

Performance Management and Continuous Professional Development

The first full cycle of performance management under the new 2006 arrangements will be completed during the Autumn Term

Head teachers and Reviewers will be required to assess a teacher's overall performance against the objectives set at the beginning of the Autumn Term 2007 and, where a teacher is eligible for pay progression, make a recommendation to the Governing Body Pay Committee about the award of any rise.

A new planning statement for 2008-2009 will need to be agreed. Continuous professional development support arrangements to enable teachers to meet their developmental objectives will also need to be agreed. For teachers this process will need to be completed by 31 October 2008; for head teachers by 31 December 2008.

Reviewers will need to be aware of changes to the Threshold Assessment arrangements which will be introduced from 1 September 2009 (round 10). From this date, schools will use the outcomes of a teacher's last two performance reviews to assess whether he/she meets the post-threshold standards,

where this is possible. Teachers will no longer complete a separate threshold application form. It will be particularly important, therefore, that review statements enable the head teacher to assess whether the candidate can demonstrate that they meet the professional standards for threshold.

Reviewers will need to be mindful, when setting and reviewing objectives for all staff, that there is a clear link between the development needs of the school and the professional development needs of the teacher based on the professional standards.

When the cycle is complete, governors should receive a report from the head teacher about the outcome of the performance management and continuous professional development arrangements in the school. Governors should be seeking information not only about how the arrangements have been put into practice but importantly about their impact on both school improvement and the professional development of staff. Governors should expect to see that a range of professional development support is being provided which utilises the skills and

expertise within the school and within local networked schools in addition to internal and external training. Information in the report should enable governors to determine appropriate budgets for continuous professional development and performance related pay costs for the forthcoming year.

Governing bodies will need to ensure that a pay committee has been established with appropriate delegated powers; that governors have been appointed to review the performance of the headteacher, that an appeals committee has been established to hear any performance management review appeals and that there is a process to quality assure the arrangements for the management of the head teachers performance.

Any governor requiring any further information about performance management or continuous professional development should contact School Governor Service (tel. 01274 385629) school.governor@educationbradford.com or Amanda Wright in the Workforce Reform and Development team (01274 355740) Amanda.Wright@educationbradford.com

Governor Invited to Royal Garden Party

We would like to offer our congratulations to Mandie Farren, Vice Chair of High Fernley Primary School who was invited to a Royal Garden Party on 22 July in recognition of her voluntary work.

Yorkshire Water, who do a lot to support governors and schools including encouraging staff to be school governors named Mandie as 'Governor of the Year' twice and nominated her for her voluntary work.

Mandie is a tireless worker at High Fernley Primary School and she richly deserves the honour.

Review of School Governance

The review into governance, which we reported on in the last issue of 'Notepad' continues. There is little to report at this stage other than the last of the four scheduled meetings of the Ministerial review group is scheduled for 23 October 2008 and we understand that the focus of the discussion is about how can governance be fit-for-purpose and more effective for 21st century schools. As with all changes of this nature there will then be a period of consultation with interested parties before final notification of decisions and implementation, which we anticipate will be September 2009.

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 Kenyon and Louise Brearley 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



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Note PAD

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

Education Bradford
School Governor Service

SEPTEMBER 2008



To Achieve School Improvement through
the Effective Governance of Schools

National Challenge

The Secretary of State for Children, Schools and Families (DCSF) launched a 'National Challenge' on 10 June which identified 638 schools nationally as currently achieving below floor targets for GCSE results according to 2007 performance tables (Floor targets in this context are defined as at least 30% of Pupils attaining 5 A* C including English and Maths).

Ten schools in Bradford are included in the list of schools released by the DCSF.

The National Challenge will offer struggling schools extra funding, expert advice, mentoring from experienced head teachers and assistance from neighbouring schools and external partners. Local Authorities have been asked to draw up detailed plans on the actions that are necessary to

improve the schools identified and Education Bradford was working with the schools concerned to complete this work before the end of the summer term.

A briefing has been arranged for Chairs of Governors and Head Teachers of the schools involved in the National Challenge on 11 September at 5.30pm at Future House .

THE ITEMS COVERED IN THIS ISSUE:

- > **School Admissions Consultation 2008**
- > **Skills for Work**
- > **National Training Programme for Clerks to Governors**
- > **Community Cohesion for Governors**
- > **New Arrivals Excellence Programme Continuing Professional Development (CPD)**
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- > **Performance Management and Continuous Professional Development**
- > **Governor Invited to Royal Garden Party**
- > **Review of School Governance**

New web based service for schools

A previous article in Notepad and news articles to schools have hopefully raised awareness of the plans to improve the existing web service BradfordSchools.Net (or the e-Portal) in early Septemeber.

This article is being written well in advance of the planned launch of the new site so the following comments may be reporting reality or still be aspirational! Either way the main developments in the new site are:

- Access to Key Data about your school into which you can dig deeper as needs may require
- A one-stop-shop for advice and guidance
- Improved navigation
- An online news service
- A To Do list

One of the main drivers for the redevelopment was to give governors better access to information about their school and education in general. We hope you find the site useful and

we look forward to your feedback (click on the Feedback button) about what you think, developments and improvements.

To log on to the new site either go to the old site and you will be automatically redirected or go straight there with:
www.schools.educationbradford.com

Alan Smith, Head of the Information Management Team, 01274 385820.

Staffing Update

There have been a number of changes to the School Governor Service staffing over the summer term. Diane MacBairdy left us in May to take up a new post with the governor service in Kirklees. At the end of term Geoffrey Green retired as Clerking Service Co-ordinator although he will still be keeping his hand in by clerking a couple of governing bodies. We also have a new administrator in the office, Louise Brearley. John, Linda, Diane and Louise can be contacted on (01274) 385629 or e-mail school.governor@educationbradford.com

School Admissions Consultation 2008

In the Children's Plan, published in December 2007, Ministers committed to review the school application and allocation process. The Department launched on the 12 June, a consultation which outlines proposed changes to make the admissions process for parents as fair, transparent and straightforward as possible. The consultation runs for 16 weeks and the DCSF would welcome your views on the proposed changes. The full consultation and supporting documents can be viewed on the DCSF Consultation website at <http://www.dfes.gov.uk/consultations>

Skills for Work

Skills for Work, part of Bradford Council's Department of Services for Children and Young People offer three programmes specifically aimed at young people within Bradford and Keighley. Introduction to e2e (entry to employment), mainstream e2e, and Apprenticeships.

The introduction to e2e focuses on personal and social development and engagement with others, mainstream e2e continues with personal and social development and

introduces vocational and basic skills, with work experience and the opportunity to progress on to apprenticeships. Apprenticeships are offered with local employers and within Bradford Council in the following areas: Administration, Customer Service, Call Centre, Retail and Health and Social Care. All e2e learners receive an E.M.A. (Education Maintenance Allowance).

For further information about e2e and apprenticeship opportunities for young people, please call 0800 923 2020.

National Training Programme for Clerks to Governors

The National Training Programme is to enable experienced clerks to refresh, consolidate and further develop their competencies in relation to the provision of a Clerking Service consistent with the national job description and for those new to clerking to develop the necessary skills. The course is sufficiently flexible to accommodate both new and experienced clerks and a key feature of the sessions will be learning from each

other as well as from the materials.

Participants will need to complete a pre-course self-assessment, including an IT assessment and to complete reading and tasks between sessions as part of their Assessment Portfolio. This provides evidence for certification on completion. The total amount of study including taught sessions is estimated at 40 hours.

The cost for this programme is £340.00

and each session starts at 9.00am to 12.00 noon at Future House. The dates are as follows :-

Wednesday 22 October, Tuesday 4 November, Monday 17 November and Monday 1 December 2008

If you would like further information and a booking form please ring School Governor Service on (01274) 385629 or e-mail school.governor@educationbradford.com

Community Cohesion for Governors

Globalisation and increasing diversity mean children and young people today are more likely, over the course of their lifetimes, to come into contact with; be educated, and work with individuals from a different race, culture, faith or socio-economic background.

If we want a cohesive and successful society then it is important that we help children understand and appreciate diversity, so that every child can succeed and fulfil their potential and become responsible, active citizens in the future.

The introduction of the statutory duty on schools to promote community cohesion from September 2007 recognises the good work that many schools are already doing to encourage community cohesion, and aims to achieve a situation whereby all children understand others, value diversity, have a sense of shared values and have real and positive

relationships with people from different backgrounds.

Governors are responsible for meeting the duty, and should work with the head teacher to ensure the school is complying with the duty. Governors have a key role in supporting the school to improve its effectiveness in promoting community cohesion, particularly through their knowledge of the local community and partners.

Ofsted plan to inspect the community cohesion duty from September 2008. Ofsted has worked closely with the Department for Children, Schools and Families (DCSF) and other stakeholders to develop inspection guidance. This is available from www.ofsted.gov.uk.

To support schools the DCSF has:

- Published guidance in July 2007, which sets out how schools can contribute towards community cohesion – through their teaching

and learning, work on narrowing achievement gaps, and through extended services and engagement with the local community. www.teachernet.gov.uk/wholeschool/Communitycohesion/Community_Cohesion_Guidance

- An online resource pack to provide schools with practical advice, support and examples of good practice, including a section for Governors. www.teachernet.gov.uk/wholeschool/Communitycohesion/communitycohesionresourcepack/

Governors can use this resource pack to help their school review their current work in relation to promoting community cohesion and take action to consider what more could be done to improve their practice and provision to ensure it is effective.

New Arrivals Excellence Programme Continuing Professional Development (CPD)

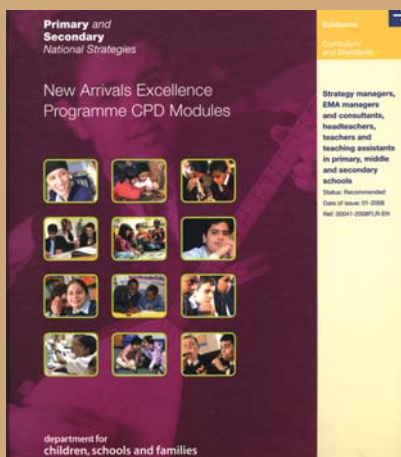
New materials have recently been published by 'The National Strategies' entitled 'New Arrivals Excellence Programme CPD Modules'. These have been developed to allow local authorities and school leaders to focus training with school staff on meeting the needs of new arrivals. The materials highlight that new arrivals are not one homogeneous group – they include international migrants (refugees, economic migrants from overseas) as well as internal migrants (Gypsy, Roma and Traveller children) and recommend specific teaching and learning approaches.

The modules have been designed to be presented as a complete series or individually, and include the following:

- CPD 1 - Welcoming new arrivals
- CPD 2 - Assessment
- CPD 3 - Teaching and Learning
- CPD 4 - Developing a whole - school approach

The principles advocated as National Best Practice for new arrivals are:

- Every child in our schools has an entitlement to fulfil their potential through access to the National Curriculum
- This is best achieved within a whole-school context where pupils are educated with their peers
- Children and young people learn best when they feel secure and valued. Schools need to ensure that there is a process to support the integration of new arrivals
- All schools have a responsibility to promote race equality in line with the requirements of the Race Relations (Amendment) Act (2000)
- Schools should focus on the positive contributions made by new arrivals and mobile pupils
- Provision for pupils should be based on a meaningful assessment of their prior knowledge and experience as well as their language proficiency
- Support needs to be made available for parents of new arrivals to familiarise themselves with the new education system of which their child is now part



Governors need to be aware of these principles when planning for race equality and in focusing on their new duty to promote community cohesion (which will be inspected from September 2008)

For further information please contact The Ethnic Minority Achievement Team on 01274 385764.

Term Times

Term Times is a 16-page full colour newspaper which goes to all parents of pupils in the district to celebrate successes from schools across the Bradford district. The summer edition of Term Times will shortly be delivered to all Governors via the schools' internal mail system. We hope you will find this edition an interesting read. Previous issues of Term Times 1-4, have also been uploaded to the Education Bradford website at www.educationbradford.com and also to the schools' website at www.bradfordschools.net

If you require further information please don't hesitate to contact Education Bradford's Communications Team
T 01274 385615/385905.

Focus on Improvement: Proposals for Maintained School Inspections from September 2009

Ofsted have launched a consultation that proposes more frequent inspections for schools that are inadequate or satisfactory, but not improving, and a longer interval for those judged good or outstanding. Developed after discussions with nearly 1,000 headteachers and other professionals, parents and pupil focus groups, the new approach will be piloted this year from the summer term and implemented in September 2009. The changes proposed should ensure that inspection does

more to drive improvement where it is most needed; takes greater account of the needs of those being inspected; targets resources where they will have the greatest impact on outcomes for learners; and uses resources as efficiently as possible. You can complete the consultation on line. The consultation will run for three months. Full details and a link to the full consultation document can be found at www.ofsted.gov.uk/