

# Note PAD

*A regular news sheet for  
Governors of Schools  
throughout the Bradford  
District*

Education Bradford  
School Governor Service

JUNE 2006



To Achieve School Improvement through  
the Effective Governance of Schools

## EVERY GOVERNOR MATTERS

### *Conference for School Governors*

Saturday 17 June 2006

There is still time to book your place on the Conference for School Governors on Saturday 17 June. Ring School Governor Service on (01274) 385629 as soon as possible. Julian Piper, The National Director for the Extended

School Support Service will speak on New Models of Extended School Leadership with case studies. There will be an opportunity to discuss these key issues and link them with the priorities for the Bradford agenda and the changing National picture

#### THE ITEMS COVERED IN THIS ISSUE:

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- > Quality Improvement for 14-19 Learners
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## School Improvement Partners

As part of the "New Relationship with Schools" there comes a new role, that of the SIP – the School Improvement Partner. SIPs come into being in Secondary phase schools in summer 2006, and they begin in primary phase schools in autumn 2007. SIPs will be employed by and accountable to Education Bradford (representing the Local Authority). They will be drawn from serving or recently retired head teachers and suitably experienced local authority officers and they will play a crucial role in a school's strategy for improvement. All SIPs will be appropriately trained and nationally accredited. They will take the role of "lead professional" in the so-called 'Single Conversation' between schools and local authorities. They will also replace the role of the External Adviser in the performance management of the head teacher.

The School Improvement Partner will act as a critical professional friend to a group of allocated schools, helping the leadership to evaluate its performance, identifying priorities for improvement and planning effective change. The purpose is to build the school's capacity to improve the achievement of pupils.

The SIP's role is grounded in the school's external accountability to the local authority and to central government and its agencies. The main responsibilities of the SIP will be:

- To carry out the Local Authority's termly agenda for school improvement, providing reports to the Head teacher, Chair of the Governing Body and the Local Authority on standards, self

evaluation, priorities for action and targets.

- To act as a representative of the Local Authority by supporting the school in setting robust and challenging targets;
- To give advice to the governing body on the Headteacher's performance management and the school's performance management systems.

A detailed briefing, including a question and answer session, **specifically for governors of secondary schools**, will take place on Tuesday 4 July from 7.00pm to 8.30pm at Future House. Please ring School Governor Service on (01274) 385629 or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com) to reserve your place.

## Schools Causing Concern Group

Governors Advisory Group is actively involved with Education Bradford's Leadership Team to develop a highly focussed scrutiny group – Schools Causing Concern Group. This group, with appointed governor representation, will receive termly reports on Bradford school's that are causing concern to the Local Authority. Detailed proposals will be ready for the Summer round of Forums, where decisions will be taken in order that the Group can be operating from September.

# School in Focus

School in Focus celebrates innovative ways in which schools are responding to the unique needs of their pupils, staff, parents and communities. These features are full of stimulating and exciting ideas. Recent schools featured include Lilycroft Primary School and Hanson School. Could others learn from your school's ideas or examples of innovative work in a school you know? Staff, governors, LEAs, parents, pupils, members of the public: anyone can nominate a school to be featured on School in Focus by completing the

online nomination form at [www.teachernet.gov.uk/schoolinfocus](http://www.teachernet.gov.uk/schoolinfocus). To nominate a school simply demonstrate how the school is being innovative in meeting the unique needs of its pupils, parents, staff and/or community. A featured school might have devised a novel teaching or learning method; developed strong collaborations with other schools, colleges or local businesses; excelled in effective ICT deployment; or shown excellence or innovation in any other area.

## School Census 2007: Nursery, Primary and Special Schools

The School Census replaced PLASC in 2006 for all maintained secondary schools, CTCs and academies in England. In 2007 the arrangements will include maintained and direct grant nursery, primary and special schools.

The major changes for the 2007 School Census are that data will be collected three times a year and a modular format is to be used in order to collect historical as well as snapshot data.

It is **important** to note that the January 2007 School Census cannot be completed successfully without attendance data collected in the previous term. Consequently it is essential that schools ensure that attendance data is collected in **electronic form** from the start of school year 2006/2007 in September 2006.

Should you wish to discuss any aspect of the School Census and the collection of any new data items please contact Paul Staincliffe (01274 385638) or Stuart Carlton (01274 385644) or email: [schoolcensus@educationbradford.co.uk](mailto:schoolcensus@educationbradford.co.uk). Both will be pleased to assist you.

Training sessions will be offered by Education Bradford EB-ICT in November and all schools will be requested to partake in a test run on the 30th November 2006 - doing this will pay dividends in delivering a successful census.

## Bradford-Keighley Youth Parliament Elections 2007

The next set of Bradford-Keighley Youth Parliament (BKYP) Elections will take place in January 2007.

The elections give the opportunity for young people from across the district to stand as candidates to become Members of the Youth Parliament and represent their interests and those of their peers.

We are contacting all schools across the district in order to:

- publicise BKYP
- encourage young people to stand as candidates to become a Member of the Youth Parliament. Training sessions for candidates will take place during autumn half-term break

- Allow and enable a Polling Station to operate at their school

The Youth Elections fit in with Citizenship and PSHE and we are looking to schools to take up the opportunity for their students to actively take part in the election process. We will also be running an e-voting system again which is very easy to administer in schools.

Further details can be found on [www.bkyp.co.uk](http://www.bkyp.co.uk). Youth Service workers are already communicating with schools to develop plans for the next elections.

If any school needs any more information please contact the BKYP team on 01274 432135.

## Quality Improvement for 14 - 19 Learners

A working group has recently been established to draft collaborative protocols for promoting quality management and improvement (QI) in 14 - 19 provision across all sectors of education and training.

The group included representatives from secondary schools, FE colleges, work-based learning providers, the Learning and Skills Council, Education Bradford, the Centre for Learning Excellence and Bradford Council.

It was decided that the protocols to support quality improvement should be cross referenced with the Common Inspection Framework (CIF), which impacts on all providers, and should reflect the objectives of the Children and Young Peoples' Plan.

The team was able to draw on some, particularly strong, good practice developed in the Council's work-based learning organisation, 'Skills for Work' who were recently commended by the Adult

Learning Inspectorate (ALI) for their QI policy and practice.

A set of 'protocols' for quality improvement in relation to the 14 - 19 entitlement, to guide partner organisations, has been developed linked to the five key questions of the CIF;

- 1 How well do learners achieve?
- 2 How effective are teaching, training and learning?
- 3 How well do programmes and activities meet the needs and interests of learners?
- 4 How well are learners guided and supported?
- 5 How effective are leadership and management in raising achievement and supporting all learners? (Including specifically; a) Leadership and Management b) Quality Improvement & c) Equality, Diversity and Disability.)

The protocols were in turn cross referenced to ensure coverage of the 'Every Child Matters' objectives. This protocols' document has been circulated to relevant partner organisations, including all secondary schools, colleges and work-based learning providers in the District, for comment, and has been positively received.

The team are now working to develop supporting 'toolkits' which will give partners clear guidance on what the implications of the protocols are in real terms and how they meet the requirements of inspection, which will then be disseminated to partner organisations and training offered to support the protocols.

If Governors would like further details or to comment please contact Stan Gerwitz, Confederation Manager 01274 444143 or email: [stan.gerwitz@lsc.gov.uk](mailto:stan.gerwitz@lsc.gov.uk)

# Schools ETC Extending to Communities

Schools ETC is a new magazine that will highlight the huge range of partnerships and initiatives being developed, as schools explore new ways of extending services to achieve sustainable improvement.

Schools ETC will help those who work in and with schools to share ideas and practical advice on how to improve outcomes through community/extended services.

By subscribing you will receive, quarterly magazines, advice sheets, free membership of ContinYou's maths and reading clubs, access to a subscribers award and discounts on ContinYou

events, and an e-newsletter for extended schools.

The cost of subscription is £35 a year. To receive a form e-mail [subscriptions@continyou.org.uk](mailto:subscriptions@continyou.org.uk) or ring Jason Barlow on 020 8709 9933.

The DfES have also opened a consultation on "sustainable school for pupils, communities and the environment" which is available on the DfES Consultation Website [www.dfes.gov.uk/consultations/](http://www.dfes.gov.uk/consultations/) or if you'd rather a printed copy they can be obtained from DfES Publications on 0845 6022260 and quote reference 0470-2006DOC-EN.

## Improving School Performance: A Guide for School Governors

The National Audit (NAO) have looked into school governance and recognised the contribution that governors can make to maintain and improve standards. To assist governors in this role they have prepared a reference tool to help governors identify and tackle the issues found to be important to school performance.

The guide has been sent to every Chair of Governors and contains advice and suggestions on areas such as self evaluation; pupil attainment and pupil satisfaction.

The full report and a copy of the guide are available on the NAO office website [www.nao.org.uk](http://www.nao.org.uk)

## Teachers' TV

'Just for governors' is a section on Teachers' TV specifically for governors. The range of programmes include what is happening with governors in schools and others show governors debating issues of relevance and importance. All offer good ways for governors to discuss and improve their practice, either in their own schools or with governors from different schools.

The work for governors is expanding and needs more help. TTV needs more governors as associates to debate governors' issues. An associate would act as a partner to Teachers' TV by having opportunities to feed back, have sneak previews of programmes and get involved in special events. If you want to be involved e-mail Judy Burgess educational consultants on [judy@burgessdcc.freeserve.co.uk](mailto:judy@burgessdcc.freeserve.co.uk)

June 12 - 18 has been scheduled as 'Governors' Week' on Teachers' TV.

## School Profile

The end of the current school year remains as the deadline for completing and submitting the first School Profile - which is based on data and information for the school year 2004 - 05. It is now possible to view completed School Profiles on <http://schoolprofileparentscentre.gov.uk>.

A number of schools are still experiencing problems accessing their School Profile. It is important to ensure that the school's current e-mail address is logged with edubase.

The School Profile cannot be printed until it has been submitted - at which point it cannot be altered. Nursery Schools will continue to send out Annual Reports to parents. The School Profile for the current school year (2005-06) will be available for completion by schools once the data has been pre-populated - which is expected to be late in the Autumn or early in the Spring term.

For a reminder of the school's username and password call 0845 600 9506.

## Governor Training

There is still time for governors to book places on the following courses arranged for the summer term:

Assessing the Effectiveness of Governance	Monday 12 June
Narrowing the Gap	Wednesday 14 June
Ofsted and the SEF	Thursday 15 June at 7.15 - 9.15pm or Thursday 22 June at 9.30 - 11.30am
Effective Financial Governance	Monday 19 June
RAISEonline	Wednesday 21 June (Future House) or Tuesday 11 July (at Crossflatts Primary School)
Preparing for the Chair	Thursday 29 June
Performance Management	Friday 30 June at 9.30 - 3.30pm or Monday 3 & 10 July at 7.15 - 9.15pm
Restructuring Your Governing Body	Wednesday 5 July

To book your place ring School Governor Service on (01274) 385629 as soon as possible or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

## Integrated Youth Support Services: What does this mean for you?

Children and Young People's Strategic Partnership Network Day to be held on Monday 17 July, from 9.30am to 2.00pm, in the Coral Stand at Odsal Stadium.

For further information and to book a place contact Brenda Kitson on 01274 437947 or e-mail [Brenda.kitson@bradford.gov.uk](mailto:Brenda.kitson@bradford.gov.uk)

# School Governor Forums

The Summer Term School Governor Forums will take place as follows :

Keighley / Ilkley / Bingley	Thursday 22 June 2006, 7.15pm at Riddlesden St Mary's CE Primary School
Bradford South/ West	Monday 26 June 2006, 7.15pm at Future House
Shipley / Bradford North	Wednesday 28 June 2006, 7.00pm at Wycliffe CE Primary School

If you are unable to attend the meeting in your area, you are more than welcome to attend one of the other forums, or alternatively pass the information on to one of your colleagues to attend in your place.

## Clerks to Governors Summer Term Briefings

will take place as follows:

Tuesday 20th June 2006, 1.00 - 3.00pm at Future House, Bolling Road, Bradford 4  
or  
Wednesday 21 June 2006, 7.00 - 9.00pm at Wycliffe CE Primary School, Saltaire Road, Shipley

To book your place ring School Governor Service on (01274) 385629 or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

# RAISE online

RAISEonline is a new development from DfES and Ofsted. The following quote is taken from the descriptive leaflet available on the Ofsted website:

"To ensure schools have access to all the relevant information to complete their self-evaluation, Ofsted and the Department for Education and Skills (DfES) are working together to produce an online interactive tool - RAISEonline. RAISEonline will merge Ofsted's PANDA and DfES's Pupil Achievement Tracker (PAT). The unified approach will help all those with an interest in the quality of schools and school improvement: head teachers, local authorities, senior managers and governors, inspectors, School Improvement Partners (SIPS) and parents."

Whereas Bradford was one of the Local Authorities which chose not to implement the Pupil Achievement Tracker (PAT), RAISEonline will be an essential tool for schools and it is expected that we will follow the implementation schedule as closely as we can given other priorities in schools. It is clear that RAISEonline will be central to the process of completing the SEF. Your new CPD brochure will contain details of the training courses in the autumn term.

The briefing sessions for Governors this term will be short overviews of what is expected from RAISEonline and a description of the current schedule from DfES and Ofsted for implementing the product. These will take place on 21 June at Future House or 11 July at Crossflatts Primary School, both 7.15 - 9.15pm. Ring School Governor Service to book your place.

# Ethnic Minority Achievement Grant

The Ethnic Minority Achievement Grant (EMAG) is devolved to schools as part of their Standards Fund allocation. It is a ring-fenced grant which must be spent on

- Enabling strategic managers in schools to lead whole school change to narrow achievement gaps and ensure equality of outcomes
- Contributing to the costs of additional support to meet the specific needs of bilingual learners and under-achieving pupils

This year the formula has been revised to include white pupils with English as an additional language. This change has been made to ensure that the needs of new arrivals from Eastern Europe are taken into account.

Governors should ensure that the grant is spent for its intended purpose and should be asking questions about its impact, perhaps as part of the annual review and updating of the Race Relations Amendment Act action plan.

### Relevant questions governors might include

- Is your school able to account for the expenditure of its EMAG allocation?
- Is there an overall strategic approach which includes EMAG and other resources where appropriate? How are specialist EMA staff building the capacity of others and monitoring provision and outcomes as well as working directly with pupils?
- Are you able to demonstrate that this additional resource is being used to raise achievement of under-achieving minority ethnic pupils? Is it clear which pupils are being targeted and why? Are end of key stage outcomes analysed by ethnicity and are modifications made to teaching and learning if particular groups are underachieving?
- Is the strategy for raising attainment of under-achieving groups included within the SIP and RRAA plan?

If you would like to find out more about EMAG and how your school can raise standards for minority ethnic pupils, an Education Bradford publication, *Making the Best Use of EMAG*, is available on request.

*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 MacBrairdy, Geoffrey Green 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)*