

Governors' and Clerks' Newsletter

Autumn Term 2017

Welcome to the autumn term edition of the Governors' and Clerks' newsletter. If you need further information, the Governor Services [intranet](#) has archived copies of our newsletters, contact details and a wealth of other governance guidance. Please note Services intranet, require you to have logged in to the intranet using your governor ID to be routed to the correct page.

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All Schools

What's New?

2017 Teachers' Pay and Conditions Document

The School Teachers' Pay and Conditions Document September 2017 and guidance on school teachers' pay and conditions have been released and can be found [here](#).

Hampshire maintained schools should look out for the updated Hampshire County Council Model School Pay Policy 2017 which is due to be published shortly.

Removing Elected Governors

The amended regulations enabling maintained school governing bodies to remove elected parent and staff governors came into effect on 1 September 2017. As with the removal of co-opted governors, elected parent and staff governors can be removed by way of a majority decision of the governing body, which needs to be ratified at a second meeting.

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The [statutory guidance](#) on the constitution of governing bodies of maintained schools has been amended by the Department for Education (DfE) to reflect these changes. They also state that governors who have been removed should be given a right of appeal 'to test the reasonableness of the governing body's decision to remove them'. They go on to say the appeal should be conducted by an independent panel.

If an **elected** governor is removed from office they are also disqualified from serving or continuing to serve as a school governor for five years from the date of their removal. The guidance includes examples of the behaviours that could lead to a governing body considering removal. However, removal should be seen very much as a last resort which should only be used in very exceptional circumstances, when all other avenues to address the issues have been exhausted.

Updates/Reminders

Important notice – change of training venue

All of our courses due to take place at Bridgemary School will now be held at **St Vincent College** in Gosport. St Vincent College is based on Mill Lane, Gosport, PO12 4QA, a map of how to find the new venue can be found [here](#).

We have placed a note on our website of this change and will remind governors of the new venue in their course confirmation notification if they were due to attend a course at Bridgemary School.

Revised Exclusion Guidance Issued by the DfE

In July 2017, following consultation, the DfE published revised exclusions guidance, which came into force in September 2017 ([click here to view](#)). The law concerning exclusions has not changed.

The DfE have:

- updated the exclusion review process
- included additional non-statutory guidance for Headteachers and parents

The changes are factual and aim to provide greater clarity. They do not change the rights of, or requirements on, schools, children or parents in relation to exclusions.

Ofsted School Inspection Update

In July 2017, Ofsted released issue 10 of their school inspection update. The full update document can be found by clicking [here](#). The highlights are:

- there will be no material changes to the inspection framework until September 2019 and there will be consultation prior to any changes
- Inspectors have been advised to remain vigilant in receiving information/concerns about the 'Blue Whale Challenge', a social media based 'game' that encourages young people to self harm

- clarification has been provided on how Inspectors will engage CEO's (or equivalent) of Multi Academy Trust's during inspections
- an explanation about the rare occasions Inspectors may look in school personnel files to gather information about safer recruitment
- a reminder for Inspectors to be aware of the Clerking Competency framework
- a direction for Inspectors to comment on the National Citizenship Service where appropriate

There have been no changes to the School Inspection Handbook since August 2016 and if there are any updates published, we will notify you through the fortnightly update.

PE and Sport Premium for Primary Schools – funding 2017/2018

DfE guidance can be found [here](#)

Schools receive PE and sport premium funding based on the number of pupils in years 1 to 6. In cases where schools don't follow year groups (for example, in some special schools), pupils aged 5 to 10 attract the funding.

There has been an increase in this funding for the year 2017 to 2018. Schools with 16 or fewer eligible pupils will receive £1,000 per pupil. Schools with 17 or more eligible pupils will receive £16,000 and an additional payment of £10 per pupil.

The DfE will publish the school level breakdown of funding for the academic year 2017 to 2018, including conditions of grant, in October 2017.

Academies Financial Handbook 2017

The Education and Skills Funding Agency (ESFA) published the Academies Financial Handbook 2017 in July this year. This replaced the 2016 version as of September 2017. A full copy of the handbook can be found by clicking [here](#).

In relation to governance, **some** changes that can be found in the handbook are:

- greater clarity about the role of members and trustees
- the requirement for the board to discuss the annual letters to the Trusts Accounting Officer / CEO
- new processes in improving financial health and efficiency in Trusts causing the ESFA concern
- an emphasis on the importance of addressing skills gaps on the board
- the highlighting of the DfE's competency framework for governance as a tool to determine skills gaps
- the expectation that boards will assess their performance against the Governance Handbook key features of effective governance
- the requirement to keep Edubase up to date

There are other changes in the Financial Handbook which academy boards need to review to ensure they are compliant with the requirements of the current handbook.

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Analyse School Performance (ASP) and RAISEonline

RAISEonline closed on 31 July 2017.

Analyse school performance (ASP) is the replacement to RAISEonline. ASP is a secure system where users, inclusive of the DfE, schools, academies, MATs, LAs, Ofsted and governors can access detailed performance data to help support school improvement. This DfE [information video](#) will help users log into the service.

Special Schools' Conference 2017

The 2017 Special Schools Conference will be held on Wednesday 4 October 2017, 9.30 – 15.30 at Botley Park Hotel, Winchester Road, Botley, SO32 2UA. This year the key note speakers are:

Brian Pope

Assistant Director, Education & Inclusion, Hampshire County Council

Matthew Barnes

HMI, Ofsted

Gareth Morewood

SENCo, Specialist Leader of Education and Honorary Research Fellow, University of Manchester

Paul Van Walwyk

Headteacher, Wolverdene Special School

Our Special Schools' Conference is always over-subscribed – bookings will be limited to two governors from each governing body in the first instance.

Please click [here](#) to book your place.

Governor Services Staff Changes

Governor Services said goodbye to Administrative Officer Katie Thackray during the summer term and Deputy Co-ordinator Sharon Brueton at the end of the autumn term.

Autumn Term Programme 2017

Please look out for your copy of the autumn term training programme. This was sent as a pdf to all governors and is available on our website in the [training](#) section. Where demand for particular courses is high, we will endeavour to provide additional sessions. Please ask to be added to the waiting list so that we have visibility of the demand for courses, this will also mean you are notified first when any new sessions are set up.

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Hampshire
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DTG & Clerk section

Changes to the booking system for Induction for New Governors

Following a review of Induction course bookings over the last few years, we have decided to make a change to the practice of automatically booking new governors on to Induction. From this September they will be asked to book their own place which will provide them with greater flexibility in terms of the Induction course they attend.

We are hoping that this will reduce the number of 'no shows' as whilst we asked governors to let us know if they could not make the course on to which we booked them, very often this has not happened. This resulted in a significant number of 'no shows' depriving others of a place and wasting resources as the places still had to be paid for. During last year (2016/17) 166 governors had a space booked for Induction, but didn't attend, which equates to over four courses.

From September, when we receive notice of a new governor appointment (via your clerk updating our database) we will send them details of the next available Induction courses and how to book their place, along with a comprehensive and updated 'welcome e-learning' package. This email will be copied to the clerk, chair and Development & Training Governor (DTG) so that they can monitor bookings and attendance of new governors in accordance with the governing body's own Induction Policy.

We are confident this change will ensure new governors can book a course that is convenient for them, and that they will be able to attend sooner than they have in the past. We offer 26 Induction courses a year across the County, as all day (including Saturday) events as well as a 2 evening option to provide the greatest opportunity for attendance.

We will continue to monitor attendance at Induction courses, but please do contact us if you wish to discuss this change. Please remember to let us know if you are unable to attend any of our centre-based training courses so that we can reallocate your place.

Agenda Items

The list of suggested agenda items is available on our website in the Governance A-Z, under A in the Annual Planner topic area, found [here](#). This ensures the suggested list of agenda items is more accessible and available throughout the year to assist clerks and all governors with setting agendas and planning the work of the governing body.

Membership changes

The autumn term usually brings a high volume of membership changes and many boards will also be electing their officers this term. Please can all clerks therefore ensure that the Governor Services database is updated promptly with these changes via Clerks Write Access (CWA). We would also ask that you make sure that the e-mail addresses for your governors' are correct on the system going into the new academic year as almost all of our communications are now sent out electronically.

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EduBase – the DfE is replacing the Edubase system with a new service, [get information about schools](#) which will go live on Monday 18 September. The system will not be available over the weekend of 16/17 September whilst they migrate the data. All existing account details will continue to be valid once the new service is live and will provide the same privileges as now.

Whole Governing Body Training Session

For any governing bodies who have not yet decided on their whole governing body training session, please give consideration as to what would be an effective session for your board and book the session as soon as possible. This will allow you to gain the most from the training. Please encourage all of your governors to attend, as the training is far more effective if they all participate. Should you require help or advice in order to choose your topic, please [contact](#) the office.

Clerks' Conference 2017 – Developing Excellence in Clerking

Following the success of the last clerks' conference, we will be holding another one this year on Saturday 18 November, 9.30 – 3.30pm at Norton Park Hotel, near Winchester, SO21 3NB. This year the key note speakers are:

John West Burnham

John works as an independent teacher, writer and consultant in leadership development. John is the author of '*School improvement, governance and the role of clerk to the governing body*', the think piece which forms part of the National Clerks Development Programme.

David Cameron

David has established himself as one of the leading voices in the UK and internationally. He is regarded as an inspirational and entertaining presenter and a highly engaging and effective facilitator. David's keynote address will focus on dealing with competing expectations. - Please click [here](#) to book your place.

[Hampshire Schools only](#)

Updates/Reminders

Safeguarding Audit 2017

Information about the 2017 safeguarding audit and accompanying guidance can be found at:

<https://www.hants.gov.uk/educationandlearning/safeguardingchildren/annualaudit>

The deadline for submission of the online form is 30 September 2017. Although the school Designated Safeguard Lead (DSL) can complete the audit, presenting their findings to the governing board, it is suggested the Safeguarding Governor completes it with them in order to gain a greater understanding of the school's current position in relation to safeguarding. The completed audit should still be presented to the full board.

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Update from Childrens Services Health and Safety team

Risk Assessments

During the summer term, further Health and Safety briefings were carried out, introducing a new approach to risk assessment.

The old risk assessment template had been in place for a number of years and required revamping in order to ensure alignment to new Corporate Risk Assessment Procedures. These procedures include a new style of risk assessment template which aligns to the Health and Safety Executives (HSE) format which has been adopted by Children's Services.

Aligning to this template puts schools and the department in a much better position to demonstrate that there are suitable and sufficient risk assessments in place.

The number of risk assessment forms provided by the H&S team has significantly reduced with some of them being removed, whilst others were combined.

A list is published on the Childrens Services Health and Safety website to assist with more information about which ones have been replaced and which have been combined.

The approach to completing the risk assessments has also changed. Whereas previously they were populated with the hazards and controls measures, these have been removed, providing only one fully completed example, and a number of further potential hazards for each assessment. The move to this approach is to aid schools in being more adaptable and site specific in their responses.

Schools are advised to use their current assessments to help them start to complete the new ones. Schools should think carefully before transferring hazards and control measures across to the new templates to ensure they are relevant to their site.

There is now a very simple guidance document to assist with completion of risk assessments. This also contains a blank risk assessment form for those risks that are specific to individual schools and that they may wish to record.

There is no requirement to change over to the new format immediately. As and when assessments come up for review, they should then be transferred onto the new format.

Please contact Childrens Services Health and Safety should you require further information.

Other News

During the autumn term the Health and Safety team will be carrying out sampling visits to 50 sites across Children's Services to review the topics that were covered on the summer web monitoring in more depth.