available on the Schools Portal here.</p>	<p>Sue Barrow Information Manager, School Organisation, Admissions & Capital Planning Tel: 0300 300 5700 Email: sue.barrow@centralbedfordshire.gov.uk</p>
17	<p>Consultation on a new policy to amend the licensing of sex establishments in Central Bedfordshire Please find below details of this consultation.</p> <p>Consultation opened: Monday 10 June 2013 Consultation closes: Friday 30 August 2013</p>	

	<p>How the public can have their say: You can read the full policy and comment on it on our website. Paper copies will be available from the Council's offices and also on request by telephoning 0300 300 4394.</p> <p>Following a telephone survey of 1,123 residents across Central Bedfordshire, the Council has received clear feedback that our licensing policy on sex establishments - a term which includes sex shops, sex cinemas and sexual entertainment venues – should regulate the location in which they can operate.</p> <p>Our proposed policy would prevent licences for sex establishments being granted within 500m of schools and nurseries; areas frequented by children and families; residential, retail and leisure areas; parks; areas frequented by vulnerable adults; community buildings; places of religious worship and sites of historical or heritage value.</p> <p>You can view the new policy and have your say via: www.centralbedfordshire.gov.uk/consultations</p> <p>If you have any queries about this consultation, please contact Su Childerhouse by emailing Susan.Childerhouse@centralbedfordshire.gov.uk or telephoning 0300 300 4394.</p>	
18	<p>New UCAS website will help Central Bedfordshire teenagers plan their future from home or in the classroom</p> <p>Young people in Central Bedfordshire can now use UCAS Progress, a dynamic new web-service, which makes it easy for teenagers to discover post-16 courses close to where they live, ranging from apprenticeships in engineering to A level maths.</p> <p>Central Bedfordshire Council and local education providers have teamed up with UCAS Progress to enable learners to use the recently launched service and is free for them to use. With UCAS Progress, young people and their parents can investigate a directory of local learning opportunities, including BTECs, A levels, apprenticeships and training opportunities.</p> <p>Cllr Mark Versallion, Executive Member for Children's Services at Central Bedfordshire Council commented "We're very excited to be introducing UCAS Progress within Central Bedfordshire. Using UCAS Progress students can find out information about schools, academies, colleges and training providers, and view information by course, provider or on a map. By inputting their postcode or the location of where they want to study, they can find learning opportunities within a certain distance."</p> <p>For more information, contact the UCAS Progress team on 0871 468 2568 or email ucasprogress@ucas.ac.uk or contact Youth Support Service at Central Bedfordshire Council on 0300 300 5486.</p>	

19	<p>Central Essentials Central Essentials (CE) is the newsletter emailed to schools on a weekly basis. Some of the information included in CE is also repeated in Governors' Essentials. CE can be accessed on the Schools' Portal.</p>	
20	<p>School Governors' One Stop Shop (SGOSS) SGOSS is a national charity working in partnership with local businesses to help recruit skilled volunteers to become governors in schools across the country. The service is completely free to any school that has current or pending (within 6 months) governor vacancies. All you need to do is contact SGOSS on 020 7354 9805 or visit www.sgoss.org.uk/Schools and register your governor vacancy(s).</p>	
21	<p>FAO all Governors – FREE Clarity around the legal process for converting to academy status seminars The Central Bedfordshire Teaching School Partnership has arranged for EMW, a commercial law firm based in Milton Keynes and London with considerable experience of the conversion process, to present two seminars to Headteachers and Governors on 10th July 2013.</p> <p>A flyer containing further information and details on how to book can be found in Governors' Essentials on the website.</p>	<p>Teresa Farrow Outreach Programme Leader Redborne Training School Tel: 01525 842614</p>
22	<p>Governor training programme The details for the new governor training programme 2013/2014 are now being finalised and two copies of the summary document will be sent to each school and academy before the end of term. The governor training section of the website will be updated at the same time.</p> <p>In the meantime, a list of the courses available within the new programme together with dates and times can be found in Governors' Essentials on the website.</p>	<p>Joanna Brown Commissioning and Partnerships Officer Tel: 0300 300 8105 Email: gov.training@centralbedfordshire.gov.uk</p>