

Governors' and Clerks' Newsletter

Autumn Term 2016

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 that some of the links given in this newsletter to particular pages of the Governor Services website require you to have logged in using your governor ID to be routed to the correct page.

Edubase

The Department for Education has confirmed that academy trusts and maintained school governing bodies must provide the Secretary of State for Education with the details of all those involved in governance from September 2016.

For academies, Edubase will have been pre-populated with the information provided through the Education Funding Agency's Information Exchange; however, these entries will still require checking and updating where necessary.

For maintained schools, Edubase will not have been pre-populated. Therefore, information will need to be provided by governing bodies to populate the fields.

Details about the information to be collected can be found [here](#).

Each school will have its own login. Clerks will need to provide their school with the relevant information or talk to their school about accessing the school's Edubase login. It is worth reiterating that there is an expectation that Edubase be kept up to date and this is not a one-off exercise.

Please note that Edubase is not replacing Hampshire Governor Services database, and we do still require this to be kept up to date to allow us to provide a high quality service to Hampshire governors.

In addition to the article in the Fortnightly Update of 15/07/16 regarding governor information to be recorded on Edubase, the Department for Education has confirmed that it needs to include details of anyone who stopped being a governor in the 12 months prior to 1 September 2016.

Serving Hampshire Consultation

Hampshire County Council is asking for the views of the public on different ways that the County Council and the 11 district councils in Hampshire could change or be reorganised.

The consultation is being undertaken by market research company Ipsos MORI, and invites views on options for combined authorities, elected mayors and unitary local government in Hampshire. The public consultation will be accompanied by a representative telephone survey.

The consultation concerns the county of Hampshire. This is the area covered by Hampshire County Council and the 11 district councils in Hampshire – not the cities of Portsmouth and Southampton or the Isle of Wight. However, some of the options do refer to the two cities and the Island.

The options for how councils in Hampshire could change or be reorganised will affect you. For example, in terms of how much council tax you pay, the influence you have over how public money is spent, what council services you receive in the future, and the way they are delivered.

Full details about the Serving Hampshire consultation are available [here](#). The consultation **closes at 23.59 on 20 September 2016**. The findings will be published in autumn 2016 and will help to inform the County Council's considerations about what recommendation to make to central Government.

This is a vitally important consultation on options that could have far reaching implications for council services and outcomes for residents in the future.

Keeping Children Safe in Education 2016

This document came into force on 5 September 2016 and contains some important updates to the July 2015 version. Schools Communication SC014321 provides a useful table of the changes and an opportunity for governing bodies to note actions they may want to take as a result of the changes. You will need to be logged into the Governor Services intranet to access the schools communication and having done so, it is available [here](#).

Please note there were a number of differences between the draft and final version of the Keeping Children Safe in Education 2016 document and it is important you read this latest communication to be clear about the updated requirements.

Keeping Children Safe in Education 2016 is a statutory document and schools and governing bodies must adhere to it. It is essential that schools and their governing bodies have a good understanding of its content.

Ofsted Inspection Handbook

An updated [School Inspection Handbook](#) was published in August 2016. The changes were minimal but there are two which governors should note:

- Under the description for the 'effectiveness of leadership and management' judgement (this includes governance), there is an additional reference to inspectors having consideration for the commitment of governors to their own development in order to improve their performance.
- Inspectors will always seek to meet those responsible for governance during the inspection. In this handbook, there is further clarification about who inspectors need to meet with to inspect governance at the school. This will usually include maintained school governors or academy trustees and sponsors (including sponsor representatives, where they exist). However, in a multi-academy trust, the board of trustees may have established a local governing body to which it may have delegated certain governance functions. In some other cases, there may be a local governing body that is wholly advisory, with no formal governance responsibilities delegated to it. Inspectors should ensure that meetings are with those who are directly responsible for exercising governance of the school and for overseeing its performance.

There continues to be a focus on the effective use of resources including pupil premium, the primary PE and sports premium, Year 7 literacy and numeracy catch-up premium and special educational needs funding.

Academies Financial Handbook 2016

The Academies Financial Handbook sets out the financial management, control and reporting requirements that apply to all academy trusts. The [2016 edition](#) has just been published which applies to accounting periods commencing on or after 1 September 2016.

Please note that page 5 of the document details what has changed.

RAISEonline Newsletter – Changes for 2016 Data

To take account of assessment and accountability changes, RAISEonline reports have been reviewed. The methodology used to calculate headline attainment and progress measures have been made consistent with the methodology applied to the same measures in the school performance tables. The RAISEonline [newsletter](#) provides detail on the changes.

RAISEonline is a useful tool for governing bodies to view, giving a detailed breakdown of your school's progress and attainment and allowing focus on particular pupil groups. Each governing body should look to review this data, along with their Headteacher, to ensure external evidence is taken into account when holding the school to account for pupil progress. A link to the RAISEonline library is [here](#).

Performance Tables and Accountability Measures

Performance tables sit at the heart of the accountability framework and provide a reliable and accessible source of comparative information on pupil progress and attainment. The performance tables present this information alongside wider contextual data including Ofsted judgements, absence, workforce and finance data, presenting users with a wider understanding of the setting in which our schools are operating.

The DfE plan to publish the 2016 performance tables in accordance with the following timetable, with key provisional secondary performance measures published in Autumn 2016.

- Primary performance tables – Mid December 2016
- Secondary performance tables – January 2017

The DfE statement of intent on [2016 School and College Performance Tables](#) (published August 2016) provides more information on changes to the performance tables.

Further information for primary schools is also provided in the DfE document [Primary School Accountability in 2016](#) published in September 2016.

Hampshire Governor Services - Service Level Agreement (SLA) 2017

Our Service Level Agreement (SLA) is due for renewal in April 2017 and you will receive an updated version of it this term. The good news is that we have frozen our subscription charges again for 2017/2018, and even reduced them in one area (see below). The full list of charges for the year is in the new SLA.

Following consultation, the main changes we have made are:

- a reduction in the Training, information and advice charge for small schools (NOR up to 105), this is in response to the particular financial pressures on these settings;
- an increase in the standard hours for the LA Clerking Service to 60 per year, this is to reflect the increase in responsibilities and expectations placed on this role over recent years;
- the removal of the option to buy the external e-learning packages because the usage figures for the former were consistently very low, we have also increased our own e-learning provision which is included in our subscription offer;
- a move to an open ended SLA which reflects the way we already administer our provision where we offer you the opportunity to unsubscribe from our services for the following year, once we have published our the prices for that year.

The open ended SLA will mean we will not have to re-issue the document every 3 years. If we are proposing any changes in the future we have to give you three months written notice of the revised provision, following consultation if it is a significant change. We will of course continue to discuss the service offer with Development and Training Governors, forums and the Service Review Group as we do now.

The training programme will continue to provide the range of events currently on offer, which are updated to reflect changes in legislation and Government guidance. If these changes are significant new courses will be developed to ensure governors in Hampshire have the training they need to effectively respond to current changes in the educational landscape.

This will mean you continue to have access to outstanding support both directly from our staff and via the website and our e-newsletters, and our extensive, locally delivered training programme.

There will be a link to an e-form for you to use to indicate which SLAs your governing body wants to sign up to and this will include the option for our Training, information and advice provision and the LA Clerking Service.

Please ensure your governing body has set a meeting date in the second half of the term to discuss and decide the SLA offers from Hampshire Services for Schools.

School Pay Audit

A recent Hampshire County Council internal audit looking at pay and performance management has highlighted a number of recommendations for governing bodies to consider. Overall the audit found adequate frameworks in place but some opportunities for improvement were noted.

In a small number of schools, teachers were being paid allowances above the values stated in the school's pay policy. All payments made to staff must be in line with the school's pay policy. You are strongly encouraged to make sure that robust processes are in place to check that staff are being paid within the parameters of the pay policy.

The audit also found instances where performance management for support staff known as Individual Performance Planning (IPP) had not been carried out. Support staff are entitled to an annual performance review as part of IPP (as well as ongoing discussions about their performance throughout the year). Your Headteacher should be including the status of this process in their report to the governing body.

Finally, you are reminded that all pay increases should be reported to the governing body for approval. This was found to be the case in all sampled schools for teachers but was less likely to take place for support staff. You should therefore agree with your Headteacher how this information will be reported to the governing body. This could be as part of one report covering both teaching and support staff, or in two separate reports to the Pay Committee.

Any queries about the findings or recommendations of the audit should be directed to the Education Personnel Services Helpdesk on 02380 383500

Children's Services Health & Safety Team (CSHST) Update – New Corporate Health & Safety Procedures

Over the coming months there will be a number of new corporate Health & Safety procedures that the CSHST will communicate to schools.

All procedures will be published on the corporate Health & Safety web pages as well as on the Children's Services web pages, which you can access via your school. These will be available via the school communication system as they are released and they will also be the subject of the next series of school briefings due to be held in the autumn term which Governors are welcome to attend.

The Corporate Transport Procedure (launched 15 December 2015 via Schools Communication [SC013797](#))

This requires schools to have a transport plan in place for all traffic movements on site (including parents dropping off/picking up, staff vehicles and delivery vehicles). Schools guidance, a checklist and example plans have been produced to sit alongside the corporate transport procedure for schools to use in assisting them with producing their own site plan. The site plan will effectively be the school's risk assessment for traffic on site.

The Corporate Asbestos Procedure (waiting to be launched)

This has been reviewed and redrafted to help all premises, including schools, in understanding their responsibilities in relation to the management of asbestos on their site. The new procedure includes checklists to be completed by the school to demonstrate effective safe management of Asbestos.

The Corporate Lone Working Procedure (launched 18 July 16)

The procedure outlines the requirements for the responsible manager and provides a simplified approach to the risk assessment process.

Roof Work

The CSHST will discuss roof work during the autumn school briefings. This is as a result of an incident where a Site Manager fell from a roof sustaining fairly serious injuries. A Schools Communication has been sent out informing schools that no roof work should be undertaken by any member of staff and this includes accessing the roof to retrieve footballs, bags or other items. Working off a ladder where the person has three points of contact, and has received training in ladder safety is however acceptable.

As always the CSHST are available to visit your school to help and give advice on any health & safety matters as required. Please contact Sarah Spurgeon in the first instance on 01962 876220.

Staffing Changes

Sarah Attree

The service welcomed Sarah Attree to the team in May. Sarah will be working on our centre based training programme and with governing bodies in the Test Valley area. Sarah previously worked for the council in various administration roles.

Sarah Kirby

The service welcomed Sarah Kirby to the team in June. Sarah will be working with the clerking service and with governing bodies in the Hart & Rushmoor area. Sarah previously worked for Children's Services in various administration roles.

Sharon Brueton

Sharon is the newest member of the team having joined as a Deputy Governor Services Co-ordinator in August. Sharon comes from a Further Education teaching background and has managed curriculum areas within further education colleges. Sharon is an experienced governor and will be working across the Local Authority Clerking Service and the training provision.

Jane Hodgson

The service was very sad to say goodbye to Jane Hodgson over the summer holidays. Jane has been a long standing and knowledgeable member of the Governor Services team for nearly 10 years. Jane provided advice and support to many governors and clerks throughout the county. We wish Jane all the best for the future and thank her for the time and effort she put into supporting governing bodies across the county.

Advice, Support and Training Telephone Line and Email Addresses

During the summer, the centralisation of Hampshire Governor Services was completed. The service is now working from Clarendon House in Winchester which helps us be more efficient in the way services are delivered. From 12 September 2016, there will be a single telephone number and e-mail address for you to contact with any advice, support and training enquiries, rather than you needing to call or email individual members of staff directly. Staff will be on hand to answer your calls and e-mails during working hours each day, but please be reassured that you will still be passed to the appropriate member of staff linked to your governing body to help you with more complex or on-going enquiries.

Advice, support and training telephone line: 02380 814820

E-mail address: governors@hants.gov.uk

Whole Governing Body Training Session

We would recommend that all governing bodies still to book their whole governing body training session for the 16/17 financial year choose the training topic at their next full governing body meeting. Subscribing governing bodies are entitled to one of these sessions per financial year, so please do book this year's session as soon as possible if you are yet to do so.

Please make every effort to attend these sessions as the training is far more effective if all participate. Should you require help or advice in order to choose your topic, please contact the office. Pay-as-you-go schools can book a session of their choice for £460.

It is worth noting that if left too late, it can be difficult to book these sessions at a convenient time for a governing body due to tutor availability and that in all instances sessions need to have been booked by 31 January 2017 and completed by 31 March 2017.

The list of whole governing body training available can be found [here](#).

Autumn Term Programme

Please look out for your copy of the autumn term programme. This was sent as a pdf to all governors in the summer term and is available on our website in the [training section](#).

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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 if any new sessions are set up.

The spring term programme will be sent to all governors and clerks in the second half of the autumn term.

Safeguarding E-learning

New [e-learning](#) is available on the Governor Services intranet.

This is especially useful for new governors and governors due to attend the centre based Protecting Children course.

The e-learning covers:

- The legal framework and Ofsted framework
- Governor responsibilities for safeguarding
- The various safeguarding roles in school
- Where to find more information

All of our e-learning modules are free for governors and clerks from subscribing schools and are available through the Governors' [intranet](#).

Hampshire Governor Services Fortnightly Update

Our new approach to regular communication with subscribing governing bodies and clerks was rolled out in the summer term. Feedback from clerks and governors has been very positive and the fortnightly update will continue to be sent individually to all governors and clerks using the email address we hold on our database. Therefore, it is very important that your e-mail address is kept updated by your clerk to prevent delivery failure.

The update will continue to be sent every two weeks on a Thursday from governors@hants.gov.uk please add this address to your contacts or trusted list so it doesn't get caught in a spam filter. It is designed so you can quickly decide what is of interest to you allowing you to focus on these issues alone and has links so you can find out more about updates where necessary.

Please do make every effort to open the update and read the content, as this is now our main method of communicating important updates to you. The next fortnightly update will be sent out on 29 September, please look out for it arriving in your inbox.

Local Governor Forums

Governor Services facilitates a local forum for governors in three locations around the county, usually once per term. A Local Governor Services Officer supports each forum along with other area and county staff. The chairperson, a local governor, manages the agendas of meetings. Agenda items will normally reflect topical issues of interest to governors and perhaps be raised by them. Subject experts are often invited to speak. They offer a good chance for governors to meet other governors and discuss current issues. Minutes are sent to all the schools' representatives in the area. It is then up to each governing body to decide how widely these should be circulated and how key items should be communicated further.

Attendance at your area forum is open to at least one representative of each governing body in the area. Academy governors are welcome if their academy has purchased annual membership of the Hampshire Governors Association.

Schools Forum

At the forthcoming Local Governor Forum meetings representatives will be elected to The Schools Forum.

The Forum is a statutory non-executive advisory group with terms of reference set by the Education Act 2002. The meetings are currently held 6 times a year in Winchester. The dates and times of future meetings can be found at: www.hants.gov.uk/education/education-meetings/education-meetings-schoolsforum.htm

The County Council consults the Forum on:

- the Schools Funding Formula;
- the terms of any proposed contract for supplies or services paid from the Schools Budget;
- the arrangements for –
 - the education of pupils with Special Education Needs;
 - the use of pupil referral units and the education of children other than at school;
 - early school years education;
 - revisions to the authority's scheme for the financing of schools;
 - the allocation of Government grants paid to schools;
 - free school meals; and,
 - other matters concerning the funding of schools.

Further information on the Forum can be found on the Governor Services' [website](#).

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If you are interested in this important role you can self nominate and your application will then be taken to the next Local Governor Forum meeting, for the area in which you are a governor, where the election will be conducted. Please e-mail a statement in support of your application to governors@hants.gov.uk, this will be shared with the Forum to inform their decision.

As the Forum meetings are coming up very shortly you will need to submit your statement **by Monday 19 September**.

More information and previous minutes can be found on the Governors [intranet](#).

LA Clerks' Mileage Claims

All Local Authority Clerks should be aware that Hampshire County Council is required to audit claims for travel expenses. When carrying out cover clerk work or travelling to training events, you can claim reasonable travel expenses by way of a mileage claim if travelling by car or the cost of travel if using public transport. However, in both cases you must keep evidence of the expense. If claiming for public transport you should keep the transport ticket and if travelling by car you must be able to produce a fuel receipt dated prior to the travel (within a sensible time period).

The County Council carries out random audits on claims submitted by all employees and requires managers to ask claimants for evidence of their expense during these audits.

LA Clerking Service

There will be a further round of recruitment for the LA clerking service in the autumn term. If you are aware of somebody who would be interested in becoming an LA clerk, then do please encourage them to contact Governor Services so we can make them aware of the opening of any recruitment round.

A serving governor, or a school employed clerk at a school outside of the service, as well as anybody else with suitable experience is welcome to apply, so do please contact us for more information if you think this is something you would be interested in.

Headship Selection Practice Candidates

We have opportunities coming up for aspiring Headteachers to be interviewed by a group of governors on a 'practice' basis. We know from feedback how valuable this exercise is and how it can enhance their chances of success when applying for real jobs.

Candidates can be from infant, junior, primary, secondary and special schools, and need to be interested in applying for a Headship position. Governor Services will contact any willing practice candidates on an ad-hoc basis to check availability when requests are received from governing bodies for this training.

Please pass on our contact details as we would be pleased to hear from prospective practice candidates via our email address: governors@hants.gov.uk or by telephone 02380 814820.

Special Schools Conference

Look out for our special schools conference flyer which will be sent to all governors shortly and will be of particular interest to governors working in resourced provision and special schools.

NCTL Development Programme for Chairs and Aspiring Chairs

There are still places available on our three part development programme for chairs and aspiring chairs commencing on Friday 30 September. For more information and to apply for the programme, please click [here](#).

Please note that any applications for this upcoming programme must be received by Friday 23 September to allow delegates time to complete the preparation work.

Agenda Items

We are pleased to advise the list of suggested agenda items is now available in a new format on our website in the Governance A-Z, under A in the Annual Planner topic area, which can be found [here](#). This ensures the suggested list of agenda items is more accessible and available throughout the year to assist with setting agendas and planning the work of the governing body.