

Children's Transport Update – Special School Re-organisation

WYTS has been extremely busy reorganising and re-contracting children's transport over the last three months in support of the special schools reorganisation, but just how busy? On top of managing its workload of 950 staff, 1,080 vehicles and 3,600 vulnerable people movements per day, it:

- Reviewed 1,300+ children's transport requirements, rescheduled 520+ vehicles to meet re-organisation requirements and re-contracted 450+ taxis until July 2011 to avoid further changes to children's transport in September and to optimise escorts, vehicles and safety at school locations
- Moved 429 children on 109 vehicles during the extended school Easter closure days

- Conducted transport safety reviews at 3 new Special Schools which included on-site familiarisation visits with crews
- Carried out around 60 vehicle "dummy" runs during April
- Increased by 20 the number of locations it delivers to, from 132 to 152

WYTS now has some 462 vehicles, 848 children and 260 escorts involved on the SEN Taxi service and 78 vehicles, 477 children and 470 adults and 200 staff on the core service. On April 29th Sue Coleman, on behalf of the Council, praised and thanked WYTS for its professionalism and cooperation in delivering the service changes.

Healthy Schools Enhancement Model 'Inspiring healthier lives'

Healthy Schools is the most successful voluntary national programme of its kind with 93% of schools in Bradford having achieved Healthy School Status. Recent on-going research has shown that it has made a considerable contribution to the health and well-being of children and young people in our schools which in turn has supported the raising of achievement and promoted social inclusion over the last ten years.

The DCSF and DoH are keen to continue to build on this success and launched the Healthy Schools enhancement model in September 2009. This programme supports and enables schools to undertake work focussing in depth on two priorities – one locally determined (based on national indicators) and one selected by the school.

The Healthy Schools enhancement model has been designed to help schools develop the wider thinking and planning they will need to do, in order to achieve improved outcomes around health and well-being for children and young people. It is intended to help schools strive for lasting health and well-being behaviour changes in children and young people, with particular focus on providing targeted support for those who are



most at risk. The enhancement model will also help schools identify the links between health and well-being and achievement and attainment in school.

The enhancement model is an 8 stage model divided into 3 phases – planning, delivering and understanding what has changed. The format will help schools do this work in manageable stages and is anticipated to take schools 2 – 3 years to complete.

We have developed a planned roll

out for Bradford and schools will be invited to participate in the enhancement model through their locality engagement.

To support schools with this new process, a number of planned training sessions have been developed for Teachers, Senior Leaders and Governors to introduce the enhancement model and the implications for your school and these will be offered to you shortly. If you would like further information please contact Jenny Philpott on: 01274 385727

Working Together – Faith and Cohesion: good practice in collective worship

The work of the Interfaith Education Centre is featured in the recent QCDA publication 'Community Cohesion in Schools' and on Teachers TV. Interfaith Education Centre staff regularly work with a range of Bradford schools supporting collective worship and separate faith worship (for schools with an appropriate 'determination' from SACRE).

At Allerton Primary School faith tutors have worked with school staff and other visitors to promote community cohesion through school collective worship. In the past year they have collaborated on themes such as; 'Anti-bullying Week', 'One World Week', 'Working Together', an art week and on major festivals. Learners have enjoyed the way that positive messages have been promoted through drama, music and art to support school children to get to know each other and their local school communities.

Allerton Primary School has a school community with pupils from a wide range of cultures; faiths and socio-economic backgrounds. A key strength of the work has been the

involvement of all participants throughout the planning and delivery of the 'assemblies'. It is obvious to the children that everyone's contribution is valued and celebrated – underpinning the commitment to the fact that every child, and every person, matters. This example of addressing equality and diversity issues through faith and cohesion has played an important role in supporting the school. This is evident by the school's most recent Ofsted report:

".....the school leaves no stone unturned in its efforts to respond to every pupil's needs in often rapidly changing circumstances....Its motto, 'We are all in this together', is evident in every aspect of the life of this vibrant school."

If you would like further information about the ways in which the Interfaith Education Centre can support your school please contact:

The Interfaith Education Centre, Education Bradford, Future House, Bolling Rd, BD4 7EB
T: 01274 378405 E: Interfaith@educationbradford.com

CPD Strategy Developments

We have been redeveloping the CPD courses we offer to align with the emphasis on Professional Standards in teachers' and non-teaching staff's performance management.

All of the courses we are offering from September 2010 onwards will clearly identify the relevant standards which will be addressed in the training and the hope is that schools' CPD co-ordinators will find it easier to choose appropriate courses to match the needs of their staff.

We have also begun the process of creating a mechanism by which schools, areas or LAPs can identify CPD needs and request support from EB staff in developing appropriate training.

This is currently in the early stages of development but has so far received a good reception from those with whom the request form has been trialled.

Our next project is to re-institute the CPD leaders' network and we are holding a one-day event for these colleagues in June at which we will share both of the above new systems and look at further new developments in areas such as leadership, evaluation of CPD processes and collaborative learning.

Michael Garside, Teacher Development Consultant,
michael.garside@educationbradford.com,
Tel: 01274 385981

Governor Training Courses

You still have chance to book a place on any of the following courses:

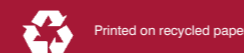
**CHILDREN IN CARE
INDUCTION FOR NEW GOVERNORS
STAFF ABSENCE STRATEGIES
PREPARING FOR THE CHAIR
PERFORMANCE MANAGEMENT
UNDERSTANDING DATA: PRIMARY SCHOOLS
RAISING STANDARDS FOR ETHNIC MINORITY GROUPS
SAFEGUARDING CHILDREN COMPLIANCE FRAMEWORK
UNDERSTANDING DATA: SECONDARY SCHOOLS
UNDERSTANDING DATA: PRIMARY SCHOOLS**

Thursday 17 June, 7.15pm at Future House
Friday 18 June, 9.15am at Victoria Primary School, Keighley
Wednesday 23 June, 7.15pm at Future House
Wednesday 30 June, 7.15pm Future House
Friday 2 July, 9.30am – 3.00pm at Future House
Monday 5 July, 7.15pm at Future House
Tuesday 6 July, 7.15pm at Future House
Tuesday 6 July, 7.15pm at Victoria Primary School, Keighley
Wednesday 7 July, 7.15pm at Future House
Thursday 8 July, 7.15pm at Victoria Primary School, Keighley

If you would like to book a place on any of these courses please contact School Governor Service on (01274) 385629 or e-mail school.governor@educationbradford.com as soon as possible.

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, Louise Brearley 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



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Notepad

Education Bradford

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

Education Bradford School Governor Service

MAY 2010



To Achieve School Improvement through the Effective Governance of Schools

Annual Conference for School Governors 2010 Book Your Place Now! Friday 3 December 2010, Ramada Jarvis Bankfield Hotel, Bingley 'Raising Achievement, Encouraging Aspirations, Increasing Accountability' Strengthening School Governance in the Bradford District

The focus of the annual governors' conference this year will be to explore ways in which stronger school governance can raise achievement and aspirations in our schools.

The School Governor Conference 2010 will take forward these objectives by helping governors to:

- Understand how strong and effective governance has a direct impact on school improvement;
- Develop the knowledge, skills, and competencies necessary to carry out their roles more effectively;
- Challenge and support school leaders;
- Take collective responsibility for promoting good practice in their Local Achievement Partnerships and across the wider District.

The keynote speakers will be **Baroness Estelle Morris**, formerly Secretary of State for Education & Skills who will speak on 'The Role of Governorship in Delivering Better Outcomes for Pupils' and the poet and broadcaster **Ian McMillan** who will speak on 'The Importance of School Governorship'. Ian will also work with delegates, listening and collecting ideas that he will present in a poem.

Senior Bradford Council and Education Bradford officers will provide local perspectives on raising achievement through stronger governance, and the ways in which the School Governor Service can support governors discharge their responsibilities. A panel discussion will facilitate an exchange of information and views.

In addition, there will be interactive workshops on aspects of the Bradford Raising Achievement Strategy currently driving all of the School Improvement work at Education Bradford, including Powerful Learning, Language for Learning, and Leading Learning, underpinned by Pupil Voice and Partnership Working.

A buffet lunch and refreshments will be provided and there will be various displays, details of which will be included in the conference pack. A Prayer Room will be available. Up to 2 governors per school are invited to attend the conference which will be free to subscribing schools and £60 per governor to non-subscribing schools.

We are already receiving enquiries about this event and strongly recommend that you book your place early. **Contact the School Governance & Workforce Development Service for further details 01274 385629.**

Our Schools, Our Future - Bradford's Review of Education Services

At its meeting in December last year, the Council was unanimous in its view that the strategic responsibility for ensuring the delivery of Education Services should revert back to the

Our Schools, Our Future is the programme set up to deliver the Council's preferred option. With early consultation complete, the focus is now on **Continues overleaf...**

THE ITEMS COVERED IN THIS ISSUE:

> Annual Conference for School Governors 2010

> Our Schools, Our Future

> Developing a single equality policy for your school

> Headteacher recruitment for Governors

> School Library Service

> My Learning My Future

> Smart meters help us get energy smart

> Children's Transport Update - Special School Re-organisation

> Healthy Schools Enhancement Model

> Working Together - Faith and Cohesion

> CPD Strategy Developments

> Governor Training Courses

the next stage and the development of a clear lead out plan. Fourteen work streams have been established to focus on key areas of the programme. These are:

Stakeholder Engagement will look at how communication with partners and stakeholders can be improved post July 2011.

School Improvement will develop specifications for the delivery of services to help schools raise standards.

Narrowing the Gap will aim to improve services for vulnerable children and those at risk.

Integrated Disabilities will work in conjunction with Narrowing the Gap to develop a strategy for the integration of services for vulnerable children and those most at risk across the Children's Trust.

Legal will focus on the work required to bring about the successful end to the current contract and, where relevant, the transfer of staff to the Council workforce under TUPE arrangements.

ICT will develop a framework for delivering education support services relating to ICT that will support the curriculum approach to ICT. It will also develop a framework for gathering data in order to monitor, support and challenge schools to

raise standards of achievement.

Governor Services will develop a structure for delivering the support services relating to school governance that will support and challenge schools to raise standards of achievement.

Finance will provide financial guidance and support to the Programme Team and to schools to ensure that any redesigned services are affordable and represent best value for schools.

Commissioning will develop a framework for delivering education support by considering all issues relating to the commissioning of curriculum support across all age ranges.

Business Support will focus on the delivery of education business support services, including school reorganisation, place planning, capital and admissions.

Assets and Facilities will focus on the asset management tasks required to successfully exit from the current contract and will advise on future arrangements post July 2011.

Inclusion will focus on how to deliver services to improve outcomes for vulnerable children and those most at risk.

Staffing/Employment & Delivering HR Provisions will provide guidance

and advice regarding HR provisions for the Council and schools in the future and lead on issues relating to staff and employment matters as part of the lead out plan from the current contract.

Transport will ensure the effective coordination of West Yorkshire Transport Services contracts that are returned to the Council's control when the current contractual arrangements cease on 29 July 2011.

The work streams are made up of teaching staff, governors, Council staff, Education Bradford and other partners. Between now and July, the key focus is to:

- Agree future delivery plans and performance measures
- Prioritise the best delivery mechanisms
- Establish what resources will be required for delivery

Between July and November, the focus will be to confirm and check the viability of the work stream proposals and finalise delivery, transition and lead out plans.

To find out more visit
www.bradford.gov.uk/education_and_skills/education_services_review_or_email
EducationServicesReviewPMO@bradford.gov.uk.

Headteacher recruitment for Governors

Fortunately a school doesn't need to appoint a headteacher very often but when it does it is one of the most important tasks that governors undertake as the quality of the headteacher's leadership is the most important factor in the success of the school. The need to appoint a headteacher can occur at short notice so governors should be prepared and know what the process involves.

When a headteacher announces his or her intention to move on, the process of considering a successor begins immediately. Governors are required to notify Education Bradford that the headteacher is leaving. They can do this by informing the School Improvement Partner (SIP) or they can contact the relevant Senior Area Achievement Officer. Governors need to secure a letter of resignation before taking further action. As governors, you should also notify Education Bradford for advice if you have to make interim leadership arrangements.

At a full governing body meeting, governors need to decide the salary range for the headteacher (ISR) and to appoint a panel to select the new head. The panel should consist of at

least three governors and is usually no more than half of the governing body. It is essential that at least one member of the panel has undertaken the Safer Recruitment training. (Do you have governors who have received this training?). Once the panel is selected, the members have delegated responsibility for the whole process. Any information they receive is confidential and no staff, other governors or community members should be involved in the selection process. The full governing body ratifies the appointment and the full governors' meeting will need to agree a time, usually later on in the day of the final interviews, for this meeting to take place. It is good practice to contact the successful candidate before the ratification meeting to check that he or she is accepting the post. At that stage, the appointment is subject to ratification, to relevant checks such as CRB and possibly references, if you have not received these. Throughout the process, you will be expected to comply with the policies of your school and with equalities legislation. You are also expected to take account only of the information provided as part of the process.

Support on personnel aspects of the appointment is available from the Human Resources (HR) team in Education Bradford and guidance on the quality of applicants is provided by the School Effectiveness Service at all stages of the process. Sometimes, governing bodies choose other advisers to support them in making the appointment but Education Bradford always has a right to attend the short listing and final interviews on behalf of the Director of Children's Services. In addition to attending these parts of the process, both the HR and School Effectiveness teams will be able to support the whole process, including agreeing the person specification and advert, deciding the tasks for the candidates, choosing who to interview and the selection process itself.

If you are a governor who is involved in headteacher recruitment, we know you will recognise the importance of the task and the commitment involved but we are here to support you at every step of the way.

Ros Garside, Senior Area Achievement Officer for Keighley – (01274) 385796 e-mail ros.garside@educationbradford.com

My Learning My Future

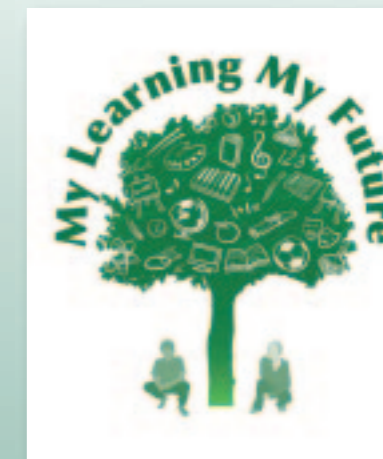
'My learning My future' is a competition about learning running this Summer for schools and young people in Bradford. It is designed to celebrate the best Student Voice work in Bradford's schools.

Developing a strong student voice focussed on when learning is most powerful is one of the key strands of the Bradford Raising Achievement Strategy. The My learning My future competition is one of the elements of this strand.

"Learning could be more powerful if we gradually gave students responsibility for their own learning and had teachers trust and guide students through their learning." - Zainab Yr 11

"Whilst Bradford continues to improve learning and raise standards, I believe any step change will require the full engagement of young people in the design and delivery of learning." - MD Education Bradford

Many school leaders have understood for a long time that the key to transforming learning, and standards, is to put young people



properly in control of their own learning. The young people in our schools know a lot about good learning. In many schools young people are being leaders of their own learning and supporting others to learn too. This competition is an opportunity for schools and their young people from across Bradford to share what they know about when and how learning really works.

We have asked schools to help students to develop posters, pictures, poems or short films to share their ideas about good

learning in response to one or more of the following questions.

- What do you know about learning? When and how does it work well?
- What should every school and every young person know about learning?

And/or, support their students to provide a short description of any activities that are examples of learning led by students.

The competition will be judged by local learning experts, school leaders, teachers and, hopefully, governors. So do please let us know if you would be interested in getting involved. Judges will be looking for entries that particularly capture insights and ideas about learning from young people and examples of practices in schools and beyond schools where young people are leading their own learning or impacting positively on the learning of others.

You can find out more at the My learning My future page of Bradford Schools Online or at www.mylearningmyfuture.org

Developing a single equality policy for your school: a CSIE guide

Written for, and in collaboration with, school leaders, this is a practical resource to help schools comply with existing legal duties to promote race/ethnicity, disability and gender equality and to promote community cohesion. Much more than offering help to complete a paper exercise, the guide invites schools to explore their position on a range of equality issues and to shape provision in line with it.

The guide outlines the existing legal duties and suggests how the new Equality Act is likely to affect these when it comes into force. It then sets out a practical framework for writing and reviewing a single equality policy and presents two examples of existing policies. The guide's content, presentation and practical suggestions can support schools in

considering fundamental principles of equality for all, particularly those at risk of discrimination or marginalisation.

This CSIE guide is particularly relevant to:

- Ofsted's emphasis on equality



and diversity

- Schools' current duties to promote race, disability and gender equality
- Schools' current duty to promote community cohesion
- Developing inclusive provision for all learners

Copies are available at the reduced price of **£15 each** or **£12 each** for orders of **10 or more**, if ordering directly from CSIE. Review copies are also available; please email admin@csie.org.uk stating your name, address and details of where your review will appear.

We hope you will find this guide interesting and that you choose to tell others about it.

School Library Service

Do you want to engage more parents in your school? Do you have a policy to develop and maintain literacy levels? Does your library support the 21st century children in your school?

If you need any advice and support for any of the above questions the School Library Service, Education Bradford can help you.

Parent/Carer Talks

We offer talks to parents/carers of children of all key stages in the primary school. These talks focus on the emotional, social and educational advantages of parents becoming involved with children's reading. They encourage the use of text in all forms and give parents the confidence to support their child's development.

"Parents found the talk informative and indicated that it would have a positive impact on reading at home with their child".

Talks are FREE to subscribers to the School Library Service. Non-subscribers cost £53 per talk.

Primary School Library Development

Does your school library support the learning and recreational reading needs of the 21st century children in your school? Does your library contain books that are relevant and up to date to support the curriculum?

Do the books in your library engage the children for recreational reading?

A FREE LIBRARY HEALTH CHECK is available to all Bradford District Schools, the results of this will give you an indication of what development is needed to support the needs of your school community.

"Fantastic job! It was the kickstart we needed to revamp our library..."

Contact Catherine Briggs, School Library Service 01274 385574.



Smart meters help us get energy smart

Bradford Council is keen to play its part in meeting climate change objectives and has signed up as an authority to ambitious carbon reduction targets of its own. We are developing programmes of activity to reduce our CO2 emissions across the Council's own estate and will be working with schools to help them drive down their emissions. Key to measuring our performance is a clear understanding of how much energy we are consuming. Bradford Council under the CRC legislation is responsible for reporting to government on our own and for schools across the districts emissions. Our reduction performance is a responsibility that we all share.

We will be contacting schools on a regular basis to progress this work and very much value the support that you can give us.

The Environment and Climate Change Unit (ECCU) are working with energy suppliers to ensure all schools are fitted with Smart Meters that can provide "real time" data, which can be accessed via a secure web site. The data is required to monitor consumption, highlight areas of high usage, ensure schools are on target and provide consumption data used to compile the mandatory government reports.



Until these meters are in place, it is essential that schools provide monthly gas and electricity meter readings to lee.anne.sagar@bradford.gov.uk. For a meter reading template or further advice please contact Lee Anne Sagar on 01274 433885