

CLERKS' BRIEFING

Autumn term 2019

Thursday 19 September
1pm to 2.30pm

Venue – Open Learning Centre
Off Rectory Lane, Bracknell, RG12 7GR



CLERKS' BRIEFING AGENDA

1. Finance
 - (a) Schools Financial Value Standard (SFVS)
 - (b) School Resource Management Self-Assessment Tool
 - (c) Financial Consultations with Schools
 - I. Consultation on funding pressure for high needs pupils
 - II. Consultation on Early Years Funding Formula
 - (d) Updated Academies Financial Handbook
 - (e) Academy Trust Financial Management Good Practice Guides
 - (f) Indicators of Potential Fraud – A generic checklist for Education Providers
 - (g) Cyber-crime and cyber security: a guide for education providers
2. HR
 - (a) Teachers Pay Award 2019
 - (b) HR Policy Update and Access to Policies
 - (c) Brexit / EU Settlement Scheme
3. Can (Do) Working Together – Support Services for Schools
4. Governors Fact Sheet Liability Insurance
5. Health & Safety Schools Newsletter
6. Safeguarding:
 - (a) Keeping Children Safe in Education
 - (b) BFC policy
 - (c) Safeguarding Conference
7. Statutory and Department Guidance:
 - (a) Publication of Governor Details
 - (b) Understanding your data
 - (c) Relationships Education, Relationships and Sex Education (RSE) and Health Education
 - (d) Teaching Online Safety in Schools
 - (e) Healthy Schools Rating Scheme
 - (f) Prevent training
8. Ofsted Updates:
 - (a) New Education Inspection Framework

- (b) Parent View Online Questionnaire
- (c) Recent reports related to school visits
- 9. Governor and Clerk Training and Development Opportunities:
 - (a) BF Autumn Term Programme 2019
 - (b) NGA Learning Link
 - (c) Parent Governor Representatives for Overview and Scrutiny
 - (d) Pupil Premium Network Meetings
- 10. Clerking / procedural matters:
 - (a) Updated DIY guides
 - (b) Governors Role in Health & Safety
 - (c) Governors with particular responsibilities
 - (d) Notification of Governing Body Changes
 - (e) Copies of Minutes
 - (f) Register of Business Interests
 - (g) Minutes Template
- 11. NGA Update:
 - (a) Updated Ofsted resource centre
 - (b) Managing Membership
 - (c) Code of Conduct
 - (d) Skills Audit
 - (e) Improving How your School Engages with Parents
- 12. Education Governor Appointments
- 13. Brexit
- 14. Adviza Delivery
- 15. Tips for Governor Recruitment

APPENDICES

Appendix A – List of Clerks

Appendix B – BFC Policy List and Review Dates September 2019

Appendix C - Academy Trust Policy List and Review Dates September 2019

Appendix D - Example performance management timeline

Date of next meeting:

Thursday 23 January 2020, 1pm to 2.30pm, Open Learning Centre

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 1a	Maintained
TITLE	Financial Issues Schools Financial Value Standard (SFVS)	
<p>The Department for Education (DfE) has added minor clarifications to its 2019/20 schools financial value standard (SFVS) checklist.</p> <p>The DfE state that “maintained schools must submit the SVFS annually to their local authority (LA)” and is designed to help schools and governing boards meet “basic standards for good financial health and resource management”. The updated checklist offers governors and trustees a series of questions to answer regarding the financial skills, structure and accountability on their board</p> <p>This is a reminder of the requirement to complete the work associated with SFVS and arrange for sign off by the chair of governors. This is an annual requirement that must be completed by the end of March each year so the next deadline is 31 March 2020, although schools can complete their return at any time. There are some changes for 2019-20 with key elements as follows:</p> <ul style="list-style-type: none">• The standard for 2019 to 2020 consists of a checklist and a dashboard. The dashboard requires input from schools.• The checklist asks 29 questions of governing bodies in 6 areas of resource management. There are some new questions (only 25 in 2018-19)• The dashboard shows how a school’s data compares to thresholds on a range of statistics identified by the DfE as indicators of good resource management and outcomes.• One question asks whether the dashboard has been “carefully considered”. <p>The completion of SFVS is a statutory requirement for all maintained schools. It is primarily aimed at governors as governing bodies have formal responsibility for the financial management of their schools. Schools are advised to arrange 2 governors sign off meetings before the end of March to allow time for any further work should any problems be experienced at the initial review.</p> <p>The DfE web site address that sets out the requirements and helpful guidance on meeting the Standard is as follows: https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs</p> <ul style="list-style-type: none">• The checklist guidance provides clarification for each question, examples of good practice, and details of further support available to assist schools in addressing specific issues.• The dashboard guidance provides explanations of each of the indicators, and helps schools fill it in and understand the results. <p>Completed, signed returns should be emailed to: Education.finance@bracknell-forest.gov.uk</p>		
ACTION POINTS:	<ul style="list-style-type: none">• Governing bodies need to ensure that they take the necessary steps to renew the Standard, including arranging the annual discussion with the headteacher and senior staff, annual reporting to the full governing body, formal sign off by the chair of governors and return to LA.	
DEADLINE FOR ACTION	31 March 2019	CONTACT NAME Paul Clark Finance Business Partner – People Directorate
	TELEPHONE	01344 354054
	EMAIL	paul.clark@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 1b	Academy	
TITLE	School Resource Management Self-Assessment Tool		
<p>There is one area in which financial arrangements for maintained schools are deemed by the DfE to be currently more rigorous than for academy trusts. Maintained schools are required to complete, on an annual basis, the Schools Financial Value Standard (SFVS), and submit this to the Local Authority.</p> <p>The SFVS comprises 29 questions in relation to value and governance, and with effect from 2019/20, it also includes a dashboard enabling schools to look at where they stand on a range of measures compared to similar schools. The SFVS is intended to help schools manage their finances and to give assurance that they have secure financial management in place.</p> <p>A similar tool for academies, the Self-Assessment Tool for academy trusts, was launched in 2018. The DfE has now decided to make the Self-Assessment Tool mandatory for academies with effect from the end of the academic year 2018/19. This will ensure that there is no area in which the DfE are requiring a weaker accountability of academies than of maintained schools.</p> <p>All academy trusts must complete the self-assessment tool and submit their completed checklist to the Education and Skills Funding Agency (ESFA) by 14 November 2019. The online form to do this will be available in October 2019.</p> <p>https://www.gov.uk/government/publications/school-resource-management-self-assessment-tool</p>			
ACTION POINTS:	<ul style="list-style-type: none">All academy trusts must complete the self-assessment tool and submit their completed checklist to the Education and Skills Funding Agency (ESFA).		
DEADLINE FOR ACTION	14 November 2019	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069
		EMAIL	Governors.helpdes@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 1c	Maintained	
TITLE	Financial Consultations with Schools to seek views on: 1. The financing of increased costs of High Needs pupils 2. Changes proposed to funding schools for the free early years' entitlement		
<p>Initial stages of building the 2020-21 budget for schools are now underway and 2 financial consultations are scheduled to be released on 23 September to gather views on potential changes from schools. Whilst the government has recently announced a 3-year financial settlement for schools with increased funding, at this stage it is unclear of the likely impact on individual schools in BF, and to ensure a range of options are available when local budget decisions are taken, it remains important to issue these consultations:</p> <p>1. <u>Consultation on funding the rising cost of High Needs (SEND) pupils</u></p> <ul style="list-style-type: none">Significant national pressures exist on funding high needs pupils with LAs estimated to have an aggregate over spending of over £200m at March 2018Costs in BF are rising. Projecting the current trend forward into 2020-21 indicates the potential for a further 54 placements and a year-end over spending of around £2.8m.Whilst the extra funding announced in the Spending Review is expected to go a long way to covering the increase in costs, there could still be a £1.5m funding gap in 2020-21The Schools Forum has established a High Needs Sub Group to provide direction and feedback to options for change in service delivery which will also mitigate some of the cost increases, although much of this will impact over the medium termAll funding options need to be considered, including transferring 0.5% of funds from schools – equivalent to around £0.338m - for which the consultation seeks viewsSince 2015, across England, around £315m of mainstream school and early years schools' funding has been re-assigned in consultation with schools to high needs funding <p>2. <u>Consultation on Early Years Funding</u></p> <p>3 questions anticipated that may impact on schools:</p> <ul style="list-style-type: none">Views on a revised methodology for calculating deprivation funding to simplify data collection and improve consistency of approach for child mindersDo the current funding arrangements for the free entitlements continue to meet provider needs?How should the anticipated increase in funding be applied to the Early Years Funding Formula e.g. via the uniform base rate paid to all providers, deprivation measures, quality measure or combination? <p>Governors should therefore be ready to consider any proposed changes and respond to the anticipated consultations.</p>			
ACTION POINTS:	<ul style="list-style-type: none">Governors need to be aware of the opportunity to provide views on potential changes to school funding and the key issues anticipated.Be aware of any changes in pupil numbers between October 2018 and October 2019 as this is likely to be the biggest factor in the amount of funds that will be received in 2019-20.		
DEADLINE FOR ACTION	18 October 2019	CONTACT NAME	Paul Clark Finance Business Partner – People Directorate
		TELEPHONE	01344 354054
		EMAIL	paul.clark@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 1d, e, f & g	Academy
TITLE	d) Updated Academies Financial Handbook e) Academy Trust Financial Management Good Practice Guides f) Indictors of Potential Fraud – A generic checklist for Education Providers g) Cyber-crime and cyber security: a guide for education providers	
d) Updated Academies Financial Handbook		
<p>The updated version of the Academies Financial Handbook was published on in June 2019 and can be found here https://www.gov.uk/government/publications/academies-financial-handbook#history . The 2019 edition of the handbook was effective from 1 September 2019. The main changes are summarised on page 9.</p> <p>Academy trusts must comply with this handbook as a condition of their funding agreement. It provides an overarching framework for implementation of effective financial management and control. Other resources are available to help you get the right systems in place.</p> <p>Managing your resources well will help you get best value and be accountable to the public</p>		
e) Academy Trust Financial Management Good Practice Guides		
<p>The ESFA published good practice guides aimed at supporting Trustees, Accounting Officers and Chief Financial Officers to develop good financial management practice at their Academy Trust. Whilst these guides do not replace or modify any of the requirements set out in the Academies Financial Handbook and the Academies Accounts Direction (AAD), their aim is to set out suggestions and examples of good practice.</p> <p>The guides cover:</p> <ol style="list-style-type: none">1. Operating an academy trust as a going concern;2. Choosing an external auditor for an academy trust;3. Academy trust deficit recovery;4. Academy trust risk management;5. Leasing guidance for academy trusts;6. Academy trust management accounting;7. Internal scrutiny in academy trusts;8. Academy trust management letters;9. External audit preparation checklist for academy trusts guidance;10. External audit preparation checklist. <p>The good practice guides can be accessed in full here</p>		
f) Indictors of Potential Fraud – A generic checklist for Education Providers		
<p>This reference document here provides a list of generic indicators and/or risk factors associated with potential fraud and is aimed at education providers.</p> <p>For ease of use, indicators and/or risk factors have been categorised into the following areas:</p> <ul style="list-style-type: none">• personal motives for fraud• organisational motives for fraud• weaknesses in internal controls• transactional indicators		

- possible methods used to commit and/or conceal fraud
- record keeping/banking/other

Due to the nature of fraud, indicators/risk factors may not be exclusive to just one area.

This document is not exhaustive and is a guide only but may be helpful for use as a checklist where concerns exists that fraudulent activity may be taking place.

Due to the diverse organisational constitution of education providers, indicators may not be relevant to all providers.

g) Cyber-crime and cyber security: a guide for education providers

This guide [here](#) aims to help raise education provider's awareness of cyber-crime and cyber security.

Academy trusts, colleges and independent training providers (ITPs) retain responsibility to be aware of the risk of fraud, theft and irregularity and address it by putting in place proportionate controls.

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CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 2	Maintained School & Academy
TITLE	HR Update September 2019	

2a Teachers Pay Award 2019

A draft version of the School Teachers' Pay & Conditions Document 2019 (STPCD) has been published. Following consultation, a final version is expected mid-September.

A document outlining how the pay award will be implemented, if it remains in its draft form, has been sent to schools. Once the final STPCD is published, the updated Model Pay Policy will be issued and pay changes can start to be implemented.

The proposed changes are as follows:

- **2.75% uplift to the statutory minima and maxima of all pay ranges and SEN and TLR allowances**

Schools are only required to automatically apply the increases for teachers who are currently on the minimum of the pay ranges.

The DfE will be providing a grant to help fund the pay increases

Further details on how the funding will be implemented will be released when the pay award is finalised.

2b HR policy update and access to policies

HR policies have been reviewed over the summer holidays and are available for governing boards to adopt (see Appendix B & C for updated lists).

Please note HR policies are no longer available on the School Management Website and can now be accessed through the Can (Do) website.

The following school/academy policies are under review and once revised will be consulted upon with trade unions:

- Redundancy Policy
- Organisational Change Policy
- Redeployment Policy

Once these new policies are agreed we will send the revised policies to Governing Boards to be adopted, in the meantime please continue to use the existing policies.

2c Brexit / EU Settlement Scheme

An HR briefing note has been sent out to schools providing an update on Brexit preparations for schools.

The main action for schools at this stage in relation to employees is to inform eligible staff who are EU, EEA or Swiss citizens about the EU Settlement Scheme. An EU Settlement Scheme Employer toolkit is available for schools to download and use the materials to communicate with these staff.

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CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 3	Maintained School & Academy
TITLE	Can (Do) Working Together – Support Services for Schools	
<p>Since the launch of Can (Do) in March 2019, this system has surpassed expectations in becoming Bracknell Forest Councils' principle single point of contact for all schools' support service needs.</p> <p>The services that we currently have available are aligned with our 'Learning Improvement Strategy' to ensure that we "<i>Work in Partnership</i>" across all parties and strive to unlock REAL OPPORTUNITIES and the best possible educational outcomes for all children and young people.</p> <p>Every service is having a comprehensive 'Value Proposition' defined and developed that will focus in depth on the overall opportunity, identify the true '<i>Value Add</i>' and clarify the real potential gains and improving situation that the schools will see, and how the benefits and outcomes will be delivered and achieved.</p> <p>This will also allow us to standardise our approach and develop a consistent '<i>Look and Feel</i>' across all our services.</p> <p>Can (Do) will gradually become the principal information portal for schools, with information and data that was previously held on the 'School Management' website gradually being 'ported' across to Can (Do). And this will all become available in the 'Resources' section within Can (Do).</p> <p>Two key areas, Human Resources and IT have already moved across, and will soon be followed by Governors services. As and when each switch is made, a 'link' on the 'School Management' website will re-direct viewers to Can (Do).</p> <p>Access to Can (Do) All access to information on Can (Do) is managed by a user login, as this will prevent unrestricted access to key documents in future.</p> <p>All Clerks and Chairs will be set up on Can (Do) and you will have access to services where the school purchases the SLA.</p> <p>Information on how to use the system, how to login in and how to access 'Resources' etc. can be found in the 'Helpful Hints - User Guide' – which is available to download from the 'Resources' area.</p> <p>All schools will have to decide (within their school) who else requires access to Can (Do) and for what purpose. This can then be relayed to the Can (Do) administration team who will be able to set up individual users with respective access rights.</p> <p>Summary Can (Do) will continue to evolve through 2019 and beyond to become your 'one-stop shop' for all school and academy traded services, bespoke services and support.</p> <p>This includes not just information about all our services, but also detailed information on training courses, resources, conferences and other events and activities.</p> <p>We will continue to keep all schools informed of latest developments and accessibility to information as and when it becomes available.</p>		
	CONTACT NAME	Garry Steele, Business Relationship Consultant
	EMAIL	CanDo@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 4	Maintained Schools
TITLE	Governors Fact Sheet Liability Insurance	
<p>There are a number of indemnities that the Council provides to School Governors through insurance policies arranged with QBE Insurance Ltd.</p> <ul style="list-style-type: none">• Public Liability: This provides an indemnity to School Governors in respect of their legal liability to pay damages and costs to members of the public who are accidentally injured or whose property is damaged as a result of their business activities as a governor of any of the Council's schools. Cover is provided with a Limit of Indemnity of £35,000,000 and an excess of £50,000.• Employers Liability: This provides an indemnity in respect of the Council's legal liability for bodily injury or disease caused to any School Governor of any of the Council's schools, provided the injury or disease arises out of or in the course of their business activities as Governor of a Bracknell Forest School. Cover is provided with a limit of indemnity of £35,000,000 and an excess of £50,000.• Libel and Slander: This provides an indemnity in respect of the Council's legal liability to pay damages for publication of false information or utterance of a false statement made by an employee of the Council, Members or School Governors while acting in an official capacity. Cover is provided with a total annual limit of indemnity of £2,000,000 and with an excess of £50,000.• Officials Indemnity: This provides an indemnity for losses arising due to any wrongful act in performance of official duties for the Council in accordance with powers granted under the Local Government Act 1972. This includes defence costs as well as situations where the Governor has been acting in good faith but was subsequently found to be acting outside their powers (known as ultra vires). The policy does not extend to any criminal acts although will reimburse defence costs in the event that allegations are not proven, neither does it pay for any fines or penalties imposed on members. Cover is provided with a total annual limit of indemnity of £5,000,000 and with an excess of £50,000. <p>In the event that you receive a letter of claim or are notified of an incident which may give rise to a claim in the future, please inform the Insurance Section at Bracknell Forest Council promptly.</p>		
CONTACT NAME		Helen Rogers - Insurance Manager Emma Condon – Insurance Officer
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CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 5	Maintained School & Academy
TITLE	Health & Safety Newsletter to Schools	
<p>A Health & Safety Newsletter was issued to Headteachers at the beginning of term covering the following which are summarised below:</p> <p>POWERED PERIMETER GATES</p> <p>Under the current Health and Safety Regulations you have a legal responsibility to have all powered gates/barriers maintained on a regular basis by a suitably qualified engineer and that documented servicing records are kept.</p> <p>OUTSIDE PLAYGROUND EQUIPMENT</p> <p>As well as an annual certified detailed inspection carried out by a competent person, regular operational in-house checking will be required so as to prevent injury from damaged, unsafe equipment or hazards with the field or other areas being used: for example: vandalism, weather damage, broken glass etc. The results of the inspection should be documented which should be available for examination if required.</p> <p>BOUNCY CASTLES</p> <p>More details an safe use and supervision can be found on the HSE Website: http://www.hse.gov.uk/entertainment/fairgrounds/inflatables.htm</p> <p>HEALTH & SAFETY TRAINING</p> <p>We will soon be running a half day training course” Building issues for Appointed Persons” The content covered will be: Fire Safety, Asbestos, & Legionella. The course is ideal for anyone who has day to day Health & Safety responsibilities for any type of building.</p> <p>WOOD PLAY CHIPPINGS</p> <p>Now that the summer break is over it's a good time to check the quality and depth of any wooden play chips that are under your playground equipment. The recommended depth is 300mm at a critical fall height of up to 3 metres. All product must have been tested in accordance with BS EN 1177: January2018.</p>		
CONTACT NAME		Doug Brady Health & Safety Advisor
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CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO 6	Maintained School & Academy
TITLE	Safeguarding a) "Keeping Children Safe in Education" b) Bracknell Forest Model Safeguarding Policy c) Safeguarding Our Schools Conference d) Updated NGA Guidance	
<p>a) "Keeping Children Safe in Education"</p> <p>The latest edition of the government's safeguarding guidance, Keeping Children Safe in Education 2019, has been released this week with minor revisions. Governing boards must ensure that they are compliant with the document and are aware of their responsibilities as a board.</p> <p>Aspects with respect to school Governors have been clarified / and added:</p> <ul style="list-style-type: none"> • Maintained school Governors are required to have an enhanced criminal records certificate from the DBS and it is the Board's responsibility to apply for these certificates. Governance is not a regulated activity and so Governors do not need a barred list check unless, in addition to their governance duties, they also engage in regulated activity. Schools should also carry out a section 128 check for school governors, because a person subject to one is disqualified from being a Governor. • The School Governance (Constitution and Federations) (England) (Amendment) Regulations 2016 made enhanced DBS checks mandatory for maintained school governors but not associate members. • For academy trusts and free schools, the trust must require enhanced DBS checks on all members of the academy trust and the individual trustees. Where an academy trust delegates responsibility to any delegate or committee (including a local governing body), the trust must require DBS checks on all delegates and all member of such committees. Academy trusts must also check that members are not barred from taking part in the management of the school as a result of a section 128 direction. <p>Further changes are to be found on pages 108 and 109, and include:</p> <ul style="list-style-type: none"> • reference to the Safeguarding Partnerships that should be in place from September 2019 and will replace LSCBs; • references to the new curriculum for Relationships Education, and Relationships and Sex Education, and Health Education (see 7c); • reference to the new Ofsted framework (see 8a); • reference to the new guidance 'Teaching online safety in school' (see 7d). <p>What do you need to do?</p> <p>Ensure that your school's Safeguarding and Child Protection Policy takes account of the typographical changes, e.g. new dates. The LA Model Policy includes these changes.</p> <p>Ensure that staff are aware of the changes to the Voyeurism (Offences) Act 2019 which criminalise the act of 'up skirting'. The Criminal Prosecution Service (CPS) defines 'up skirting' as a colloquial term referring to the action of placing equipment such as a camera or mobile phone beneath a person's clothing to take a voyeuristic photograph without their permission. It is not only confined to victims wearing skirts or dresses and equally applies when men or women are wearing kilts, cassocks shorts or trousers. It is often performed in crowded public places, for example on public transport or at music festivals, which can make it difficult to notice offenders."</p>		

The Keeping Children safe in Education for September 2019 can be downloaded here:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

b) Bracknell Forest Model Safeguarding Policy

An updated model policy has been sent to schools. This includes any new guidance and also has new sections on the role of the Designated Safeguarding Lead, reporting of concerns (with a flowchart appendix), private fostering arrangements and honour-based violence. As usual, this policy will require personalising for your school and should be completed and uploaded to your school website for the start of the new school year. The policy needs governing body approval.

c) Safeguarding Our Schools Conference

The first Safeguarding our Schools Conference, to be held on Thursday 14th November, 08:45 – 16:30 at The Coppid Beech Hotel. We have worked hard to ensure the event is as accessible as possible through keeping the conference fee low. This will be £75pp for Bracknell Forest maintained schools and for those signed up to the Safeguarding Our Schools SLA and £125 pp for all non-Bracknell Forest Schools, Academies and Independent schools. This includes a full conference day, refreshments and lunch.

The conference is aimed at Headteachers, Designated Child Protection Leads, FSA's and Pastoral Staff and **Governors**.

Speakers include:

- David Challen – Son of Sally Challen. Sally killed her husband, David's father Richard in 2010 after years of being controlled and humiliated by him. Sally was convicted of murder and sentenced to life imprisonment with a minimum tariff of 22 years, reduced to 18 at appeal. Despite the death of their father, Sally's two sons have supported her recognizing that she was completely controlled by Richard. Sally was convicted of murder and sentenced to life imprisonment with a minimum tariff of 22 years, reduced to 18 at appeal. In March 2019 the Court of Appeal heard new evidence and Sally's conviction was overturned and a retrial ordered.
- Dr Danya Glaser MB BS, DCH, FRCPsych, Hon FRCPCH - Visiting Professor at UCL and honorary consultant child & adolescent psychiatrist at Great Ormond Street Hospital for Children, London. She is currently working on the early recognition of fabricated or induced illness.
- Cornerstone Partnership - VR assisted Trauma Aware Service training (TAS) to schools. Cornerstone help staff such as teachers, school nurses, counsellors, and teaching assistants understand childhood trauma and be able to better assist and deliver appropriate interventions. The TAS for Schools programme was created from a need for educators to better understand children who have suffered adverse childhood experiences who often display challenging behaviour which acts as barrier to them being successful. Immersing educators into childhood trauma and neglect through the use of VR is a powerful anecdote to compassion fatigue and a dose of useful and contextual empathy.
- CEOP – I trusted you: understanding the role of technology in young people's relationships and the findings from the Digital Romance Report. This reveals what young people had to say about how digital technology shapes the way in which they relate to one another in the arena of romance, sex and relationships. In addition to this, the impact of technology-assisted sexual abuse will be explored, and how to support a young person who has experienced this.

d) Updated NGA Guidance

See item 11f for new guidance on NGA The Governance of Safeguarding and NGA Safeguarding Governor Role Description.

ACTION POINTS:

- Personalise and approve the updated Model Safeguarding Policy for Bracknell Forest Schools.
- Ensure staff and governors are up to date with the Keeping Children Safe in Education September 2019. It is essential that all governors read at least Part 2 of the guidance – The Management of Safeguarding, as Safeguarding is a collective Board responsibility; many Boards will require all Governors to declare and sign that they have read this section of the guidance.
- Bookings are now open at <http://can-do.bracknell-forest.gov.uk/Page/15130>
- Share the new NGA guidance with your governors.

DEADLINE FOR ACTION

ASAP

CONTACT NAME

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CLERKS' BRIEFING AUTUMNTERM 2019	ITEM NO. 7	Maintained School & Academy
TITLE	Statutory and Department Guidance (a) Publication of Governor's Details	
<p>School Website</p> <p>Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. Readily accessible means that the information should be on a webpage without the need to download or open a separate document.</p> <p>This should include:</p> <ul style="list-style-type: none">the structure and remit of the governing body and any committees, and the full names of the chair of each;for each governor who has served at any point over the past 12 months:<ul style="list-style-type: none">their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),relevant business and pecuniary interests (as recorded in the register of interests) including: governance roles in other educational institutions; any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and their attendance record at governing body and committee meetings over the last academic year. <p>Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.</p> <p>Governing bodies should make it clear in their code of conduct that this information will be published on their governors and any associate members. Any governor failing to provide information to enable the governing body to fulfil their responsibilities may be in breach of the code of conduct and as a result be bringing the governing body into disrepute. In such cases the governing body should consider suspending the governor.</p> <p>Get Information About Schools (GIAS)</p> <p>This is a register of schools and colleges in England. You can search for and download information on establishments, establishment groups or governors. Schools, local authorities and academy trusts can also update details by signing in to their Secure Access account.</p> <p>All maintained school governing bodies and academy trusts have a legal duty to provide all the governance information requested on GIAS in so far as it is available to them. This will increase the transparency of governance arrangements. It will enable schools and the department to identify more quickly and accurately individuals who are involved in governance, and who govern in more than one context. The information requested says nothing in itself about a person's suitability to govern. However, it is essential information for the department to be able to uniquely identify an individual and in a small number of cases conduct checks to confirm their suitability for this important and influential role. You should provide all the information requested in so far as it is available to you. A minimum set of information needs to be provided before a record can be saved.</p>		

Users wishing to access GIAS should either navigate to <https://www.get-information-schools.service.gov.uk/> or login to their Secure Access account and select the Get information about schools link. The DfE have provided a [User Guide](#) that should aid them in doing this.

ACTION POINTS:	<ul style="list-style-type: none"> • Clerks to read and ensure compliance. • Ensure the information about your governing board is correct on GIAS. • Make any amendments to ensure you are compliant with the requirements. 		
DEADLINE FOR ACTION	ASAP	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 7	Maintained School & Academy
TITLE	b) Understanding your data	
<p><u>Understanding your data: a guide for school governors and academy trustees</u> was published in June 2019 and is a guidance booklet on how to collect and analyse data, and what your collected data can tell you about your school's performance.</p> <p>This resource sets out what is reasonable to expect to see from your executive leaders and local governing boards when looking at the performance of your school or academy trust. This is not about collecting more information, but about collecting the right information, understanding it, discussing it and using it to inform your actions. You can use this resource to refine your board reporting and to actually reduce the amount of data collection and associated work – remember, when collecting any information, it is important to be aware of the potential burden this may place on executive leaders and teachers.</p> <p>The 7 themes bring together a broader range of information to help guide discussions and provide a basis for challenge to ensure value for money is achieved, whilst focusing on educational outcomes. They should be used in conjunction with each other, and in the context of your organisation and its wider operational strategy.</p> <p>In all cases, you should consider what the data is telling you:</p> <ul style="list-style-type: none">• what is going well?• what learning can you apply from one area to another?• what are the concerns?• what changes need to be made?• what can be done about it?• how will this affect productivity for your school or academy trust?• what is the impact on educational and financial outcomes?		
CONTACT NAME		Governor Services
TELEPHONE		01344 354069 / 4036
EMAIL		Governors.helpdes@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 7	Maintained School & Academy
TITLE	c) Relationships Education, Relationships and Sex Education (RSE) and Health Education d) Teaching Online Safety in Schools e) Healthy Schools Rating Scheme	
<p>c) Relationships education, relationships and sex education (RSE) and health education From September 2020, Relationships Education will become compulsory in all primary schools in England and Relationships and Sex Education compulsory in all secondary schools, as well as making Health Education compulsory in all state-funded schools. The DfE is encouraging schools to adopt the statutory guidance early, from September 2019. The guidance can be found here</p> <p>What Governing Boards should ensure:</p> <ul style="list-style-type: none">• all pupils make progress in achieving the expected educational outcomes;• the subjects are well led, effectively managed and well planned;• the quality of provision is subject to regular and effective self-evaluation;• teaching is delivered in ways that are accessible to all pupils with SEND;• clear information is provided for parents on the subject content and the right to request that their child is withdrawn; and• the subjects are resourced, staffed and timetabled in a way that ensures that the school can fulfil its legal obligations. <p>Foundation governors and trustees of faith academy trusts will also have wider responsibilities in relation to maintaining and developing the religious ethos of the schools.</p> <p>d) Teaching Online Safety in School The government has published a new guidance document 'Teaching online safety in school' (DfE, June 2019). It outlines to schools the importance of helping children and young people not only use the internet safely, but also give them opportunities to learn how to behave online. Throughout, the guidance emphasises the importance of teaching that is always age and developmentally appropriate. The guidance is non-statutory and applies to all local authority-maintained schools, academies and free schools.</p> <p>e) Healthy schools rating scheme In July the DfE published its healthy schools rating scheme, a self-assessment tool which has been designed to help schools improve the health and wellbeing of pupils. Schools will be able to determine how well they are promoting healthy eating and physical activity by completing a self-assessment and receiving a rating based on their answers. They will receive an award for their performance, and information on how they might improve their healthy living policies. Schools can use the award to show parents and Ofsted how they have performed as part of personal development.</p>		
CONTACT NAME		Governor Services
TELEPHONE		01344 354069 / 4036
EMAIL		Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 7	Maintained Schools & Academy
TITLE	(f) Prevent Awareness	
<p>In the Education Inspection Framework, it makes the following comment: - “those with responsibility for governance ensure that the provider fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the ‘Prevent’ strategy and safeguarding”.</p> <p>Please note that, when inspectors consider whether governors are fulfilling this responsibility, they are not expected to construct or review a list of duties.</p> <p>The specific DfE guidance for schools and academies can be found here</p> <p>The online home office training can be found here and does not take long and gives you a certificate. This offers an introduction to the Prevent duty and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.</p> <p>All governors should complete the online training. BFC Safeguarding and Inclusion Manager has advised that it is not necessary for every governor to do the online training annually, but the safeguarding governor and chair should do it to be aware.</p> <p>To understand the need for Prevent training, you must first understand what the Prevent Duty is, and why it forms such an important aspect of statutory safeguarding training.</p> <p>Section 26 of the Counter Terrorism and Security Act states that every member of staff who works in an education setting, has a duty to ‘have due regard to the need to prevent people from being drawn into terrorism.’ This is known as the Prevent Duty, and it should be regarded as part of a school’s wider statutory safeguarding duties.</p> <p>Prevent training, then, is a statutory requirement for all staff in education settings (including those who do not work directly with children, such as caretakers or general admin staff and governors). It covers the core aspects of the Prevent Duty and teaches exactly how to implement the Prevent strategy into your daily work, to ensure children and young adults in your care are protected from the risk of being drawn into terrorism.</p>		
CONTACT NAME		Governor Services
TELEPHONE		01344 354036 / 4069
EMAIL		Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 8a	Maintained School & Academy
TITLE	a) New Education Inspection Framework b) Parent View Online Questionnaire	
<p>a) New inspection Framework</p> <p>The new Ofsted's Education Inspection Framework came into effect from September 2019 . It was the largest consultation undertaken by Ofsted with over 15,000 submissions, and school governors and trustees made up the third largest group of respondents.</p> <p>Ofsted reported in August "Inspections will focus on the real substance of education, the curriculum. Inspectors will spend less time looking at test data, and more time looking at what is taught and how it is taught. They will consider how a nursery, school, college or other education provider achieves its results. We want to make sure that good results flow from teaching a broad, rich curriculum and reflect real learning, not just intensive preparation for a test. Schools will be graded on the following areas:</p> <ul style="list-style-type: none">• the quality of education• behaviour and attitudes• personal development• leadership and management <p>Inspectors will look at how a school contributes to pupils' broader development, including their character, citizenship and resilience. They will also look at how the school manages behaviour, low-level disruption and bullying, so that parents can be assured that the school is one in which pupils are safe and able to learn.</p> <p>The new Framework can be found here and training is available to governors on 23rd October – see item 9a. NGA have also updated their resource centre – see item 11a.</p> <p>b) Parent View Online Questionnaire</p> <p>From September 2019, Ofsted have updated what they ask in the Ofsted Parent View survey so that it links more closely to the new education framework. The survey continues to ask parents how strongly they agree or disagree with statements about their child's school, though the focus of what they ask parents has changed.</p> <p>Some statements have been removed or adapted and they have also added new questions including a question for parents of children with special educational needs and/or disabilities (SEND). This reflects the new framework and responds to requests from parents for a question in this area.</p> <p>The Ofsted Parent view toolkit has been updated and further information on the questions and how it can be promoted is included.</p>		
CONTACT NAME		Governor Services
TELEPHONE		01344 354069 / 4036
EMAIL		Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 8c	Maintained School & Academy
TITLE	c) Ofsted Comments on School Visits	
<p>Recent Ofsted reports often make reference in the Governance paragraph to school visits and some examples are as follows: -</p> <p>Governors have a very good understanding of the school's strengths and areas for improvement. They gather pertinent information through discussions with leaders, staff and pupils, visits to the school and reports. Governors ask incisive questions to challenge and support the school's drive for improvement.</p> <p>Governors are highly motivated and committed to the school. They visit the school formally as well as informally and so they see at first-hand how well the school runs on a day-to-day basis. They are very well informed about the effectiveness of teaching and how well pupils are learning.</p> <p>Governors regularly visit the school to validate what leaders have told them regarding school improvements to teaching and behaviour. As a result, they have a clear picture of the progress being made towards the long-term goals of the school.</p> <p>Governors need to ensure they have a plan for focussed visits linked to their school improvement plan and gathering evidence to triangulate what they are told. The NGA has published a booklet, "School visits Holding your school to account" and Bracknell Forest runs centre based and school based governor training on this area.</p>		
CONTACT NAME		Governor Services
TELEPHONE		01344 354069 / 4036
EMAIL		Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 9	Maintained School & Academy
TITLE	Governor and Clerk Training and Development Opportunities (a) Autumn Term 2019	
<p>All governors, associate members and clerks should have a copy of the autumn term training and development programme; it can be found here. It is important that Governing Bodies discuss the programme and ensure that they are represented on training as appropriate. The autumn term has some key training opportunities. Please book onto training which will assist you in your role and note that most sessions are only delivered once a year.</p> <p>Bookings are made via Sue Shields by returning a completed booking form, a phone call or sending an email, whichever method is used please ensure governors provide their full name and name of the school to Sue Shields By phone: 01344 354385 Email: sue.shields@bracknell-forest.gov.uk</p> <p>When a governor applies for a course and does not attend, the school will be charged £50 unless we have been notified in advance.</p> <p>Induction for New Governors and Safeguarding for Governors are courses that currently take place termly. In Bracknell Forest there is an expectation that all new governors attend the Induction training within 6 months of appointment.</p> <p><u>Annual Training only run this term:</u></p> <p>Training on Education Finance</p> <p>Target Audience: Maintained Schools Governors who have attended the induction training for new governors and those on the Finance Committee and anyone interested in Education Finance.</p> <p>Introduction to Education Funding and School Budgets Tuesday 5 November 18:30 - 20:00</p> <p>Aim: To provide an outline guide on Education Funding and School Budgets and to inform governors of their responsibilities.</p> <p>Introduction to the Financial Framework that governs schools Tuesday 12 November 18:30 - 20:00</p> <p>Aim: To provide an outline guide on the Financial Framework that governs schools and to inform governors of their responsibilities.</p> <p><u>Introducing new courses this term:</u></p> <p>Managing School Complaints Tuesday 24 September 19:00 – 21:00</p> <p>Target audience: All governors and clerks for maintained schools and academies.</p> <p>Aim: To outline the statutory requirements on schools and governing boards in terms of how they manage complaints.</p> <p>Role of the Development Governor Thursday 10 October 19:00 – 21:00</p>		

Target audience: Current Development and Training Governors and aspiring, as well as Chairs and Clerks who would like to join their Development Governor in discussing their role. For maintained schools and academies.

Aim: To explore how to work with your board to identify training and development needs.

Learning Improvement Strategy & Education Inspection Framework

Wednesday 23 October

19:00 - 21:00

Target Audience: All governors and clerks for maintained schools and academies.

Aim: To introduce the new Learning & Improvement Strategy & provide updates on the new Education Inspection Framework.

Governors Role in Behaviour Management

Thursday 21 November

19:00 – 21:00

Target audience: All governors for maintained schools and academies.

Aim: To clarify the governors' strategic role in behaviour and attitudes and how to evaluate impact.

The following courses have been identified, updated or requested to be run this term:

Chairs and Headteachers: Working Together on the Strategic Direction

(running for schools who did not attend in the Summer term)

Tuesday 15 October

17:00 – 19:00

Target audience: New and experienced Chairs of governors and Headteachers. The course would be most beneficial when Chairs and Headteachers attend together. For maintained schools and academies.

Aim: Reflect on how governors work with headteachers to ensure clarity of vision, ethos and strategic direction.

Being an Effective Governor **UPDATED COURSE**

Thursday 14 November

19:00 - 21:00

Target audience: All governors who have held the position for at least 2 years. For maintained schools and academies.

Aim: To refresh governor's knowledge of their key roles and responsibilities and then evaluate next steps to further development and contribute more effectively to on-going school improvement.

Governors' Role in Pupil Premium & Evidence Based Approaches **UPDATED COURSE**

Wednesday 20 November

9:00 – 21:00

Target audience: This course is appropriate for governors of Maintained schools and Academies.

Aim: The session is designed to give governors a greater understanding of their responsibilities in relation to pupil premium.

Effective Chairing of Meetings

Tuesday 26 November

19:00 - 21:00

Target Audience: All governors for maintained schools and academies.

Aim: This course is designed to practically equip governors to chair committees and in the light of effective succession planning, empower them to possibly take on chair and vice chair roles.

All boards are responsible for identifying the ongoing training and development they need.

Dates for Dairies:

Clerks Briefing

Thursday 23 January 2020

13:00 - 14:30

Chairs Briefing

Thursday 13 February 2020

19:30 - 21:00

Induction training

Monday 20 & 27 January 2020

(two evenings)

19:00 - 21:30

Governor Development Conference

Friday 6 March 2020

9:00 - 16:00

Easthampstead Park Conference Centre

ACTION POINTS:

- Clerks to ensure all members of the governing board have a copy of the programme.
- Consider as a board what your training plans are going to be both individually and as a whole GB and book accordingly.
- Governors, Associate Members and Clerks are encouraged to view the full training and development programme and book onto training accordingly through Sue Shields.
- Inform Development Governor of any training you would like considered whether repeating existing courses or new ideas.
- Register with NGA Learning Link if not already done so, this has to be by individual governor.

DEADLINE FOR ACTION

Ongoing

CONTACT NAME

Governor Services

TELEPHONE

01344 354036 / 4069

EMAIL

governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 9	Maintained School & Academy	
TITLE	(b) NGA Learning Link		
<p>NGA Learning Link is governor e-learning. Membership is included in your governor services SLA.</p> <p>Each governor and clerk will need to register and create their own account.</p> <p>NGA Learning Link login page</p> <p>It is important that governors attend the induction provided by Bracknell Forest and take advantage of other training courses provided, but this is an additional opportunity for governors to supplement their knowledge and improve their effectiveness at a time that suits them using NGA Learning Link. Please ensure your development governor is recording details of any training undertaken by governors.</p> <p>Governor Services provide a termly training attendance summary for face to face training and e-learning.</p>			
ACTION POINTS:	<ul style="list-style-type: none">• Ensure all governors have signed up to the new NGA Learning Link.• Ensure governors are aware of the range of courses available.• Monitor e-learning training.		
DEADLINE FOR ACTION	ASAP	CONTACT NAME	Governor Services
		TELEPHONE	01344 354036 / 4069
		EMAIL	governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 9c	Maintained School	
TITLE	Recruitment of Parent Governor Representatives		
<p>A statutory duty of the Local Authority in respect of the governance of maintained schools includes is to have arrangements for parent governors to be represented on education scrutiny boards.</p> <p>Bracknell Forest currently has two 2 Parent Governor Representative (PGR) vacancies that it is keen to fill.</p> <ul style="list-style-type: none">• 1 primary stage PGR vacancy.• 1 secondary stage PGR vacancy. <p>Both representatives will sit on the Overview and Scrutiny Commission and will have voting rights on matters involving education. The Parent Governor Representatives have a chance to influence and shape decision making within Bracknell Forest and to be a voice for parents.</p> <p>Representatives will attend and contribute to:</p> <ul style="list-style-type: none">• Council's Overview and Scrutiny Commission that has overall responsibility for the scrutiny of the Council's decision making process. <p>They will:</p> <ul style="list-style-type: none">• Be a voice for parents and ensure councillors are aware of parents' views on educational issues.• Report back to parents on the Authority's discussions and decisions on education. <p>The roles are non-political, but representatives have voting rights on matters of education.</p> <p>Completed nomination and election statement forms must be received no later than Midday on Wednesday 9 October 2019.</p>			
ACTION POINTS:	<ul style="list-style-type: none">• Raise awareness of the vacancies and invite nominations.• Direct any queries or interest from Parent Governors to the Bracknell Forest website here where full details of the roles and eligibility criteria can be found.• Advise prospective nominees that the deadline for nominations is Midday Wednesday 9 October 2019		
DEADLINE FOR ACTION	Midday 9 October	CONTACT NAME	Kirstine Berry Governance and Scrutiny Co-ordinator
		TELEPHONE	01344 354068
		EMAIL	Kirstine.berry@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 9d	Maintained School & Academy													
TITLE	Pupil Premium Network Meetings														
<p>Termly network meetings sharing current best practice locally and nationally, as well as recent research findings and updates. This network aims to equip school leaders with the knowledge and understanding to support them in ensuring the best possible provision and outcomes for disadvantaged pupils.</p> <table><tr><td>Autumn:</td><td>Tues 22nd Oct 2019</td><td>1.30 to 4.00 pm</td><td>OLC</td></tr><tr><td>Spring:</td><td>Weds 29th Jan 2020</td><td>1.30 to 4.00 pm</td><td>OLC</td></tr><tr><td>Summer:</td><td>Mon 18th May 2020</td><td>1.30 to 4.00 pm</td><td>OLC</td></tr></table> <p>Trainers: Zoe Livingstone, Tracey Bradshaw and Emily Waddilove</p> <p>Intended audience: Headteachers, Pupil Premium Governors, Senior Leaders</p> <p>Cost: £80 or FREE to schools who buy in to the Standards & Effectiveness SLA</p> <p>Bookings are made via Sue Shields: By phone: 01344 354385 Email: sue.shields@bracknell-forest.gov.uk</p>				Autumn:	Tues 22 nd Oct 2019	1.30 to 4.00 pm	OLC	Spring:	Weds 29 th Jan 2020	1.30 to 4.00 pm	OLC	Summer:	Mon 18 th May 2020	1.30 to 4.00 pm	OLC
Autumn:	Tues 22 nd Oct 2019	1.30 to 4.00 pm	OLC												
Spring:	Weds 29 th Jan 2020	1.30 to 4.00 pm	OLC												
Summer:	Mon 18 th May 2020	1.30 to 4.00 pm	OLC												
ACTION POINTS:	<ul style="list-style-type: none">Bring the Pupil Premium Network Meetings to the attention of the Pupil Premium Governor and Governing Body.														
DEADLINE FOR ACTION	Before 22 October 2019	CONTACT NAME	Zoe Livingstone												
		TELEPHONE	01344 354192												
		EMAIL	Zoe.Livingstone@bracknell-forest.gov.uk												

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 10a	Maintained School & Academy						
TITLE	Updated DIY Guides							
<p>In June 2019, in advance of the annual training on Performance Management for governors we updated the DIY guide on the “Governor's Role in Pay” and “Governors Role in Performance Management”. At the first meeting of the school year, governors need to approve the members of the Headteachers performance panel and also the members of the pay committee in preparation for annual reviews. A useful document to hold these committees to account is a “pay and performance management timeline”. Governor services has prepared an example for you to tailor to your situation and ensure all these things are included in the annual agenda plan, see Appendix D.</p> <p>Reminder – have you booked your STEP to act as external advisor in the Headteachers annual review?</p> <p>DIY guides are located on the school management site https://schools.bracknell-forest.gov.uk/governors/diy-guides/</p>								
ACTION POINTS:	<ul style="list-style-type: none">• Approve members of the Headteachers Performance Panel and Pay Committee.• Appoint an external adviser to the Headteachers Performance Panel.• Approve School’s Appraisal Policy.• Approve Schools’ Pay Policy (see item 2).							
DEADLINE FOR ACTION	ASAP	<table><tr><td>CONTACT NAME</td><td>Governor Services</td></tr><tr><td>TELEPHONE</td><td>01344 354069</td></tr><tr><td>EMAIL</td><td>Governors.helpdesk@bracknell-forest.gov.uk</td></tr></table>	CONTACT NAME	Governor Services	TELEPHONE	01344 354069	EMAIL	Governors.helpdesk@bracknell-forest.gov.uk
CONTACT NAME	Governor Services							
TELEPHONE	01344 354069							
EMAIL	Governors.helpdesk@bracknell-forest.gov.uk							

CLERKS' BRIEFING Autumn TERM 2019	ITEM NO. 10	Maintained School & Academy
TITLE	(b) Governors Role in Health & Safety	
<p>https://schools.bracknell-forest.gov.uk/policies-guidance/health-safety/hs-manual-for-schools/</p> <p>Section 2 covers Section 2 management of health and safety</p> <p>Governors of schools and colleges play a vital role in the management of health and safety and in the allocation of funds to ensure safety.</p> <p>The health and safety responsibilities for a school can be summarised as:</p> <ul style="list-style-type: none">• ensuring that the school/college complies with legislation and follows best practice in the management of health and safety;• making sure that adequate health and safety resources are available to meet health and safety requirements;• ensuring that staff and students are not exposed to unacceptable risks, and that significant risks are adequately controlled;• making sure that monitoring procedures are in place for health and safety, either through direct observation or via discussions during the governors' meetings. <p>To meet these responsibilities, governors need information on the health and safety legislation that applies to schools. Governors need access to the school's policies and procedures, audit and inspection reports, and accident and incident information.</p> <p>The role of school leaders – who does what?</p> <p>http://www.hse.gov.uk/services/education/sensible-leadership/school-leaders.htm</p> <p>The NGA in their role description says:</p> <p>“A governor does not undertake audits of any sort – health & safety - even if the governor has the relevant professional experience”.</p>		
CONTACT NAME		Doug Brady Health & Safety Advisor
TELEPHONE		01344 352288
EMAIL		Doug.Brady@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 10	Maintained School & Academy
TITLE	Clerking / Procedural Matters: (c) Governors with particular responsibilities	
<p>All governing bodies must have a Chair, Vice Chair and Clerk, but in addition, it is recommended that the areas below are covered by individual governors, and their names should be notified to Governor Services.</p> <p>Headteacher Performance Management Chair</p> <p>A new requirement in Bracknell Forest to support the governor's role in Holding executive leaders to account for the effective and efficient performance management of staff.</p> <p>Pupil Premium (PP) Governor</p> <p>To support, challenge, monitor and evaluate the work of the school in raising the achievement of Pupil Premium children.</p> <p>Special Educational Needs and Disabilities (SEND) Governor</p> <p>Governing bodies have statutory responsibilities for pupils with SEND. A SEND governor has the responsibility for liaising with the school's SEND co-ordinator (SENCO) and must ensure that the governing body is aware of, and fulfils its responsibilities for, special education as described in the DfE statutory guidance.</p> <p>Child Protection (CP) Governor (Safeguarding Governor)</p> <p>Governors are accountable for ensuring that their school has effective child protection policies in place that meet local and national guidance. A governor with CP responsibility needs to ensure that up to date appropriate policies are in place and that staff and parents are aware of them. It would also be appropriate for this governor to ensure (by asking the Headteacher) that all staff have received up to date safeguarding training and that the governing body meets statutory requirements for attendance on safer recruitment training.</p> <p>The CP governor has responsibility for championing child protection issues, liaising with the headteacher, and providing information and reports to the governing body. However, they should not take the lead in dealing with specific safeguarding issues, nor do they have the right to know details of such cases.</p> <p>Development Governor</p> <p>The key role of the Development Governor is to encourage and support the development of the skills of individual governors and the governing body as a whole by ensuring that all are aware of appropriate training opportunities. Training should be discussed on a regular basis at governing body meetings.</p> <p>The role can be as wide or as narrow as the governing body wishes and could incorporate organising a buddy or mentoring for new governors and supporting with recruitment.</p> <p>Governing Bodies may also wish to appoint governors with other responsibilities such as Health and Safety, Gifted and Talented, Early Years, Finance or a governor linked to the core subjects.</p>		

ACTION POINTS:	Clerks to notify Governor Services of their: <ul style="list-style-type: none"> • Chair • Vice Chair • SEND Governor • Child Protection Governor (CPG) • Development Governor • Pupil Premium • Headteacher Performance Management Chair This information should be sent by email to the Governors' Helpdesk as below.		
DEADLINE FOR ACTION	As soon as possible	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069 / 4036
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 10	Maintained School & Academy						
TITLE	Clerking / Procedural Matters: (d) Notification of Governing Body Changes – guidance for new clerks							
<p>1. Notification to Governor Services</p> <p>It is the clerk's responsibility to notify Governor Services of any changes to your governing body. Please do this as soon as possible so that we have accurate records of our governors. If we are not notified, new governors will not receive any communications or support from us, and we will not be meeting our statutory responsibilities.</p> <p>We should also be notified of any Associate Members that are appointed to your Governing Body. Associate Members can be appointed for one, two, three or four years and this needs to be made clear at the time of their appointment.</p> <p>Changes should be notified by using the change form available on the website under clerking information http://schools.bracknell-forest.gov.uk/governors/clerking-information</p> <p>Please ensure that all details are provided:</p> <ul style="list-style-type: none">• Name• Address• Tel number• Email address• Type of governor• How recruited• Date of appointment <p>We also need to be notified of any changes of responsibilities e.g. Chair, Vice Chair, Development Governor, SEN etc.</p> <p>IMPORTANT NOTE</p> <p>We require confirmation of re-appointments and when governors come to the end of their term of office and leave the governing body.</p> <p>Resignations</p> <p>Clerks may wish to remind governors that resignations must be made in writing to the Clerk to the governing body.</p> <p>2. Notification to the National Governors' Association (NGA)</p> <p>Now that membership of the NGA forms part of the Governor Services SLA, it is important that, as clerk, you ensure that your school's NGA membership is up to date (see item 11b).</p>								
ACTION POINTS:	<ul style="list-style-type: none">• Report any changes to Governor Services.• Manage your NGA membership.• Ensure GIAS (Get Information About Schools) is updated (see item 7a).							
		<table><tr><td>CONTACT NAME</td><td>Governor Services</td></tr><tr><td>TELEPHONE</td><td>01344 354069</td></tr><tr><td>EMAIL</td><td>governors.helpdesk@bracknell-forest.gov.uk</td></tr></table>	CONTACT NAME	Governor Services	TELEPHONE	01344 354069	EMAIL	governors.helpdesk@bracknell-forest.gov.uk
CONTACT NAME	Governor Services							
TELEPHONE	01344 354069							
EMAIL	governors.helpdesk@bracknell-forest.gov.uk							

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 10	Maintained School & Academy	
TITLE	Clerking / Procedural Matters: (e) Copies of minutes		
<p>The Local Authority (LA) asks maintained schools to provide copies of governing body minutes on a regular basis. It is up to academies whether they wish to do the same.</p> <p>The LA only require copies of the following minutes:</p> <ul style="list-style-type: none">– Full Governing Body– Committee dealing with Curriculum– Committee dealing with Finance <p>Unless specifically requested, we do not routinely need:</p> <ul style="list-style-type: none">– copies of minutes of sites / premises/ staffing or any other committee– copies of agendas or associated papers– copies of school policies <p>Each governing body organises its business through different committee structures. The above is a guideline only and it does not matter if there is some overlap.</p> <p>Please provide copies of the required documents in electronic form and send to governors.helpdesk@bracknell-forest.gov.uk</p> <p>Please type in the subject of the email the name of the school and the type and date of the minutes e.g. Curriculum Minutes – 9.9.17. This will assist us greatly as you will appreciate that we receive a large number of minutes each term.</p> <p>A copy of the <i>signed</i> FGB minutes of the meeting at which the school's budget is agreed each year is separately required by Education Finance. Governor Services do not send copies to the finance team.</p> <p>Please provide draft/chair approved minutes as soon as reasonably possible after each meeting rather than in batches. The minutes are read by a member of the team in Governor Services and also by the school's adviser, now known as the STEP (Standards & Effectiveness Partner).</p> <p>If the minutes are received regularly the support services for the governing body can keep more up to date with current issues in the school, which can improve the support that the school receives.</p>			
ACTION POINTS:	<ul style="list-style-type: none">• Clerks to send minutes of meetings electronically to governors.helpdesk@bracknell-forest.gov.uk following each meeting.		
DEADLINE FOR ACTION	As soon as possible following meetings	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069
		EMAIL	governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 10	Maintained School & Academy	
TITLE	Clerking / Procedural Matters: (f) Register of Business interests		
<p>It is important that governors and staff not only act impartially but are also seen to act impartially. The governing body and school staff have a responsibility to avoid any conflict between their business and personal interests and affairs and those of the school. There is a legal duty on all governors to declare an interest likely to lead to questions of bias when considering any item of business at a meeting and for the governor concerned to withdraw, if necessary, whilst the matter is considered.</p> <p>Every governor, clerk and associate member must complete a new business interest's form annually, and these must be kept together by the clerk. This register is always examined in an internal audit of the school and is often found to be lacking for one of the following reasons:</p> <ul style="list-style-type: none">– Individual records are missing– Individual records are not dated– Individual records have not been countersigned– Records are not up to date <p>A summary of the register of business interests must be available on the school's public website showing governors and associate members, it does not have to show the clerk's business interests.</p> <p>Guidance is available as a DIY guide on the BF website https://schools.bracknell-forest.gov.uk/governors/diy-guides/ together with WORD versions of documents for clerks to use https://schools.bracknell-forest.gov.uk/governors/clerking-information/ .</p> <p>Forms must be retained for seven years as they are considered to be financial documents.</p>			
ACTION POINTS:	<ul style="list-style-type: none">• Business interests forms to be completed annually.• Clerks to ensure that all forms are dated and countersigned in accordance with guidance.• Ensure information is on the school's public website covering anyone who has been a governor in the last 12 months.		
DEADLINE FOR ACTION	Autumn term	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 10g	Maintained School & Academy	
TITLE	Clerking / Procedural Matters: g) Minutes Template		
As per the Clerking Competency Framework :			
Strategic Leadership - Professional clerking supports the chair to ensure that meetings are planned efficiently over the course of the school year; that papers are received in a timely manner; and that minutes contain a clear record of debate and decisions.			
Accountability - Professional clerking also informs the board's accountability to others through minutes that provide evidence of challenge and scrutiny of the executive, and the board's overall ability and capacity to govern the organisation well.			
Evaluation - Professional clerking provides an audit trail to contribute to any review of the effectiveness of the board's governance. This includes comprehensive minutes of meetings that record the board's discussions and decisions, and records of individuals' attendance and the actions that have been taken to address any skills gaps.			
Administration - Professional clerking makes good judgements about which discussion points to capture in the minutes and is aware of the importance of recording dissenting voices or challenges from the board and records all decisions to produce accurate minutes and actions from the meeting.			
To help ensure the minutes fulfil their role in Clerking Information you will find two useful documents:			
<ul style="list-style-type: none">• Minutes template August 2013• Notes on minute taking July 2016			
ACTION POINTS:	<ul style="list-style-type: none">• Ensure your minutes meet the requirements of the Clerking Competency Framework.• Read the notes on minute taking.• Review your minutes against the minutes template.		
DEADLINE FOR ACTION	ASAP	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 11	Maintained School & Academy
TITLE	NGA Update a) Updated Ofsted resource centre b) Managing Membership c) Code of Conduct d) Skills audit e) Improving how your school engages with parents f) The Governance of Safeguarding & Safeguarding Governor Model Role Description	
a) Updated Ofsted Resource Centre NGA has updated its Ofsted guidance for governing boards to reflect the recent changes to the inspection framework implemented this September. NGA suggest that the best way to prepare for an Ofsted inspection is to ensure that the school is meeting its core purpose. The new guidance looks at all the questions you may have about your school's Ofsted inspection including: <ul style="list-style-type: none">• how and when schools are inspected• details on the inspection process• Ofsted' s inspection principles• the main judgements that inspectors make• how Ofsted judges the effectiveness of governance The updated guidance also includes a list of possible questions that governors and trustees may be asked during their meeting with inspectors. Governors' are advised that inspection reports will look significantly different from September, with Ofsted confirming that the primary audience for these reports will be parents. NGA has some serious reservations that this will make the reports less useful for governing boards and has been in dialogue with Ofsted to ensure that governors and trustees will find the reports useful in continuing to improve their schools. NGA will update members, via the weekly newsletter, about any new developments which occur on the back of ongoing discussions with Ofsted.		
b) Managing membership Governor Services will advise the NGA when a new Clerk to Governors is appointed to a school. The Clerk is then responsible for managing the membership for your school, please note the system can be quite slow. The user guide will be sent out electronically after the Clerks Briefing.		
c) Code of Conduct The 2019 version of NGA's model code of conduct for governing boards is now available to download from the NGA knowledge centre. The model code of conduct remains anchored in the Seven Nolan Principles of Public Life: selflessness; integrity; objectivity, accountability; openness; honesty and leadership. In addition to this, the 2019 version has been strengthened by the inclusion of the Framework for Ethical Leadership in Education to help school leaders take difficult decisions. The NGA model code of conduct can be tailored to reflect your specific governing board and school structure. Once approved by the governing board, the Code will apply to all governors / trustees / academy committee members. NGA recommend that the code should be thoroughly discussed so that the whole governing board has ownership of it, and, once it has been adopted, the governors / trustees / academy committee members should be asked to review and agree it, on an annual basis ideally at the first meeting in the autumn term.		
d) Skills Audit		

NGA has updated its popular skills audit which can be used to help identify any knowledge, experience, skills and behaviours your governing board still needs to deliver their functions effectively. There continues to be two separate models: one for maintained school governors including those governing in a federation, trustees of single academy trusts and academy committee members (often referred to as local governing bodies) and another for trustees of multi-academy trusts.

The skills audit remains structured around the DfE's six features of effective governance, as referred to in the Competency Framework for Governance. However, it now includes an additional section titled "positive contribution", which covers the experience and skills that characterise an effective and experienced governing team with capacity to develop and improve further. At the same time the skills audit has been streamlined with fewer questions to make it more manageable

An accompanying guide is also available to support governing boards and trusts to make the best possible use of the NGA skills audit and skills matrix for evaluating responses. [Both the skills audit and the accompanying guide](#) can be downloaded from the NGA Knowledge Centre.

e) Improving how your school engages with parents

NGA has updated its guidance on how school governing boards can successfully engage with parents. Published in partnership with Parentkind (formerly PTA UK), the document has been designed to both emphasise the importance of parental engagement within schools, and to provide practical tips for governing boards to help them conduct an open two-way conversation with parents about their child's school.

This joint piece of guidance will help governing boards ensure that their school has a parent-friendly culture and provides practical information and ideas to help generate a productive and rewarding two-way dialogue with parents. You can view the guidance in NGA's [knowledge centre here](#).

f) The Governance of Safeguarding & Safeguarding Governor Model Role Description

The Governance of Safeguarding guidance is intended to help governing boards and academy trusts meet their overall responsibility for ensuring that their schools safeguarding procedures, policies and training are in place, being effectively managed and comply with the law. This reflects the updated Keeping Children Safe in Education.

The model role description is only an example model and should be significantly tailored to the needs of the school or trust.

Copies of the above will be sent out electronically after the clerks briefing.

ACTION POINTS:	<ul style="list-style-type: none"> • Ensure your NGA Manage Membership is up to date. • Ensure your Code of Conduct is reviewed. • Ensure a skills audit is undertaken. • Share the new NGA guidance on Safeguarding with your governors. 		
DEADLINE FOR ACTION	ASAP	CONTACT NAME	Governor Services
		TELEPHONE	01344 354069
		EMAIL	governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 12	Maintained School
TITLE	Education Governor Nominations	

The nomination of potential governors is delegated to the Director of People in consultation with the Executive Member for Children, Young People & Learning.

The process allows nominations for Education / LA Governor Vacancies and those coming to the end of their Education / LA Governor Terms to be considered at any time during the year and allows for vacancies to be filled when they arise.

Existing governors on the board can become Authority governors, the application form should be completed with the nomination being supported. Clerks will also be asked to provide further information about the governors' attendance at meetings and the contribution the governor makes.

The nomination form has been designed; using the model Skills Audit Proforma produced by the National Governance Association as its base, to find out about the skills and experience of the nominee and whether they have the necessary attributes to become an effective and useful school governor. It is therefore critical that nominees are encouraged to complete the form as fully as possible. Applications must be accompanied by a supporting statement and signed by the applicant (scanned signatures are acceptable). If an application is incomplete, then this may delay the nomination's consideration.

Copies of the nomination form can be obtained from Democratic Services or downloaded from the following webpage: <https://schools.bracknell-forest.gov.uk/governors/becoming-a-governor/>

This nomination has to be approved by the School's Full Governing Body and as a result the four-year term of office will not start until this has happened. Once the nomination has been approved, the appointment will continue for the specified period unless the applicant resigns, or the Authority has reason to remove the applicant from office. The power to remove a governor has always existed and must be used reasonably and lawfully.

School	Status or name and date term ends
College Hall	Application received
College Town Junior	Vacancy
Harmans Water Primary	Vacancy
Sandhurst	Vacancy
Sandy Lane	Vacancy
Wildridings Primary	Vacancy
Wooden Hill Primary	Vacancy

If your school has a vacancy which has not been listed, please contact Hannah Stevenson in Democratic Services immediately. Notification of any Local Authority School Governor resignations should be sent to Hannah Stevenson, with a copy to Governor Services.

CONTACT NAME	Hannah Stevenson
TELEPHONE	01344 352308
EMAIL	Hannah.stevenson@bracknell-forest.gov.uk

CLERKS BRIEFING AUTUMN TERM 2019	ITEM NO. 13	Maintained School & Academy
TITLE	BREXIT	

This guidance has been shared with Headteachers on Brexit including on the plans being made by the Council to prepare for Brexit, and to advise on prudent planning measures that schools could take. Brexit is proposed to happen on 31 October 2019.

Food

There is no information to suggest that general food shortages may be experienced. Contingency planning is however being undertaken to identify special dietary requirements or speciality foods that may be an issue for vulnerable children. With regard to the Council’s school meals contract with ISS, they are currently finalising an emergency menu that can be used if certain products become difficult to source. They are doing this in conjunction with their suppliers so they can use products where there is more confidence of availability. They have advised that there may be price increases if alternative food supplies cost more to procure e.g. in the event of panic buying, however the potential impact of this is not yet known. Schools not using the ISS contract should seek reassurances from their own contractor/suppliers/in house catering staff about these issues.

Water

There is not expected to be any interruption in water supplies however the question over the availability of adequate supplies of chemicals to water treatment plants has been raised and is being followed up. It has already been flagged up within the Council that schools cannot operate without adequate supplies of drinking water.

Fuel

There is unlikely to be a lack of fuel (gas/vehicles or heating), but there may be issues should there be panic buying leading to delivery issues.

Medications/Care Equipment

Schools should investigate any possible risks associated with supply of particular types of medication/care equipment. Social care providers and partners have been advised to plan for lead in times of up to 5 days if relying on EU products and be prepared to receive stock deliveries outside normal hours. If they occur, shortages might be expected to last for up to 3 months.

Workforce

See item 2 – HR Update.

Business Continuity

Schools should review their Business Continuity Plans to identify any business-critical staff and work areas that may be affected by Brexit. If schools do not have a Business Continuity Plan there is guidance on this from the Council on the School Management website under School Emergency Plan at <https://schools.bracknell-forest.gov.uk/policies-guidance/>

Government guidance

There is advice for schools on how to prepare for Brexit at:
<https://www.gov.uk/government/publications/eu-exit-no-deal-preparations-for-schools-in-england/eu-exit-no-deal-preparations-for-schools-in-england>

This includes the EU Settlement Scheme, Staff from the EU arriving after Brexit, School places after Brexit, Preparing as an employer, Checking for EEA teacher sanctions or restrictions, Travel to the EU, Data protection, Food supplies, Medical supplies and Erasmus+

Schools may also wish to review the government guidance “Get Ready Brexit” which is for both individuals and organisations on their website at www.gov.uk/brexit

NAHT Guidance

There is guidance from the NAHT on Brexit and the ‘no deal’ impact on schools on their website at:

<https://www.naht.org.uk/advice-and-support/management/brexit-and-the-no-deal-impact-on-schools/>

Guidance on School Visits from School Travel Voyager

There is guidance on their website for school groups travelling to the EU at:

<https://www.voyagerschooltravel.com/blog/brexit-faqs/>

Preparation by Bracknell Forest Council

The council is taking a joined-up approach to planning by making sure that we work closely with the government and local and regional agencies and organisations over preparations for Brexit. This includes the identification of potential risks to Council services including schools. This will ensure the continuity of those services for businesses and residents. We are in regular communication with wider networks to ensure efficient planning and response mechanisms are in place.

Communication with Bracknell Forest Council about Brexit

Schools can communicate directly with the Council about preparations for Brexit through a special inbox which has been set up at BFCbrexit.planning@bracknell-forest.gov.uk

CONTACT NAME	Chris Taylor
TELEPHONE	01344 354062
EMAIL	chris.taylor@bracknell-forest.gov.uk

CLERKS BRIEFING AUTUMN TERM 2019	ITEM NO. 14	Maintained School & Academy
TITLE	Adviza Delivery	
<p>This information has been shared with Headteachers.</p> <p><u>Berkshire Intensive ESF</u></p> <p>An ESF funded project supporting young people at risk of NEET aged 15 and 16 in school. In Bracknell we are offering this project to EP and College Hall after discussions with the Local Authority and Thames Valley LEP.</p> <p>Young people will receive a bespoke package of support helping them to achieve and sustain EET once they leave year 11. The funding allows us to offer long term support to the young people and is funded through to July 2021 to work with 136 young people in 9 schools across Berkshire.</p> <p><u>Bracknell Intensive</u></p> <p>Funded through the Local Authority to engage NEET young people aged 16 - 18 years. One-to-one support tailored to individual need for every young person.</p> <p>One member of staff working 3 days a week on the project and can support approximately 20 young people at any one time.</p> <p><u>Employability Programme</u></p> <p>In partnership with UK Youth and Coca Cola, we are delivering a newly funded employability programme for young people aged 16 - 17 who are NEET. A two-week programme of workshops that include employer visits to the supply chain of Coca Cola.</p> <p><u>National Citizen Service</u></p> <p>Adviza are delivering an Autumn programme for NCS across Berkshire and Buckinghamshire. We are aiming to engage 225 young people in 15 programmes starting in October.</p> <p>In Bracknell we are running 4 programmes for NEET young people aged 16 - 17, and the activities include a 3 night / 4 day residential, a social action project and a celebration event.</p> <p><u>Early Intervention Youth Fund</u></p> <p>With funding from the Police Crime Commissioner, we are working to support young people at risk of becoming engaged in offending behaviour, gang culture and knife crime. In Bracknell we are working in partnership with the Youth Offending Service to identify the young people.</p>		
	CONTACT NAME	Lee Teideman, Head of Delivery
	TELEPHONE	077477 60882
	EMAIL	leeteideman@adviza.org.uk

CLERKS' BRIEFING AUTUMN TERM 2019	ITEM NO. 15	Maintained School & Academy
TITLE	Tips for Governor Recruitment	
<p>Clerks should regularly check their governing body details to ensure Chairs of Governors are aware which governors are coming to the end of their term of office. This ensures that good succession planning takes place and governing bodies plan ahead for elections, advertising and recruitment.</p> <p>All Governing Bodies need to plan for recruitment. To encourage prospective governors, it is helpful to:</p> <ol style="list-style-type: none">1. Work with the following organisations to promote your vacancies free of charge:<ul style="list-style-type: none">• Inspiring Governance (maintained schools) & Academy Ambassadors• Governors for Schools• Involve2. Advertise vacancies with BFC here https://schools.bracknell-forest.gov.uk/governors/becoming-a-governor/ and here https://www.bracknell-forest.gov.uk/school-governors/current-school-governor-vacancies by submitting an advert to Governor Services.3. Send out annual newsletter summarising the work of the governors and encourage parents to show interest.4. At school events, ensure that leaflets and posters are displayed encouraging parents to become governors. Parents' evenings are a good opportunity for governors to be present and instigate conversations.5. Identify from the Headteacher regular visitors to the school and whether they may be potential governors.6. Approach local businesses maybe through mail outlining the two way benefits of being a school governor. Either request opportunity to advertise or find out if they would be interested in nominating governors from a corporate social responsibility standpoint.7. Ask your headteacher to approach other schools to find out if there are any members of staff who would be interested in becoming a governor elsewhere as part of their professional development, especially senior leaders.8. Ensure that your school website advertises the role of school governors and clarifies where to show interest.9. Identify if your community have a local parish magazine or other newsletter where you can submit an article to advertise for new governors.10. Ask a local charity if they have anyone who would be interested in becoming a school governor.11. Ask at your local library & doctor's surgery if they would be willing to put up a poster on becoming a school governor.12. Use of social media.		

Remember:

You need your Governing Body to have an appropriate range of skills and to represent all groups within the community. Respond immediately to any show of interest and ask them to complete a skills audit form, then keep a list of potential recruits even if you are full.

Your Governing Body needs to have a recruitment process.

ACTION POINTS:	<ul style="list-style-type: none">• Review vacancies and plan recruitment drive.• Send an advert to Governors.helpdesk@bracknell-forest.gov.uk• Register your vacancy with Inspiring Governance and Governors for Schools.		
DEADLINE FOR ACTION	ASAP	CONTACT NAME	Governor Services
		TELEPHONE	01344 354036 / 4069
		EMAIL	Governors.helpdesk@bracknell-forest.gov.uk

CLERKS' BRIEFING AUTUMN 2019	APPENDIX A
TITLE	List of Clerks to Governing Bodies * new clerk ◇ temp +leaving

School:	School Tel No.	Clerk:		
Ascot Heath Primary School	01344 882631	Mrs	Jackie	Frew
Binfield CE Primary School	01344 860106	Mrs	Deborah	Chappell*
Birch Hill Primary School	01344 455815	Mrs	Jane	Hodgson
College Town Primary School	01276 31933	Mrs	Karen	Cane*
College Hall	0118 989 3378	Mrs	Rachel	Moss
Cranbourne Primary School	01344 882350	Mrs	Carole	Allen
Crown Wood Primary School	01344 485448	Mrs	Dawn	Deykin
Crowthorne CE Primary	01344 772089	Mrs	Mary	Jenkinson
Easthampstead Park School	01344 304567	Mrs	Penny	Thompson+
Edgbarrow School	01344 772658	Mrs	Celeste	Moruzzi
Fox Hill Primary School	01344 421809	Mrs	Claire	Pollard
Garth Hill College	01344 421122	Dr	Hayley	McArdle
Great Hollands Primary	01344 424 911	Mrs	Amanda	Joy
Harmans Water Primary School	01344 422196	Mrs	Lyndsey	North
Holly Spring Primary School	01344 483920	Mrs	Sarah	Webb
Jennett's Park Primary	01344 301269	Mrs	Penny	Thompson
Kennel Lane School	01344 483872	Mrs	Fiona	Stanton
Kings Academy Binfield	01344 306983	Mrs	Gail	Sumner
Meadow Vale Primary School	01344 421046	Mrs	Fiona	Stanton
New Scotland Hill Primary School	01344 772184	Mrs	Adele	Woodhouse
Owlsmoor Primary School	01344 776642	Mrs	Fiona	Stanton
Ranelagh	01344 421233	Miss	Dawn	Deykin
Sandhurst School	01344 775678	Miss	Claire	Read
Sandy Lane Primary School	01344 423896	Mrs	Susan	Barrett
St Joseph's Catholic Primary School	01344 425246	Mrs	Adele	Valentin
St Margaret Clitherow Catholic Primary School	01344 424030	Mrs	Jo	Hardy ◇
St Michael's CE Primary School (Sandhurst)	01252 873360	Mrs	Dawn	Deykin+
St Michael's Easthampstead CE VA Primary	01344 420878	Mrs	Katrina	Brown*
The Pines School	01344 426413	Mrs	Lyndsey	North
Uplands Primary School	01252 873069	Mrs	Sharon	Mobbs
Warfield CE Primary School	01344 862074	Mrs	Claire	Pollard
Whitegrove Primary School	01344 861020	Mrs	Rachel	Clayton
Wildmoor Heath School	01344 772034	Mrs	Celeste	Moruzzi
Wildridings Primary School	01344 425483	Mrs	Kate	Harding
Winkfield St Mary's CE Primary School	01344 882422	Mrs	Gemma	Lenton
Wooden Hill Primary and Nursery School	01344 421117	Miss	Dawn	Deykin
Hatch Ride Primary	01344 776227	Mrs	Pat	Arthur
Oaklands Infant School	01344 774644	Vacant		
Oaklands Junior School	01344 773496	Mr	Andrew	Gorham
Corvus Learning Trust	01344 772658	Mrs	Sarah	Bamford

CLERKS' BRIEFING AUTUMN 2019		APPENDIX B	Maintained Schools
TITLE		BFC Policy List and Review Dates September 2019	
MODEL POLICY / GUIDANCE	Version	Summary of Changes (where applicable)	Review Date
Absence Management Procedure	1	No changes – not due for review	September 2020
Adoption Leave Policy	5	Updated forms	September 2020
Appraisal Policy for School Support Staff	5	Updated forms	September 2020
Appraisal Policy for Teachers	8	Checked against updated DfE Teacher Appraisal Policy (March 2019). Change to para 3 under setting objectives	September 2020 (should be reviewed annually)
Capability Procedure for Schools	5	2.3 – clarification around health-related performance issues. 4.7 – clarification about re-entering Procedure if performance deteriorates. 9 vii – Written warning on file for 1 year 11.4 – Final written warning on file for 1 year 16 – Clarification that live formal warnings will be included on employment reference	September 2021
Code of Conduct for Schools	7	Minor changes to terminology to make more school specific	September 2021
Disciplinary Procedure	1	One procedure for all staff including headteachers Includes more template documents Reformatted for ease of use	September 2021
Fair Treatment Policy	5	Reviewed – no changes.	September 2021
An Employee's Right to ask for Flexible Working	5	Reviewed – no changes	September 2021
Grievance Procedure	2	Updated forms	September 2020
Guidance on ending Fixed Term Contracts	5	Reviewed – no changes	September 2021
Maternity Leave for Support Staff < 1 years' service	4	Reviewed – no changes	September 2021
Maternity Leave for Support Staff > 1 years' service	4	Reviewed – no changes	September 2021
Maternity Leave for Teachers < 1 years' service	4	Reviewed – no changes	September 2021
Maternity Leave for Teachers > 1 years' service	4	Reviewed – no changes	September 2021
Organisational Change Protocol – Schools	3	Currently under review	December 2019
Parental Leave	5	Updated to ensure compliance	September 2021
Paternity Leave (Ordinary Paternity and Support Leave/Attending Ante-Natal Appointments)	6	Updated to include information relating to adoptive parents	September 2021
Pay Policy 2019	1	Inclusion of appendix explaining how term time only pay is calculated, Pay Appeal streamlined to be in line with DfE suggested approach	September 2020
Redeployment of School Based Staff	5	Currently under review	December 2019
Redundancy Policy and Procedure (School Staff)	5	Currently under review	December 2019
Shared Parental Leave	3	Reviewed – no changes	September 2021
Stress at Work	5	Reviewed – no changes	September 2021
Substance Misuse Policy	5	Reviewed – no changes	September 2021
Time off for Dependent's	5	Reviewed – no changes	September 2021
Time off for Public Duties	5	Reviewed – no changes	September 2021
Whistle-Blowing Procedure	5	Reviewed - minor update	September 2021

CLERKS' BRIEFING AUTUMN 2019	APPENDIX C		Academy
TITLE	Academy Trust Policy List and Review Dates September 2019		
MODEL POLICY / GUIDANCE	Version	Summary of Changes (where applicable)	Review Date
Absence Management Procedure	1		September 2020
Appraisal Policy for School Support Staff	1	Form updated	September 2020
Appraisal Policy for Teachers	2	Checked against updated DfE Teacher Appraisal Policy (March 2019). Change to para 3 of section 5 (setting objectives) and removal of appeal paragraph.	September 2020 (should be reviewed annually)
Capability Procedure for Schools	2	2. Scope – clarification around health-related performance issues (para 4). 4 General Principles – clarification about re-entering Procedure if performance deteriorates (para 7). 8 Issue of Written Warning (vii) – Written warning on file for one year 10. Formal Review Meeting – Final written warning on file for one year (para 4) 15. References – Clarification that live formal warnings will be included on any employment reference	September 2021
Disciplinary Procedure All Staff Except Headteachers	5	Under review	January 2020
Fair Treatment Policy	1	Reviewed – no changes.	September 2021
Flexible Working Request An Employee's Right to ask for Flexible Working		Reviewed – no changes	September 2021
Pay Policy 2019	1	<ul style="list-style-type: none"> Inclusion of appendix explaining how term time only pay is calculated Pay Appeal streamlined to be in line with DfE suggested approach 	September 2020
Grievance Procedure	2	Forms updated	September 2020
Organisational Change Protocol – Schools	3	Under review	January 2020
Redeployment of School Based Staff	5	Under review	January 2020
Redundancy Policy and Procedure (School Staff)	5	Under review	January 2020

CLERKS' BRIEFING AUTUMN 2019	APPENDIX D	Maintained School & Academy
TITLE	Example Pay and Performance Management Timeline for Governors	
At the First Full Governing Body Meeting of Academic Year		
Approve: - <ul style="list-style-type: none">• Constitution of Pay Committee• Terms of Reference for the Pay Committee• Constitution of Headteacher Performance Management Panel• Pay policy (School to ensure in line with the latest LA model policy)• Performance Management policy (School to ensure in line with the latest LA model policy) Identify and contact advisor to set date for annual headteacher review		
By October Half Term		
Performance Review Process (excluding Headteacher)	<ul style="list-style-type: none">• Performance review meetings to have been conducted by Headteacher or nominated line managers• Headteacher then attends Pay Committee to make recommendations about pay progression for all teaching staff	
Within one month of the Pay Committee determination		
<ul style="list-style-type: none">• All teaching staff (excluding the headteacher) to have received, in writing, the outcome of the Pay Committee's decision and the implications on their pay• Headteacher to arrange for outcomes of the Pay Committee's decision to be implemented in payroll		
By 31 December (ideally also by Half term)		
Performance review meeting (Headteacher) conducted by Headteacher Performance Management panel with the appointed external adviser to: - <ul style="list-style-type: none">• review last year's objectives based on evidence provided 1 week in advance by the Headteacher• consideration of overall performance in the light of the Headteachers standards.• set new objectives. The panel discuss any pay recommendation and the chair of the panel attends the Pay Committee to make any pay progression recommendations for the Headteacher.		
Within one month of the Pay Committee determination:		
<ul style="list-style-type: none">• Headteacher to have received, in writing, the outcome of the Pay Committee's decision• Chair of Pay Committee arranges for any outcomes to be implemented in the payroll.		
Spring Term		
<ul style="list-style-type: none">• Performance Management report from Headteacher to cover: -<ul style="list-style-type: none">— the operation of the policy,— the effectiveness of procedures— training and development needs reported to FGB.• Performance Management panel meet for interim review of objectives with Headteacher• Ensure all support staff performance management occurred.• Ensure Teaching staff interim reviews have taken place		
Summer Term		
<ul style="list-style-type: none">• Performance management panel meet for interim review of objectives with Headteachers. Also evaluate effectiveness of process during past year and discuss possible areas of next year's objectives.• Consider succession planning for governors' performance management panel and arrange training.		

Useful reference documents - [NGA Knowing your school "governors and staff performance"](#)
[NGA "taking Headteacher Appraisal seriously"](#)