

# Common Mental Health Problems Guidance

Last year the Department released guidance entitled 'Common mental health problems: supporting school staff by taking positive action'. The guidance – developed with Teacher Support Network, the Health and Safety Executive, Atos Healthcare and Local Government Employers – includes tailored advice for governing bodies explaining how best to meet their legal requirements to look after the mental health of school staff. The guidance is available at: <http://publications.teachernet.gov.uk/default.aspx?PageFunction=productdetails&PageMode=publications&ProductId=DCSF-00380-2008>  
Please promote it to governors and other staff in your school communities wherever possible.

# Consultation on School Governance

The DCSF is consulting on draft regulations which update the 2004 School Governance (Transition from an Interim Executive Board) (England) Regulations, in order to bring them in line with provisions the School Governance (Constitution) (England) Regulations 2007 made under the Education Act 2002, to take full account of new models of school governance.

It is also proposed that the 2004 Regulations are amended to replace the duty on LAs to appoint a shadow governing body, as part of the transitional arrangements from an interim executive board (IEB) to a normally constituted governing body, with a power. This would give LAs discretion over whether there is a need to appoint a governing body to shadow an IEB for at least 6 months, or whether it would be reasonable, given all the circumstances, to establish a normally constituted governing body in a shorter timescale, or immediately.

As the DCSF is only proposing minor (but essential) changes to the 2004 regulations, this consultation will run for a period of six weeks, between 3 February and 17 March 2010. Subject to consultation and parliamentary approval, it is intended that the regulations be brought in to force on 1 September, with a full term's notice.

# Supporting Scrutiny

The effective governance of schools requires access to up to date information about the school. This is available to all governors through Bradford Schools Online ([schools.educationbradford.com](http://schools.educationbradford.com)). Have a look at Key Data. The sensitive nature of the information means it is kept behind a secure password. Please ask your headteacher for your password. If you have problems with this please phone Alan Smith (01274) 385820.

# Safer Recruitment Training

The Department wrote to all chairs of governors on 1 December to confirm that, with effect from 1 January 2010, it became a mandatory requirement for one member of every panel for the recruitment of school staff, or for the recruiter if carrying out the role as an individual, to have been trained in safer recruitment. The letter also gave details of the availability of the safer recruitment training following the change of provider.

# Consultation on the Introduction of the Pupil and Parent Guarantees

The pupil and parent guarantees (PPG) bring together in one place an account of the key components of a good education. The focus throughout is on the entitlements and the responsibilities of pupils and parents. The guarantees will help to ensure that parents and pupils know what they can expect from schools. The guarantees also spell out what schools can expect from parents and pupils in terms of their responsibilities to support schools.

This consultation sets out the full text of the pupil and parent guarantees and seeks views on whether the requirements for pupils, parents, schools and LAs are clear and understandable, whether all the 'musts' and 'shoulds' detailed in the guarantees are correct and whether the responsibilities and entitlements for schools, pupils and parents are correctly balanced.

The closing date for responses is 5 April 2010. Visit the DCSF's website for further details <http://www.dcsf.gov.uk/consultations>

# The School Staffing (England) Regulations 2009

These regulations came into force on 2 November 2009 and replace the School Staffing (England) Regulations 2003. Associated guidance can be found on Governonet at: <http://www.governonet.co.uk/publishArticle.cfm?topicAreald=1&contentId=1596>

# 21st Century Sex and Relationship Education

Young people will be taught how to deal with the pressure and intimidation often caused by exposure to sexual content in the media and on the internet and mobile phones, Ed Balls recently announced.

Updated guidance on sex and relationship education (SRE) will be given to schools to help them teach young people how to cope with the pressure they often face from peers and the media. Secondary school pupils will be encouraged to discuss the myths around growing up, sex and

relationships that they hear from friends, helping them to put media stories and images into context.

Drafted by an expert group representing teachers, health charities, faith groups and young people, this new guidance offers information and advice appropriate for today's society, where children cannot always be protected from exposure to harmful or misleading sexual content.

Visit the DCSF's website for further details <http://www.dcsf.gov.uk/consultations>

# Religious education & collective worship

The purpose of this guidance, produced by DCSF, is to support the provision of high-quality religious education (RE) in maintained schools in England. It provides clear non-statutory guidance about RE in the curriculum and the roles of those who have a responsibility for, involvement in or interest in the subject.

The guidance is intended for:

- local authorities (LAs), standing advisory councils on religious education (SACREs) and agreed syllabus conferences (ASCs)
- governors, headteachers, curriculum planners, teachers and trainee teachers of RE and others in maintained schools
- educational agencies, advisers, inspectors and consultants

- providers of initial teacher training (ITT) and continuing professional development (CPD), trainers and mentors
- representatives of religion and belief groups locally and national RE professional bodies, national and local.

This guidance does not constitute an authoritative interpretation of the law; that is a matter for the courts. The guidance can be found at <http://www.governonet.co.uk/linkAttachments/RE%20guidance%202010.pdf> Circular 1/94 continues to be the source of guidance for issues relating to collective worship (assembly).

The new primary curriculum, including the three aims, essentials for learning and life, and programmes of learning including an illustrative, non-statutory

programme for RE, can be found at <http://curriculum.qcda.gov.uk/new-primary-curriculum/>

The new primary curriculum will be taught in schools from September 2011.

All maintained schools in Bradford should be following the Bradford Agreed Syllabus for Religious Education in order to be compliant with current legislation.

For advice on matters relating to collective worship and religious education please contact: Geraldine Cooper, Advisory Teacher for Religious Education / Clerk to SACRE, Interfaith Education Centre c/o Future House, phone (01274) 378403, or e-mail [geraldine.cooper@educationbradford.com](mailto:geraldine.cooper@educationbradford.com)

# Governor Area Briefings - Reminder

Please note the following dates of the Governor Area Briefings for the Spring Term:

<b>KEIGHLEY/ILKLEY</b>	Monday 15 March 2010, 7.00pm at Victoria Primary School, Keighley
<b>BRADFORD WEST</b>	Tuesday 16 March 2010, 7.00pm at Crossley Hall Primary School, BD8
<b>BRADFORD SOUTH</b>	Monday 22 March 2010, 7.00pm at Wibsey Primary School, BD6
<b>BRADFORD EAST</b>	Tuesday 23 March 2010, 7.00pm at Grove House Primary School, BD2
<b>SHIPLEY</b>	Tuesday 25 March 2010, 7.00pm at St Walburga's Catholic Primary School, Shipley

We are sending out the agendas for the five locality-based area governor briefings for this term to all nominated governor representatives for each school. In addition to the usual updates from the Directors of Education Bradford and Bradford District Council there will also be a short

presentation about raising achievement in Bradford. The presentation will be followed by an interactive session where governors will be asked to consider how they can involve themselves in supporting their schools.

We cater for at least one representative to

be present at their local area briefing. 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)

*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 Brainerley 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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# Note PAD

Education Bradford

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

Education Bradford  
School Governor Service

FEBRUARY 2010



To Achieve School Improvement through the Effective Governance of Schools

# Gleaning Good Governance Practice

Watching how others do it? That's what the Chair of Governors of St William's Primary School did last term.

## Background

As part of our 5 priority Governing Body Action Plan for 2008/9, generated jointly between the Chair of Governors and Pat Elcock, Head of School Governor Service, Priority 2 was: To establish a governor training and development log. One of the resultant actions was the Chair and Vice Chair of St William's Catholic Primary School requesting to be 'buddied' by a Chair of Governors (CoG) from a school that had successfully come out of an Ofsted category. The purpose of the 'buddying' was for Dr Barton and Mrs Dylak to work with an experienced CoG from a school whose pupil and staff profile, plus geographical location and catchment area were similar to that of St Williams. Through the Catholic Diocese of Leeds, St Mary's & St Peter's Catholic Primary School, Bradford was identified. Both CofGs, Dr Barton and Miss Elaine Barker, plus Mrs Dylak and Mrs Karen Naik, Head Teacher of St Mary's & St Peter's met for an exploratory viability discussion in September 2009. By the end of the meeting it was confirmed that Miss Barker would fulfil the 'buddying' role to Dr Barton and Mrs Dylak.

## Purpose

The purpose of requesting and undertaking the 'buddying' was to raise, where necessary, and as quickly as possible, the level of knowledge and skills pertaining to the role and function of chair and vice chair which are seen as essential components of performance necessary for an

effective governing body. The 'buddying' took three forms: first, attendance at the Governing Body (GB) meetings of St Mary's & St Peter's Catholic Primary School, with the object of benchmarking organisation, meeting management, and depth and breadth of governor discussion. Second, 'question and answer' telephone calls and finally email correspondence with both Miss Barker and administrative staff in respect of some aspects of GB meetings.

## Benefits

The key benefits of the positive 'buddying' experience have been confirmation, based on actual observation, of the similarities and differences between the two governing bodies, the resultant confidence to make selective changes and the recognition of the need to retain existing best practice at St William's Catholic Primary School. Second, to use as a confidential sounding board either face-to-face, via telephone or by email, to raise various issues and related proposed strategies before enacting, thereby providing a better standard of decision making. Finally, knowing that other chairs of governors, regardless of years of experience, are facing similar problems and demands and that one is not on one's own.

## Conclusion

Mrs Dylak and I would recommend that other chairs and vice chairs, regardless of whether their school is in an Ofsted category or not, consider being 'buddied' by a more experienced CoG's. Although, in one sense, it is time consuming, the amount of time having to be spent trying to resolve a problem due to prior ineffectual decision making is probably greater than that spent being 'buddied' to make better decisions in the first place.

Chairs of faith schools should, in the first instance, consult their Office for Education and Schools for advice on whom to contact. Local Authority schools should consult the School Governor Service for the same reason.

**By Rev Barry Barton, Chair of Governors, St William's Catholic Primary School**



## THE ITEMS COVERED IN THIS ISSUE:

> New Services

> Guide to the Law for School Governors

> School emergency closures

> 21st Century Schools White Paper

> Bradford Schools Prom 2010

> Prospects Online

> External Funding

> The Draft School Governance Regulations 2010

> Strengthening Partnerships

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> Safer Recruitment Training

> Consultation on School Governance

> Consultation on the Introduction of Pupil and Parent Guarantees

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> The School Staffing Regulations 2009

## New Services

In the last edition of Notepad we informed you of our new Governing Body Health Check service.

In response to the introduction of the New Ofsted Framework in September 2009 and requests for an independent review of governing body effectiveness, we developed a Governing Body Health Check. We are also offering a coaching and mentoring package for your school based clerk, introduced as a result of the White Paper which requires every governing body to be supported by a trained clerk. Both of these services are offered at a reduced rate to those schools who already subscribe to our School Governor Service.

**Governing Body Health Check**  
All governing bodies want to be sure that they are effectively carrying out

their roles and responsibilities. To assist in assessing the effectiveness of the contribution governors are making to the success of their school we are now offering a new Governing Body Health Check as part of the Governing Schools Service. This service includes a comprehensive review of school governing body policies, documents and procedures, and an evaluative judgement of governing bodies.

A number of schools who have already used this service have found the Health Check invaluable in preparing for an Ofsted inspection.

**Coaching and Mentoring for Clerks**  
The clerk plays a crucial role in ensuring governing body effectiveness and can be a valuable source of advice on procedural matters and ensuring governing body's

compliance with their statutory responsibilities. For those schools that employ their own clerk we provide termly briefings as part of the subscription package. In addition to this we are also now offering a tailored package of coaching and mentoring designed around the specific requirements of your school. We can provide one-to-one support sessions including attendance at Governing Body meetings, evaluation of minutes and guidance on procedural issues.

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 or would like more information about our mentoring service for clerks please contact the School Governor Service on 01274 385629.

## Guide to the Law for School Governors

Have you received your updated CD-ROM copy of the Governors' Guide to the Law?

The January 2010 version of the Governors' Guide to the Law was distributed during the week commencing 18 January 2010 to all schools. Last month we alerted your clerk of the distribution and also informed them that requests for additional copies of the CD-ROM can be made to the Department for Children Schools and Families (DCSF) by emailing [dcsf@prolog.uk.com](mailto:dcsf@prolog.uk.com) or phoning 0845 602 2260.

## School emergency closures – new procedure

The attention of Governors is drawn to a totally new notification procedure for schools to use when deciding on emergency closure.

**We want to make the process for closing your school in an emergency simpler. This new system will go live from 1 March 2010.**

### What we have done

- With the support of Education Bradford, we have created a single place for you to go to close your school and see which other schools are closed.
- If you close your school the system will automatically and immediately tell Bradford Council, Education Bradford, Local Radio Stations and the Telegraph and Argus.
- The system can also tell other media, agencies and yourself of your closure via free subscription.

### What you need to do to close your school

- Go to Bradford Schools Online and click on the 'Closed Schools' button
- You will see a list of schools currently closed
- Click on the '**School Closure**' button
- You will be asked to log in using

your existing Bradford Schools Online log in credentials to ensure only authorised people can close schools.

- Complete the new page and click the submit button. You will get confirmation of the school's closure.

**That's it!** The information you will need to provide is the first and last date of your closure; any new emergency contact details if there will be no-one at your school; the reason for closure and any special notes you wish to be published e.g. Yr 5 panto trip is still on or Yr11 mocks are going ahead as planned. You do not need to provide school details as the system knows these from your log in, so the process is quick.

We urge Governors to support the Senior Management Team within their school in adapting to and implementing this new procedure. It will ensure that our emergency planning systems are more efficient and robust. Additionally, the process will be much quicker to carry out as it does not involve phone calls.

**Please direct any queries to Jim Hughes Tel: 01274 385585**

## 21st Century Schools White Paper

As most of you are aware the DCSF published the *Your child, your schools, our future: building a 21st century schools system* White Paper on 30 June 2009.

To support the delivery of the Government's vision as set out in the White Paper, the DCSF published two follow up documents. The documents, one for primary and one for secondary schools, are called *Timetable for Action* - the White Paper implementation plan and were published on 4

December 2009. They set out the next steps and a timetable for action for primary and secondary schools.

The aim is for all schools to be driving their own improvement and to move from a good system to an outstanding one. Copies of the documents can be found on Governonet at:

<http://www.dcsf.gov.uk/21stcenturyschoolssystem/timetableforaction/index.shtml>

## Bradford Schools Prom 2010

Almost 700 pupils from across the district, from 20 Bradford schools, will be showcasing their music and dance skills at the Bradford Schools' Prom 2010 this term.

The event, which will be held on Wednesday 31 March and Thursday 1 April 2010 at St George's Hall in Bradford, has been organised by Education Bradford's Music and Arts Service.

Special performances include music composed by an 11-year-old Saltaire Primary School pupil for the Bradford Youth Wind Orchestra, cheerleading, street dance, African drumming, a performance by Allerton Children's Centre, the Bradford Youth Orchestra, line dancing and much more.

Artwork for the Prom has been designed by students at St Joseph's Catholic College and can be seen on the posters and in the programme.

Tickets are on sale now at St George's Hall Box Office and range from £6 - £9, £24 for a family ticket and £5



concessions, call (01274) 432000 or [www.bradford-theatres.co.uk](http://www.bradford-theatres.co.uk)

This academic year is also the National Year of Music, a DCSF and Government initiative, which the Music and Arts Service is supporting.

## Prospects Online

Prospects Online is available to schools and Governing Bodies from 1 February 2010. Designed specifically for schools to attract teaching and support staff, and school leaders, it will help schools to deliver excellent education and development for children. The website complements and further modernises the full range of strategic and operational support provided by the Recruitment and Advertising service, enabling you to attract, assess and select the best people for your school.

Benefits of promoting your job opportunities with prospects online include: 50% off first bookings; no subscription charge, save time; reduce admin and costs, maximise coverage; upload bespoke application packs; application tracking; and recruitment monitoring. What's more; we can advise on recruitment strategy, and how best to promote your permanent or temporary vacancies and your school. We will also help to ensure that your school avoids discrimination and meets the highest Safer Recruitment standards. Please take the time to visit [www.prospectsonline.co.uk](http://www.prospectsonline.co.uk) or telephone 01274 385993 or 385992 for further information.

**Expanding your audience, widening your prospects, reducing your workload.**

## External Funding

Many schools have developed the skills and knowledge to find and bid successfully to the wide number of external organisations which have funds to support schools and their partners. However some schools feel this is an area that is too time-consuming and difficult for them to tackle. External Funding Service does not have the resources to write your bids for you, but are able to provide other types of support and are always willing to read your bids before you submit them to a funding body. For further information please e-mail [malcolm.longsdon@educationbradford.com](mailto:malcolm.longsdon@educationbradford.com) or phone (01274) 385708.

## The Draft School Governance (Invitation and Consideration of Pupils' Views) (Prescribed Matters) (England) Regulations 2010

Ministers have decided to commence without further delay the new duty on governing bodies under section 29 of the 2002 Education Act to invite and consider the views of pupils. This involves a public consultation on regulations prescribing matters on which governing bodies will be obliged to consult. The consultation was launched on Monday 11 January 2010 and closes on Monday 29 March with a view to bringing the regulations into force on 1 September 2010.

The Education and Skills Act 2008 places a new duty on governing bodies of maintained schools to invite and consider pupils' views on matters to be prescribed in regulations, having regard to the age and understanding of the pupils who expressed them. The duty (when fully commenced) applies to maintained nursery schools and all maintained primary and secondary schools (and so therefore not academies). Regulations will come into effect in September 2010. In parallel we will update our existing statutory pupil voice guidance, which would then feed into the pupil guarantee, encouraging schools to be a lot more ambitious in practice.

We have then used the following criteria (agreed with social partners) in selecting the functions on which governing bodies would be obliged to consider pupils' views:

- the level of direct impact the function has on pupils' lives;
- the importance of seeking pupils' engagement for ensuring effective delivery of the function;
- the level of insight that pupils are able to contribute to the function;
- the importance of maintaining schools' discretion over certain central functions and excluding those matters that schools are obliged to provide by law e.g. provision of the core National Curriculum.

Using these criteria we propose that the following functions of the governing body could be consulted on as to their suitability for inclusion in the new regulations

- changes to the times of school sessions;
- revising equality schemes in the area of race, disability and gender;
- adopting the school curriculum policy, including any revision to it to allow pupil input into how delivery of the national curriculum.

Visit the DCSF's website for further details <http://www.dcsf.gov.uk/consultations>

## Strengthening Partnerships

Bradford Council's Executive Member for Services to Children and Young People is Craven Conservative Councillor Michael Kelly. School governance is close to Cllr Kelly's heart. He has been a serving governor in the Bradford district since 2004 and is currently a member of the governing bodies of both Steeton and Addingham Primary Schools.

Councillor Kelly has agreed to meet with the School Governor Service every term to work together in engaging governors to develop the effectiveness of their role in supporting school improvement in Bradford. He has asked the School Governor Service to support governor training and the facilitation of governors in the reciprocal sharing of good practice between schools. Specifically, the School Governor Service will develop a strategy for the delivery of governor training and development via locality areas and clusters of schools.

Following the success of last year's School Governors' Conference, Cllr Kelly has offered to join the Working Group to plan for a similar event in December 2010. He also pledged his support for the strengthening of school governing bodies by encouraging councillors to become school governors.

Cllr Kelly describes his role as one of the most important positions on the Council. "Education is, quite rightly, Bradford Council's number one priority and I will be giving the job my all as I work with colleagues to transform our district for the better."

