



To Achieve School Improvement through  
the Effective Governance of Schools

## Annual Governors' Conference - 4 December 2009, Ramada Jarvis Hotel **This event is now fully booked...**

**If you have not booked a place please do not just turn up.**

Please note that we are no longer able to take any further bookings for our annual governors' conference on the White Paper: 'Your child, your schools, your future: building a 21st century schools system'. The response to this event has been fantastic.

If you would like to be added to the reserve list, please call the School Governor Service on 01274 385629 or email: [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

We will contact you should a place become available.

## Governor Area Briefings

We are now sending out to the nominated governor representatives for each school, the agendas for the five locality-based Governor Area Briefings that are running this term.

In addition to updates from the Directors of Education Bradford and Bradford District Council there will be presentations about the New Ofsted Framework and implications for governors from the Education White Paper on 21st Century Schools.

We have received a number of enquiries from governors, who are not their school's nominated representative, asking if they can also attend these briefings. We can accommodate a few additional governors at each of the briefings but ask that you inform us of your intention to attend by contacting the School Governor Service on 01274 385629 or email: [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

## Governing Body Health Checks – A New Service for Governing Bodies...

**How are you doing**  
Are you meeting all your statutory responsibilities?

Can you do things better?

All governing bodies want to be sure that they are effectively carrying out their roles and responsibilities in their schools. To assist in assessing the effectiveness of the contribution governors are making to the success of their school, and following a number of requests, School Governor Service has devised a **Governing Body Health Check** that can be purchased by governing bodies.

If you would like us to carry out a review of all your statutory policies/documents and how well as a governing body you are carrying out your roles and responsibilities, please contact Linda Townsend or Felicity Blackwood on 01274 385629 for further information.



### THE ITEMS COVERED IN THIS ISSUE:

- > *Green Lane Primary School – School Improvement Planning Stakeholder Day*
- > *White Folder*
- > *Consultation on Draft Code of Practice on Provision of the Free Entitlement for 3 & 4 Year Olds*
- > *Sharing Good Governance Practice*
- > *The 14-19 Learner Entitlement*
- > *Music & Arts Service Support and Celebrate the National Year of Music*
- > *Saving Paper, Postage and Hassle at Oxenhope*
- > *Healthy Schools Success*
- > *Vetting and Barring Scheme Guidance*
- > *Record Results*
- > *NQT Induction*
- > *Every School Day Counts*

# Green Lane Primary School - School Improvement Planning Stakeholder Day

On Monday 12 October 2009 the Training and Development Agency (TDA) ran a 'School Improvement Planning Day' at Green Lane Primary School.



The day involved a number of the school's key stakeholders including parents, current pupils at the school, former pupils, staff, representatives from Education Bradford and Local Authority Learning Services. The purpose of the day was to clearly establish the links between meeting the Every Child Matters outcomes and raising standards of achievement within the school and consolidating community links.

The day was approached in a hands-on way that was facilitated by a range of practical exercises resulting in the identification of a range of many things that were going really well in the school and an identification of some areas for development.



If you would like further information about running a similar day in your school please contact John Williams, Workforce Reform & Development on 01274 385912.

## White Folder

For the first time this year the annual White Folder has been made available to all staff and governors. The White Folder is Education Bradford's initial analysis of end of Key Stage results and contextual information for all schools. Each school receives its own personalised analysis. Many elements of the White Folder will be of interest to governors.

To access the White Folder governors will need a user name and password to be able to access the secure part of Bradford Schools Online ([schools.educationbradford.com](http://schools.educationbradford.com)). If you do not have these please ask your head teacher or school administrator. Once you have your access credentials please log in and go to the 'White Folder' section in the 'Our School' module in the left hand navigation.

If you do not have internet access please ask your school for the arrangements they have made to give you access.

Alan Smith, Head of Information Management Team, 01274 385820, 07718 025052, Bradford Schools Online

## Consultation on Draft Code of Practice on Provision of the Free Entitlement to nursery provision for 3 & 4 Year Olds

The free entitlement is increasing from 12.5 hours to 15 hours to be delivered more flexibly. Consultation took place over the summer on changes to delivery of the free entitlement, which will be implemented through a revised Code of Practice for local authorities, from September 2010.

The focus of the discussion phase was on opportunities around

flexibility, quality and partnership working. The Code of Practice has now been redrafted to reflect these changes. Also included as part of the consultation process are a number of supporting documents.

The full consultation document and response form can be found at <http://www.dcsf.gov.uk/consultations> Closing date for responses is 8 January 2010.

## Sharing Good Governance Practice

Do you think your governing body carries out particular good practices or is your governing body simply a model of good practice? If so, we want to hear about you. We intend to feature and share good governance practice in Bradford in all our future editions of Notepad. We know that many of our

governing bodies within the district carry out some exemplary practices. We want all the governing bodies in our schools to do so.

Please contact Linda Townsend at the School Governor Service and tell us what you do well and why you think it works well. We'll do the rest and spread the word!

# The 14-19 Learner Entitlement

Current changes to 14-19 education and training are the biggest programme of educational reform for a couple of decades.

The main points are:

- > Raising of the Participation Age to 17 in 2013 and 18 in 2015. That means that the current Year 8 will stay in education and training until they are 17 and the current Year 7 until they are 18. Year 7 pupils all received a leaflet from DCSF earlier this term explaining that.
- > An entitlement to 4 curriculum pathways. This is in addition to the core curriculum for Key Stage 4 students. These pathways are:
  - Apprenticeships for 16-18 year olds. Government wants to see a doubling in the number of young people able to take an apprenticeship.
  - Diplomas. When the Education White Paper becomes law, schools will have a statutory duty to ensure that all their 14-16 year old students can access all of the first 14 diplomas from 2013 if they wish to. It will be a local authority duty to ensure that all 16-18 year olds can access all 17 diplomas, which will be offered by schools and FE colleges.
  - Foundation Learning. All 14-19 students who have not yet achieved a full Level 2 (equivalent to 5+A\*-C at GCSE) must follow a programme that includes approved qualifications in a vocational area, personal & social development, and functional skills in English, maths and ICT.
  - the general educational route of GCSEs and A Levels, many of which have or are being revised.
- > An entitlement to excellent information, advice and guidance to support young people to make the right



choices. This includes access to the district's prospectus, which can be found at [www.bradford4learning.com](http://www.bradford4learning.com) and an online application process, which is available for all Year 11 learners this year.

- > Access to positive activities, many of which are offered by schools and localities through Integrated Youth Support.

In April 2010 the LSC, which funds post 16 courses in schools and FE colleges, will close and the function will come into local authority control. This will make the system more responsive to local need. LSC staff will move across to the local authority to administer this.

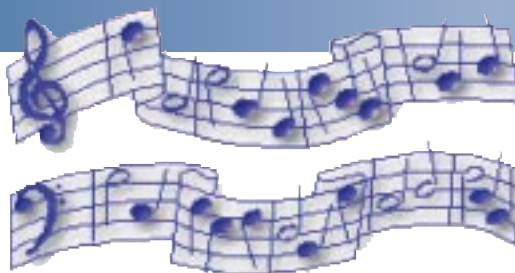
Bradford is in the process of tendering for its Connexions Service. There will be one district-wide contract for the universal service of what used to be known as careers advice. This is currently provided by Aspire-i, formerly Careers Bradford. There will also be five contracts, one per locality/constituency, to provide support for the 500 most hard to reach young people across the district.

**Maggie Peel, 14-19 Lead Officer, Learning Services,**

Telephone: 01274 385526

e-mail [Maggie.peel@bradford.gov.uk](mailto:Maggie.peel@bradford.gov.uk)

## Music & Arts Service Support and Celebrate the National Year of Music



We are delighted to be supporting the National Year of Music. All music events run by the Service over this next academic year will be in support of this DCSF and Government initiative. Events will incorporate two gala Schools Prom Nights, KS2 performance opportunities,

Big Sings, Big Plays, music centre concerts and much more – all these events help to celebrate the work and achievement of young people in the Bradford district. For further details and dates please see Bradford Schools Online website or telephone 01274 385555.

# Saving Paper, Postage and Hassle at Oxenhope



Governors at Oxenhope Church of England Voluntary Aided Primary School have been using ICT to help distribute their 'paperwork' for over two years since restructuring in 2007. They set up a secure password-protected Intranet site within their school website where minutes of meetings, communications and discussion papers are posted as PDF files for governors to download and read at their leisure. They post all material for main meetings as well as committees and the system allows governors to access all information posted since September 2007, and can save paper if people choose not to print everything out. They also store contact details and have an on-line calendar to help keep themselves organised. A recent addition to their intranet site has been a comprehensive 'electronic' induction pack for new governors.

Anthony Bennett, Chair of Governors at Oxenhope Primary, said, "We had always struggled trying to get

meeting papers out well in advance of meetings. Our system allows governors to receive the paperwork they need quickly and saves the school office the hassle of photocopying and posting out reams of paper. Some colleagues still print stuff out at home but a few of us are using notebooks and laptops in meetings to save paper in an attempt to be a little more Eco-Friendly. We also use the Interactive Whiteboard to display some documents in our meetings."

Oxenhope Primary has a dynamic Eco Schools committee, and their governors' use of ICT ties in closely with the children's active approach to reducing waste and energy consumption, and reusing/recycling wherever possible. For further information on how their secure intranet works and how a similar system could be set up in your school please email Anthony on [governors@oxenhope.bradford.sch.uk](mailto:governors@oxenhope.bradford.sch.uk) or contact the school via their website [www.oxenhopeprimary.org.uk](http://www.oxenhopeprimary.org.uk).

## Healthy Schools Success

Congratulations to the 8 schools who have recently achieved National Healthy Schools Status.

**They are:**

**Greengates Primary, St John the Evangelist Catholic Primary,  
St Paul's CE Primary, Westminster CE Primary, Swain House Primary,  
Greenhead High, St Bede's Catholic Grammar and Parkside School.**

There are now 170 schools in Bradford who are Healthy Schools, with several more almost there. As we now have 85% Healthy Schools in Bradford we are above the national average of 80% and Yorkshire and Humberside average of 84%. Well done everyone for all of your hard work.



# Vetting and Barring Scheme Guidance

With the introduction of the Vetting & Barring Scheme, the first phase of which commenced 12 October 2009, guidance has been made available which covers the changes that commence from this date.

These changes are:

- It is now a criminal offence for individuals barred by the Independent Safeguarding Authority (ISA) to work or apply to work with children or vulnerable adults in a wide range of posts - including most NHS jobs, Prison Service, education and childcare. Employers also face criminal sanctions for knowingly employing a barred individual across a wider range of work;
- The three former barred lists (POCA, POVA and List 99) are being replaced by two new ISA-barred lists;
- Employers, local authorities, professional regulators and other bodies have a duty to refer to the ISA, information about individuals working with children or vulnerable adults where they consider them to have caused harm or pose a risk of harm.

**New employees and those changing jobs in regulated activity do not need to start applying for ISA-registration until July 2010 and ISA-registration does not become mandatory for these workers until November 2010. All other staff will be phased into the scheme from 2011.**

Further information on how to apply for registration will be provided in due course. Full guidance can be found at [www.isa.gov.org/PDF/VBS\\_Guidance.pdf](http://www.isa.gov.org/PDF/VBS_Guidance.pdf)

# Record Results



Schools across the Bradford district have been celebrating record results this year. Children in primary and secondary schools, their teachers, school staff, governors and parents deserve to be congratulated for their hard work in bringing about such improvements.



Teacher assessment for seven-year-olds (Key Stage 1) showed improvements in all subjects. The results of tests for 11 year-olds (Key Stage 2) were up in mathematics and science.

Examinations sat by 16 year-olds, GCSE and others, were at record levels for straight 5 A\*- C grades and also at the national benchmark of 5 A\*- C grades including English and maths.

2009 also saw 'A' Level students performing at record levels in secondary schools throughout the district. The number of schools being judged as Outstanding or Good by Ofsted has also increased this year. The number of schools beating Government targets for rates of improvement at Key Stage 2 and GCSE has also risen.

Denise Faulconbridge, Education Bradford's Managing Director,



said: ***"Schools have produced record overall results in 2009 in almost all areas. This is great news for the district as it shows that the hard work of all involved in educating children and young people is paying dividends"***.



# Newly Qualified Teacher (NQT) Induction

## Roles and responsibilities of Governors

At the start of another academic year, many schools are beginning NQT induction programmes and the Governing Body has a responsibility to ensure that this is in keeping with the statutory regulations regarding NQT induction.

A summary of the Governing Body's responsibilities is below and further details can be found in the Statutory Guidance for Induction of Newly Qualified Teacher publication.

## The governing body

The governing body:

- must ensure compliance with this guidance, and in particular ensure that the headteacher/principal is fulfilling his or her responsibility to provide any NQTs serving induction in the institution with a suitable post (including a reduced timetable and PPA) and the necessary support, monitoring and assessment;
- can request general reports on the progress of an NQT but are not automatically entitled to have access to an individual's assessment forms;
- must investigate concerns raised by an individual NQT as part of the institution's agreed grievance procedures; and
- must seek guidance from the Appropriate Body on the quality of the institution's induction arrangements and the roles and responsibilities of staff involved in the process.

We would like to encourage governors to take an active interest in the progress of NQTs. Other areas of responsibility can be found on the Bradford Schools Online website under the Professional Development heading and governors are invited to browse this site to become fully familiar with the expectations of induction and ways in which they can support teachers new to the profession.

Questions about induction can be raised with Michael Garside, Teacher Development Consultant with the Transforming Learning Service 07919 058025.



## Every School Day Counts

Parents are being discouraged from taking their children on holiday during term time to give their child a better chance of succeeding at school.

It is important that children and young people regularly attend school because every school day counts. This helps children and young people achieve their potential.

Family holidays can be of great benefit to a child, but holidays taken in term time can badly affect a child's long-term education. Pupils who miss out on coursework can feel vulnerable and left behind. Seventeen days' absence over a school year relates to one GCSE or SATs grade lost.

Education Bradford's Education Social Work Service works in partnership with schools to improve attendance. One such scheme is a partnership with a local travel company to reduce holidays taken in term time. Money-off vouchers or discounts are available from Co-operative Travel and can be used for holidays taken during the school holidays. The partnership working enables parents to receive preferential rates with either a 7% discount or £50 voucher as well as commission free currency for overseas travel.

Further details can be found on the Education Bradford website at:

[www.educationbradford.com](http://www.educationbradford.com)

*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. Pat Elcock, Linda Townsend, Diane Kenyon, Clive Linnett, Flick Blackwood and Donna Slater 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 or Tel 01274 385629, Fax 01274 385588, e-mail: [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)*



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