



To Achieve School Improvement through
the Effective Governance of Schools

Governor Area Briefings and Clerks Briefings

The 3 new Area Governor Briefings have been re-established for the Summer Term and will take place as follows:

Briefing Area 1, Wednesday 17 June 2009, 7.00pm at Wycliffe CE Primary School, Shipley

Briefing Area 2, Thursday 18 June 2009, 7.00pm at Riddlesden St Mary's CE Primary School, Grange Road, Riddlesden

Briefing Area 3, Monday 15 June 2009, 7.15pm at Future House, Bolling Road, Bradford 4

Like the old forums the briefings will run three times a year. However, the briefings will now be led by John Gaskin, Managing Director of Education Bradford, and his Leadership Team. Each briefing will open with an update from the Director. The briefings will form a more visible accompaniment of the Briefing Notes sent out each term where its key items will form the basis of the agenda. As in the previous forums governors and head teachers will be given the opportunity to discuss issues/concerns and ask questions.

Enclosed is a copy of the new make-up of the old forum geographical areas which

takes into account the new parliamentary constituencies and localities. A letter will be sent to all briefing representatives later this term inviting them to their Area Briefing.

These briefings are one of a number of fundamental ways that Education Bradford works in partnership with governing bodies and head teachers on school improvement. It is important that your school governing body is represented. If you would like further information please contact School Governor Service on (01274) 385629 or e-mail school.governor@educationbradford.com

The Clerks Briefings will also resume this term and will take place as follows :

Monday 15 June 2009, 1.00 – 3.00pm @ Future House, Bolling Road, Bradford 4

or

Tuesday 16 June 2009, 7.00 – 9.00pm @ Wycliffe CE Primary School, Saltaire Road, Shipley

All Clerks to School Governors are invited and to book your place please phone (01274) 385629 or e-mail school.governor@educationbradford.com

School Governor Service Update

Louise Brearley has now left us for a few months on her maternity leave. Best wishes to Louise on her impending new arrival.

Donna Slater has taken over as Governor Support Assistant until Louise returns in January 2010. We have also appointed another Support Assistant, Bernadette Hird who will be starting with us in May.

As well as the above changes we are in the process of appointing two new Governor Development Officers, one to lead on training and one to lead on the Clerking Service. We will let you have further details and introductions in our next edition of Notepad when both officers have been appointed.

As usual Pat, Linda, Diane and Donna can be contacted on school.governor@educationbradford.com or (01274) 385629 and fax (01274) 385588 for any advice or questions you may have.



THE ITEMS COVERED IN THIS ISSUE:

- > *Workforce Reform*
- > *Bradford Schools Online*
- > *Looked after Children Consultation*
- > *Draft SENCO Regulations, approved training-Governors Role*
- > *New Proposed Complaints System*
- > *Licence to Cook - Governors' Guide*
- > *Revised School Admissions Code*
- > *Recycling is Easy!*
- > *Action to Beat Bullying*
- > *Developing Area and Locality Partnerships*
- > *The Workforce Agreement Monitoring Group*

Workforce Reform

The DCSF has announced the introduction of new legislation to help teaching staff carry out their duties more effectively by ensuring all schools comply with existing provisions. These measures include, for example, giving teachers guaranteed time away from the classroom in which to plan and prepare lessons and assess pupils, including extra time for newly qualified teachers.

There will be a new duty on governing bodies to manage their staff in accordance with their terms of conditions, and with the School Teachers' Pay and Conditions Document. The package also includes measures for other school staff with the launch of the School Support Staff Negotiating Body. For more details on workforce reform visit: www.tda.gov.uk/remodelling

Bradford Schools Online

Bradford Schools Online website is now Education Bradford's primary means of communicating with schools and Governors. It is not intended to replace existing governor communications but is the source for up to date information, advice, guidance and news. It is our hope to make this a one stop shop for most of your information needs.

You will be shortly receiving a leaflet with much more information about the site. The leaflet is going to all school staff and Governors. We hope you will come to value the site and become contributors to it through your ideas and articles.

The URL of the site is
www.schools.educationbradford.com

Alan Smith, Head of the Information Management Team,
01274 385820 alan.smith@educationbradford.com

Looked after Children Consultation

The Children and Young Persons Act 2008 requires the governing body of a maintained school to appoint a member of staff at the school to be a designated person for looked after children and care leavers who are registered pupils at the school.

The Department for Children, Schools and Families (DCSF) is consulting on draft regulations which set out the qualifications and experience which the designated person is expected to have, namely that the role should be carried out by a qualified teacher, headteacher or acting headteacher.

The DCSF is also consulting on draft statutory guidance which sets out the role and responsibilities of the school governing body and person appointed to carry out the designated teacher role.

The consultation on both the draft regulations and the statutory guidance will run until 20 May 2009. The draft regulations and draft statutory guidance can be downloaded from the DCSF e-consultation website <http://www.dcsf.gov.uk/consultations/>

Draft SENCO Regulations, approved training - Governors Role

Following on from the new Regulations introducing a requirement for SENCOs to be qualified teachers from 1 September 2009, the draft Education (Special Educational Needs Co-ordinators) (England) (Amendment) Regulations 2009 further require the governing body to ensure that the person designated as SENCO undertakes nationally approved training, where he or she is new to the role.

The draft regulations apply in relation to community, foundation and voluntary schools and maintained nursery schools in England. They require governing bodies to ensure that the person:

- who has been the SENCO at the school for a period of less than one year before 1 September 2009 (the date on which the regulations are due to come into force) and who has not previously been the SENCO at any maintained school for more than a year; or
 - subsequently becomes the SENCO and who has not previously been the SENCO at any maintained school for more than one year;
- completes a nationally approved training course and is awarded a qualification called, for the purposes of the regulations, The National Award for Special Educational Needs Co-ordination (or such other title as may be determined at a future date).



The intention of the proposal to allow up to three years to complete the qualification is to provide flexibility to meet the individual circumstances of schools and SENCOs and help in planning to cover any absences.

The consultation is proposed to close on 22 May with the regulations being made in July 2009 for coming into force on 1 September 2009.

The Government is providing funding to cover course fees and supply cover for SENCOs who are new to the role – defined as within one year of first being designated as SENCO.

The full consultation document can be found at <http://www.dcsf.gov.uk/consultations/index.cfm?action=conDocument&consultationId=1615&menu=1>

Consultation responses can be completed online at www.dcsf.gov.uk/consultations or by emailing senco.trainingconsultation@dcsf.gsi.gov.uk

New Proposed Complaints System

A new independent service will help parents who feel their concerns cannot be resolved at school level on issues from behaviour to school uniform. The idea delivers on a commitment in the Children's Plan to make the process of handling complaints more open and fairer for all. The proposals mean that parents will be able to refer their complaints to an independent service which will review the decisions made by the school and take action if they feel the parent has been treated unfairly.

Possible outcomes from the service include: requiring a governing body to reconsider their decisions, requiring a school to review the appropriate school policy, or requiring a school to apologise and put the original situation right.

Ministers are considering responses to last year's public consultation on the proposed service.

Licence to Cook - Governors' Guide

Governing bodies in secondary schools will know that schools are taking an increasing role in supporting better outcomes for young people through the Every Child Matters agenda and latterly the Children's Plan. Together with the Healthy Schools programme, these plans take a comprehensive approach to the well-being of children and young people; under legislation (Education and Inspections Act, 2006), schools have a duty to promote students' well-being.

One extremely important area of work is healthy eating and knowledge about food. This, together with the changes to school meals provision, is a crucial area of

development for many schools.

Licence to Cook is about giving all young people aged 11-16 in English secondary schools the right to learn about healthy eating, cooking skills, food hygiene and safety and consumer issues. It is funded by the Department for Children, Schools and Families and delivered by a consortium of the British Nutrition Foundation, the Design and Technology Association and the Specialist Schools and Academies Trust.

The governors' role

The governing body has a strategic role. While the headteacher is responsible for preparing the curriculum policy, the

governing body's role is to consider, agree, monitor and review the policy and its implementation. As part of this responsibility, the governing body will need to ensure that food education is fully embedded in the curriculum, that there is consistency across different subjects (science, design and technology, PSHE, PE, etc.), and that it is consistent with the whole school food policy.

For further information, please visit www.food.gov.uk/multimedia/pdfs/foodpolicygovernor.pdf

Licence to Cook is delivered in partnership by the British Nutrition Foundation, The Design and Technology Association and the Specialist Schools and Academies Trust.

Revised School Admissions Code

The revised School Admissions Code and School Admission Appeals Code came into force on 10 February 2009.

Changes to the codes, which apply to all maintained schools and academies in England, include a new duty on all admission authorities to consult with parents and the local community on their proposed admission arrangements. There have also

been attempts to clarify existing admission rules in the light of recommendations made last year by the then Schools Adjudicator, Sir Philip Hunter, who warned that a significant number of schools were not complying with the code. The revised School Admissions Code and Schools Admission Appeals Code are available from www.dcsf.gov.uk/sacode/

Action To Beat Bullying

Ministers intend to place a formal legal obligation on schools to record incidents of bullying, and also to record incidents of verbal or physical abuse against school staff. A consultation is expected to begin this term. Further details on the DCSF's package of measures to tackle bullying can be found at: www.dcsf.gov.uk/bullying

Recycling is Easy!

School Governors have a major role to play in promoting sustainability. However, there are many simple, practical sustainable activities that can easily take place which are easy to introduce, such as tackling energy use, recycling and re-using materials.

Did you know ... Bradford Council are now able to collect more materials direct from schools free of charge! In addition to paper collections they will now also provide bins for glass and cans and tubs for batteries.

Is your school recycling all it could?

Ring the Recycling Team on 01274 434875 and order your bins today!



Developing Area and Locality Partnerships

A discussion paper from the Local Authority Children's Services and Education Bradford - Version 2 March 2009

Schools and school improvement are at the heart of Children's Trust arrangements in Bradford.

The priority for Bradford is to raise achievement for our children and young people. Whilst schools are central to this, they cannot achieve this on their own. Partnership working as close to the school as possible will achieve step changes to

improved outcomes for children, young people and their families.

There is a great deal of good practice already in our schools and we seek to build on this.

A first draft of these proposals has been discussed with all Head Teachers in the District and members of the Children and Young People's Strategic Partnership

Network. Their comments have been incorporated into version 2, which is, of course, still in draft. We welcome your views and a hard copy of the draft document has been sent to all Schools and Chairs of Governors. A reply proforma is attached at the back of the document. We plan to receive your feedback by end April 2009 and present a final revised version to the Children's Trust Board on 2 June 2009.

The Workforce Agreement Monitoring Group

The Workforce Agreement Monitoring Group (WAMG) is a unique social partnership of 11 organisations representing employers, the English and Welsh Governments and school workforce unions. WAMG members first came together as signatories of the National Agreement on Raising Standards and Tackling Workload in 2003. Since 2003, WAMG has been at the heart of school workforce reforms including remodelling, changes to the teachers' pay structure, review of whole school staffing structures, revisions to teachers' performance management, and new professional standards.

WAMG was born from a shared conviction between Government, employers and unions that the school workforce is critical to raising standards and that a new and sustainable way of working in schools was required if everyone wanted to secure the best possible educational opportunities and outcomes for all children and young people. WAMG is committed to the cultural change that will raise the status and professionalism of teachers, create new opportunities and greater recognition for support staff and help schools to organise themselves so as to produce the best outcomes for children. Local WAMGs also operate at a local level

and offer support and challenge to implementation. Each Local WAMG has a remit and a protocol. The purpose of the remit is to:

- encourage good practice;
- provide a basis for more consistent approaches to the work of local social partnerships;



- provide a stimulus to assist local social partnerships in reviewing their ways of working and to refine their practices in light of national and local conditions.

The protocol has been developed from national guidance and makes reference to an issue resolution process. The aim of this process is to build confidence in the system that:

- any party at each level can escalate an issue if this becomes necessary; but
- issues should be resolved at the lowest possible level and should not be escalated until options for resolution have been exhausted at the previous level.

It is important to note that this process does not apply to individual contractual disputes. Unions and professional associations will still deal with casework outside this process.

Further information about Bradford Local WAMG can be found at:
<https://schools.educationbradford.com>

Guidance Notes can be downloaded from:
http://www.socialpartnership.org/wamg_guidance.aspx

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 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, Tel 01274 385629, Fax 01274 385588, e-mail: school.governor@educationbradford.com



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