



To Achieve School Improvement through  
the Effective Governance of Schools

## Partnership Working

New ways of working with schools continue to develop. Working in partnership is designed to ensure that LA support is targeted to support and challenge those schools that need it most. It provides a structured and co-ordinated process for working with schools to ensure that leadership teams are able to identify the reasons for a school's underperformance and develop effective strategies to address this.

It aims to provide effective early support where groups of pupils are failing to make the expected progress, standards in core subjects are declining or are very weak and the school has low contextual value added.

The process provides transparency and allows accountability through the use of objective performance data, to challenge schools. The process also creates the opportunity to develop collaborative ways of working.

Meetings will be held each half term. The purpose of these meetings is to provide support and challenge for the school's leadership team in developing effective improvement strategies to secure sustained improvement. This might, for example, include help to develop effective self-evaluation and improvement planning skills. The School Improvement Officer (SIO), leadership team and other key Education Bradford staff will work at a strategic level in supporting the school to develop and implement effective improvement approaches which result in improved pupil progress. The SIO will chair the meeting.

The SIO will be responsible for collating the most recent reports of all staff working in the school and providing a copy for the Review Meeting.

Governors should be notified by their Head if this process is operating in their school and be updated regularly on any strategies developing.

### THE ITEMS COVERED IN THIS ISSUE:

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## The Teaching Awards 2007

The Teaching Awards is an annual celebration of teaching and learning. Anyone can nominate a school (for the DfES Teaching Award for Sustainable Schools), or nominate teachers, headteachers, teaching assistants and school governors for a Teaching Award.

The DfES award for School Governance will acknowledge the vital role that governors play within the whole school community and will be open to all school governors. Do you know an outstanding governor? Go to [www.teachingawards.com](http://www.teachingawards.com) to make your nomination. Closing date for nominations is 1 March 2007.

### Report from Chair of Governors' Representative on the Children & Young People's Strategic Partnership

I have recently been elected (unopposed) to the Partnership and am writing to introduce myself. The Partnership sets the vision and strategic direction for the Council and partner agencies. I would very much welcome your views on issues about the direction that children's services should take and, in particular, what role education, at all levels, should play. The next meeting of the Partnership is scheduled for 25th January 2007. You can contact me through the School Governor Service or directly at [martintoch@talktalk.net](mailto:martintoch@talktalk.net)

**Martin Toch, Chair of Governors Holycroft Primary School, Keighley**

## DfES Records/ School Details

Edubase is the database held by the Department for Education and Skills for school details and is used for all official mailings and electronic communications with schools. Schools can update their own details via the Edubase Schools Interface (<http://schools.edubase.gov.uk>) using their data collection or School to School (S2) username and password. The site also allows schools to change details of school name, headteachers and chairs of governors as well as updating school's email and website addresses. This information should be kept up-to-date at all times. You can contact Edubase by email at [admin@edubase.gov.uk](mailto:admin@edubase.gov.uk) quoting your DfES school number and by giving information on the changes you require.

# New Resources for Schools

*produced by Diversity and Cohesion, Education Bradford*

A number of useful resources for schools have been produced to support the Agreed Syllabus for RE, Citizenship, History and Geography work in schools:

### Sacred Spaces DVDs

The Sacred Spaces DVDs and CD ROMs feature Object Trails around selected places of worship in Bradford which are linked to a teaching strategy aimed at promoting Citizenship and Interfaith RE in Secondary Schools. These resources are also being used with great success in primary schools. Titles include: The Hanfia Mosque; Hindu Cultural Society; Kashyapa Buddhist Centre' Our Lady of Czestochowa Polish Roman Catholic Church; Ramgarhia Gurdwara; Reform Synagogue. Price £20.50 each.

### Booklets

A range of booklets for teachers in schools have been produced with a Bradford flavour. Price £5.50 each. Titles include:

Bradford's Religious Communities; Food Rules and Religion; A Beginner's Guide to Buddhism; A Beginner's Guide to Hindu Dharma; A Beginner's Guide to Islam; A Beginner's Guide to Judaism; A Beginner's Guide to Sikh Dharam; Diwali; Easter; Hajj and Eid-UI-Adha; Pesach; Ramadhan and Eid-UI-Fitr; Vaisakhi

All are available from the Interfaith Education Centre. Telephone 01274 - 731674; email [interfaith@educationbradford.com](mailto:interfaith@educationbradford.com)

# Common Assessment Framework New Responsibilities for Schools and Other Children's Services

The Common Assessment Framework is a process for carrying out a shared, holistic assessment of the needs of children and young people and their families. It will be used across all children's services to help early identification of need and promote co-ordinated service provision.

### What this means for Schools

- The 2004 Children Act 'Every Child Matters' Sections 10 (Interagency Co-operation) and 11 (Safeguarding and promoting the welfare of children) has designated integrated front line services a crucial plank of their

statutory guidance. The Common Assessment Framework for children and young people (CAF) is one of the key elements in the delivery of such integrated front line services.

- Practitioners in schools will work with practitioners from other organisations to help children, young people and families achieve more positive outcomes
- There is a strong focus on working with families to gain their trust and consent to share information with other agencies.
- It is not expected that class room teachers will undertake these

assessments, but Headteachers will have to decide which of their staff will do so and will need to attend the Practitioner training after Christmas

- The CAF Team with the CAF Champion for Education, Bob Baynham, will also be offering training for governors who haven't attended the Manager's training, see the Spring Term 2007 Prospectus for details.

For further information contact: Jenny Taylor 01274 432563 [jenny.taylor@bradford.gov.uk](mailto:jenny.taylor@bradford.gov.uk) or Tariq Ajaib 01274 438824 [tariq.ajaib@bradford.gov.uk](mailto:tariq.ajaib@bradford.gov.uk) at the Change for Children Team.

## Disciplinary Procedures and Complaints Procedure for School Based Staff

Education Bradford in conjunction with Bradford Council has produced revised Disciplinary Procedures and a Complaints Procedure applicable to all staff employed in schools. These procedures have been subject to full consultation with all the recognised Trade Unions and Professional Associations.

A copy has been sent to schools addressed to the Chair of Governors.

The Council and Education Bradford would recommend that Governing Bodies adopt these procedures at an early opportunity, and in so doing, ensure that staff are aware of the new procedures, and that they are accessible to all.

If you or your Headteacher has any queries in relation to the procedures, please get in touch with your schools HR Adviser.

You can access these procedures at [www.bradfordschools.net](http://www.bradfordschools.net),

# Education and Inspections Act 2006

## The Education and Inspections Bill has recently received Royal Assent.

The Act gives local authorities a strategic role as champion of pupils and parents, with a duty to promote choice, diversity and high standards for every child. As the commissioner of school places, they will take all decisions relating to school organisation. All schools will be able to become Trust schools and there will be new safeguards allowing for a Trust and trustees to be removed in certain circumstances. There will be a strong voice for parents through Parent Councils.

The Act will give local authorities a new duty to promote fair access to educational opportunity. The admissions framework will be tightened to ensure fair access for all: reaffirming the ban on new selection by ability; outlawing interviewing; strengthening the status of the Code on School Admissions; and giving Admission Forums new powers. Fair access will also be supported by an extended duty on local authorities to

provide free transport for the most disadvantaged families.

The Act will create a power for staff to discipline pupils, extend the scope of parenting orders and contracts, and improve provision for excluded pupils. It will put in place a new entitlement to specialised Diplomas for young people, establish new nutritional standards for food and drink served in maintained schools, and give local authorities responsibility for making sure young people have a range of exciting things to do in their spare time. It will also merge several existing inspectorates into a single inspectorate to cover the full range of services for children and young people, as well as life-long learning.

The DfES has produced an Implementation Chart which sets out when provisions of the Education and Inspections Act 2006 come into force and when relevant consultations are taking place. This is available to order from the Online Publications website and we will provide updates in Notepad and Briefing Notes as each aspect comes into force.

## Admissions Forum - Governor Representatives Needed

We are currently seeking the following representatives to serve on the Admissions Forum:

1 Governor from a Foundation secondary school

1 Governor from the CE aided sector

The Forum usually meets on a termly basis on a Thursday from 4.00 to 6.00 pm at Future House, and comprises representatives of all of the Admissions Authorities across the District who considers issues including admission arrangements and policies.

If you are interested in serving on this Forum, please contact Linda Whittingham, Secretary to the Forum on (01274) 385616 or e-mail [Linda.Whittingham@educationbradford.com](mailto:Linda.Whittingham@educationbradford.com). The date of the next meeting is Thursday 18 January 2007.

## Election of Parent Governor to the new Children and Young People's Strategic Partnership

A new Children and Young People's Strategic Partnership (CYPSP) is heading up the new Children's Trust arrangements. The CYPSP will set the strategic direction for children's services in the district.

### Parent Governor Election to the CYPSP

We still need a parent governor to serve on the CYPSP. Unfortunately Dr Din who was the parent governor representative has resigned due to a clash of commitments. If any parent governors are interested in serving on the CYPSP then please do get in touch. It is very important that we have the voice of parent governors.

### Chair of Governors Election to the CYPSP

We are pleased to tell you that Martin Toch of Holycroft Primary School has been elected as the chair of governors' representative.

The CYPSP has met in July and November and meets bi-monthly from 6.30 – 8.30pm.

If you would like any further information please contact Jackie Walters, Change for Children Team on 431232 or e-mail [jackie.walters@bradford.gov.uk](mailto:jackie.walters@bradford.gov.uk) If you want to put your name forward for nomination please contact School Governor Service on 385629 or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

## School Census

Thursday 18 January 2007

Thursday 18 January 2007 is enumeration day for the DfES January School Census. The census will involve Nursery, Primary, Secondary and Special Schools and the completion of the census is a statutory obligation placed on all schools.

It should be noted that data from this census is used by the DfES and Education Bradford as the information base for school funding. Consequently the importance of accuracy in this census cannot be stressed too highly.

Information about the school census can be obtained from Paul Staincliffe (01274 385638) or Stuart Carlton (01274 385644). Alternatively you can email your query to [school.census@educationbradford.com](mailto:school.census@educationbradford.com)

# Bradford & Keighley Youth Parliament (BKYP)

The BKYP elections fall on the week 22-26 January 2007 and it is hoped that all schools will be hosting polling stations for young people to be involved and either campaign or cast their vote. After training, successful candidates (six from each constituency) will be meeting on a weekly basis within the constituency to work on issues that affect young people. Every two months BKYP will meet at City Hall. We are recruiting a worker to progress the development of BKYP in the following ways;

- a) to negotiate the nature of the link between the Children & Young Peoples Strategy Group and Executive
- b) to ensure access to BKYP by the 100's of groups of children and young people.

BKYP is the key by which the voice and influence of children and young people can be heard, included and have an effect on local decision-making processes. It is in Bradford and Keighley's interest to support the BKYP and allow it to make a difference, in order that children and young people can be included in social and political processes rather than be unheard and excluded.

**Graham Walker, Senior Manager,  
Bradford Youth Service. 01274 432440,  
graham.walker@bradford.gov.uk**

# Physical Education School Sport and Club Links Strategy

New figures from the DfES show a significant increase in the number of children achieving the national recommended level of physical education and school sport each week in Bradford schools.

This year's School Sport Survey of 200 Bradford schools reveals that 74% of pupils now take part in at least two hours high quality PE and sport a week, a massive increase of 25%, compared to last year which is a much better rate of improvement compared to the national picture. However Bradford still lags behind the national average of 80%. The greatest improvement has taken place in primary schools, particularly for five to eight year olds, but secondary and special schools have also improved.

Every school in Bradford is now part of a School Sport Partnership, in Bradford South, Bradford West, Bradford North, Shipley/Bingley and Oakbank/Keighley, supported by 4 specialist sports colleges, Tong, Yorkshire Martyrs, Thornton Grammar and Oakbank, and other partnership co-ordinating schools, Beckfoot and Hanson.

The national targets for 2008 increase to 85% and for 2010 to 100%. If the Bradford rate of improvement is to be sustained, the commitment of Governing Bodies, Senior Managers and staff will be essential. The Education Client team would like to offer further support and training to Governing Bodies interested in physical education and school sport. Contact Phil Wagner, Strategic Manager for the Programme on (01274) 385672.

## Recruiting heads - guide for governors

School governors play a crucial role in safeguarding the future leadership of schools by taking a systematic approach to the recruitment and appointment of head teachers.

A new study from the NCSL, produced in partnership with governor organisations, is recommending that all involved in the recruitment process - governing bodies, headteachers, advisers and consultants - adopt a seven-step plan that research indicates will give schools a much better chance of retaining a head once appointed.

On average, governors and employers will need to recruit a headteacher every seven years, but there are no publications with a national perspective that bring together the best techniques for appointing the right candidate for the role.

The recently published NCSL guide, *Recruiting headteachers and senior leaders: Step up to the challenge* provides advice for governors on recruiting headteachers. It has been informed by a long research project which looked into recruitment and appointment practice in a range of schools. The guide is designed to help governors and others involved in the recruitment process make the best decision when seeking a new headteacher and other senior leaders for their school.

The guide also urges governors to think about recruitment processes as part of longer-term planning that ensures their schools always have the best leadership.

It asks recruiters to underpin this process with some key checks, asking them not to base their expectations of a new head solely on what worked in their school in the past, or what is seen to work in other schools, and to assess their leadership needs in the light of their school's goals, environment and the capabilities of the current leadership team.

**You can access the full guide as well as a summary version on the NCSL website [www.ncsl.org.uk](http://www.ncsl.org.uk) Alternatively we are running a governor training course on Thursday 25 January 2007 if you would more details please see the Spring Term 2007 Prospectus, or ring School Governor Service on (01274) 385629**

*Notepad is a regular news sheet produced for all governors of schools throughout the Bradford District. It is intended to be a brief and cost effective way of providing all school governors with up-to-date information about services, local and regional activities, and training opportunities.*

*Notepad is compiled and produced by School Governor Service, Education Bradford, Future House, Bolling Road, Bradford, West Yorkshire, BD4 7EB. John Hesketh, Linda Townsend, Diane MacBairdy, Geoffrey Green, Diane Kenyon and Jean Jordan are happy to provide any further information you may need about any item appearing in this issue. We can be contacted at the above address, Tel 01274 385629, Fax 01274 385624, e-mail: [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)*



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