

**Director's Report to Governors**  
**Including Governors' Training**  
**Summer Term 2016**

Welcome to the summer term Report to Governors.

**THE Partnership**

Governors who attended our meeting in January heard from Michael Keating, Chair of the Steering Group, about the 57 responses to the consultation on establishing a "schools partnership" organisation for joint working and collaboration among Tower Hamlets schools. The report with the results of the consultation has been circulated to all governing bodies.

A steering group of Headteachers and governors has been exploring the possibilities through three working groups: (i) purposes and roles, (ii) governance and structures, and (iii) finance

Your governor representatives on the steering group are: Michael Keating (Stebon); Rob Crothers (Morpeth & Kobi Nazrul IEB); Bill Wright (Wellington); and Victoria Crawley (Columbia Market).

At the next Director's Meeting with Governors on Tuesday 26 April 2016 at 6.00pm at the Professional Development Centre, 229 Bethnal Green Road, E2 6AJ, there will be session to update governors on THE Partnership. I do hope to see as many of you as possible and to be able to welcome new governors to their first Director's Meeting.

**The Director's Newsletter**

My first newsletter to Headteachers and Governors was circulated in March. I hope that you found it interesting and relevant to the work that you do for our schools. If you did not receive your copy, you can request one from Governor Services, e-mail: [governors@towerhamlets.gov.uk](mailto:governors@towerhamlets.gov.uk) or tel: 020 7364 3141.

Debbie Jones  
Corporate Director, Children's Services

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## Dates for the Diary

Governor Services offers three types of training opportunities:

- In-school training for whole governing bodies
- Central training for all governors
- Clerks' briefing for independent clerks

### School based training

Schools that have Service Level Agreements (SLAs) with the Governor Services Team can also have training for all their governors based at the school. We will be responsive and match that training to the particular requirements of governors.

Governing bodies that have not taken up an SLA but would like to benefit from the school-based training offer can contact Governor Services for further information. E-mail: [hania.franek@towerhamlets.gov.uk](mailto:hania.franek@towerhamlets.gov.uk)

Spring Term 2016		
Supporting Young People's Resilience in Tower Hamlets	Tuesday, 19 April, 5:30pm – 7:00pm at the Professional Development Centre (PDC), 229 Bethnal Green Road, E2 6AJ	An interactive course with discussion and group work. <b>This session is for primary school governors.</b> To book a place, e-mail: <a href="mailto:marcella.verdi@youngminds.org.uk">marcella.verdi@youngminds.org.uk</a> tel: 020 7089 5050
Prevent training for governors	Thursday, 21 April, 1:30pm – 3:30pm at the PDC	To book a place, e-mail: <a href="mailto:kathleen.duggan@towerhamlets.gov.uk">kathleen.duggan@towerhamlets.gov.uk</a>
Supporting Young People's Resilience in Tower Hamlets	Monday, 25 April, 5:30pm – 7:00pm at the PDC	An interactive course with discussion and group work. <b>This session is for secondary school governors.</b> To book a place, e-mail: <a href="mailto:marcella.verdi@youngminds.org.uk">marcella.verdi@youngminds.org.uk</a> tel: 020 7089 5050
Director's meeting with governors	Tuesday 26 April, 6.00pm - 8.00pm at the PDC	The Director's termly meeting with governors: workshops, items from governors, discussion and debate.  Email: <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>
Briefing for Clerks to Governing Bodies	Wednesday, 4 May at 10.00am - 11.30am, room MG6, Mulberry Place, E14 2BG	The termly briefing session for independent clerks and Governor Support Officers.

Taking the Chair	Saturday 7 May, 9.00am – 2:00pm at the PDC Bethnal Green	Essential training for prospective and serving chairs, vice-chairs of governing bodies and committees. Email: <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>
Supporting Young People's Resilience in Tower Hamlets	Saturday, 7 May, 9:00am – 2:00pm at the PDC	An interactive course with discussion and group work. <b>This will be an in-depth session for all governors.</b> To book a place, e-mail: <a href="mailto:marcella.verdi@youngminds.org.uk">marcella.verdi@youngminds.org.uk</a> tel: 020 7089 5050
Parental Engagement and School Governance	Tuesday 10 May, 10:00am – 12:30pm	Seeking the views of parents and carers in your school. The session will explore effective ways of consulting with parents and how to use the information gained when preparing for an Ofsted inspection. For a place email: <a href="mailto:husna.begum@towerhamlets.gov.uk">husna.begum@towerhamlets.gov.uk</a> tel: 020 7364 1952
Prevent training for governors	Tuesday, 17 May, 3:30pm – 5:30pm at the PDC	To book a place, e-mail: <a href="mailto:kathleen.duggan@towerhamlets.gov.uk">kathleen.duggan@towerhamlets.gov.uk</a>
Supporting Young People's Resilience in Tower Hamlets	Wednesday 18 May, 5:30pm – 7:00pm at the Professional Development Centre (PDC), 229 Bethnal Green Road, E2 6AJ	An interactive course with discussion and group work. <b>This session is for special school governors.</b> To book a place, e-mail: <a href="mailto:marcella.verdi@youngminds.org.uk">marcella.verdi@youngminds.org.uk</a> tel: 020 7089 5050
Induction training for new governors	Saturday 21 May, 9:00am – 2:00pm at the PDC Bethnal Green	To reserve a place contact Governor Services, tel: 020 7364 3141 or e-mail: <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>
Governors' Exclusion Guidance Training Level 1	Wednesday, 15 June, 4:15pm – 7:45pm at the PDC	An introduction of the role of governors in pupil exclusion. To reserve a place e- mail: <a href="mailto:huong.le@towerhamlets.gov.uk">huong.le@towerhamlets.gov.uk</a> or tel: 020 7364 4301
Governors' Exclusion Guidance Training Level 2	Wednesday, 22 June, 5:00pm to 6:45pm at the PDC	An advanced course for chairs, vice- chairs and governors who chair pupil discipline committees.
Training for Governors with responsibility for Looked After Children	Thursday, 30 June, 4:00pm – 6:30pm at Harbinger School, Cahir Street, D14 3QP	To book a place, e-mail: <a href="mailto:fadumo.said@towerhamlets.gov.uk">fadumo.said@towerhamlets.gov.uk</a> or tel: 020 7364 1770

Safer Recruitment Training	Wednesday, 4 May Thursday 26 May Wednesday 6 July at Toby Lane, Harford Street, E1 4DN. £80 Monday 13 June in Room 103 at the PDC	Contact Jean Morgan to book a place. Email: <a href="mailto:jean.morgan@towerhamlets.gov.uk">jean.morgan@towerhamlets.gov.uk</a>
Finance Training	Bespoke courses that can be booked with the LBTH Finance Team	1. Funding and Budgeting 2. Advance Financial Management One hour courses that can be delivered at the school. Email: <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>
Admissions and Appeals Training	Bespoke sessions for individual or groups of schools	Telephone Huong Le, Pupil Services Team: 020 7364 4301 Email: <a href="mailto:huong.le@towerhamlets.gov.uk">huong.le@towerhamlets.gov.uk</a>
Safeguarding workshops for governing bodies	Sessions are arranged at schools. As much notice as possible is requested.	Contact: <a href="mailto:sheila.leighton@towerhamlets.gov.uk">sheila.leighton@towerhamlets.gov.uk</a> or <a href="mailto:monty.monaghan@towerhamlets.gov.uk">monty.monaghan@towerhamlets.gov.uk</a>

You can book a place on these courses by telephoning Governor Services on 020 7364 3141. An on-line application form is available on the Tower Hamlets website: [www.towerhamlets.gov.uk/](http://www.towerhamlets.gov.uk/)

Autumn Term 2016		
Induction training for new governors	Saturday 1 October, 9:00am – 2:00pm at the PDC Bethnal Green	To reserve a place contact Governor Services, tel: 020 7364 3141 or e-mail: <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>
The Governors' Annual Conference	Saturday, 8 October, 9:00am – 1:30pm Venue to be announced	Contact Governor Services for information, <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>
Taking the Chair	Saturday 15 October, 9.00am – 2:00pm at the PDC Bethnal Green	Essential training for prospective and serving chairs, vice-chairs of governing bodies and committees. Email: <a href="mailto:governors@towerhamlets.gov.uk">governors@towerhamlets.gov.uk</a>

**Online ModernGovernor training courses**  
On [www.moderngovernor.com](http://www.moderngovernor.com)

Tower Hamlets Governor Services offers this e-learning service as part of schools' SLA to form and enhance the governor learning and development package.

Many governors want to be able to access training online and so we are pleased to be able to offer this opportunity now to all schools.

**Contact for enquiries and for information on cost for schools without an SLA:**

Tel 020 7364 3141 Email: [governors@towerhamlets.gov.uk](mailto:governors@towerhamlets.gov.uk)

## Organisations, publications and websites which support governors in their roles

### The Governors Handbook

All school governors need to know their legal responsibilities and how these fit in with the responsibilities of the headteacher, the local authority (LA) and the Secretary of State for Education. The Governors Handbook is the latest guidance from the DfE that was updated in November 2015. The Handbook provides information about the role and legal duties of governing bodies in maintained schools and academies (including free schools).

The Governors Handbook can be found on the DfE website or downloaded via this link:

<https://www.gov.uk/government/publications/governors-handbook--3>

**The National Governors' Association** is the representative body for school governors in England. <http://www.nga.org.uk/>

The NGA works for governors by:

- supporting local governor associations and governing bodies;
- lobbying ministers and policy makers;
- producing high quality guidance and information;
- organising events and conferences.

Governors can join the NGA as individuals, as members of a governing body, or through their local governors' association.

**School Governors One Stop Shop (SGOSS)** is a small charity which recruits volunteers to become governors in schools across England. SGOSS has won awards for the way it works with volunteers, builds partnerships with employers, manages its finances, and develops its staff. Its services are FREE to local authorities, volunteers, employers and schools.

<http://www.sgoss.org.uk/home/>

### Collective of Bangladeshi Governors

The Collective of Bangladeshi School Governors is a voluntary organisation which promotes the recruitment of governors in the borough. It also supports serving governors in the performance of their duties and responsibilities.

For more information, contact the Collective of Bangladeshi School Governors on Tel: 020 7357 3258 or Email: [collective.bsg@googlemail.com](mailto:collective.bsg@googlemail.com)

<https://www.cbsg.org.uk/>

### Ocean Somali Community Association (OSCA)

Concordia Centre, Railway Arches, 420-421 Burdett Road, London E3 AA

OSCA promotes governor recruitment among the Somali community in Tower Hamlets. It aims to increase the number of BME governors in schools, raises awareness and supports new governors.

Tel. 020 7987 5833

Email: [abdi@oceansomali.org.uk](mailto:abdi@oceansomali.org.uk) or [info@oceansomali.org.uk](mailto:info@oceansomali.org.uk) Link:

<http://www.oceansomali.org.uk/>

## Tower Hamlets Governor Services Team

Andy Skelton	Governor Support Officer
Angus Huck	Governor Support Officer
Asad Muzammal	Governor Support Officer
Azizur Rahman	Admin Assistant
David Stone	Locum Governor Support Officer
Eimear Hurley	Governor Support Officer
Linsey Bell	Governor Support Officer
Monika Maywood	Governor Support Officer
Oyetona Raheem	Governor Support Officer
Sharon Bailey	Finance & Admin Officer
Suzette Nichol	Governor Support Officer
Tracey Lee	Governor Support Officer

To contact Governor Services, email [governors@towerhamlets.gov.uk](mailto:governors@towerhamlets.gov.uk) or call 020 7364 3141.  
Governor Services, Fourth Floor, Mulberry Place, Clove Crescent, London E14 2BG.

For more information, go to the Tower Hamlets Governor webpages:  
[http://www.towerhamlets.gov.uk/lgs/1-50/29\\_school\\_governors.aspx](http://www.towerhamlets.gov.uk/lgs/1-50/29_school_governors.aspx)



## Governing Body Agenda Planne for the Summer Term

	<b>Full Governing Body</b>	<b>Curriculum (School Development, School Standards, Teaching and Learning)</b>	<b>Resources (including Finance, Personnel and Premises)</b>	<b>Pay / Personnel Appeals</b>	<b>Performance Management</b>
<b>Summer Term</b>	<ul style="list-style-type: none"> <li>• Agree budget</li> <li>• Head's Report</li> <li>• Monitor School Development Plan</li> <li>• Review Self Evaluation Form</li> <li>• Monitor Governor's development plan</li> <li>• Agree prospectus</li> <li>• Report on governor visits</li> <li>• Arrangements for nominations for Chair/Vice Chair</li> <li>• Meeting dates for next year</li> </ul>	<ul style="list-style-type: none"> <li>• Report on behaviour policy</li> <li>• Report on inclusion issues</li> <li>• Report on bullying and behaviour issues</li> <li>• Curriculum area reports</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor budget</li> <li>• Agree virements</li> <li>• Plans for use of any carried-forward money</li> <li>• Premises report</li> </ul>	<ul style="list-style-type: none"> <li>• Consider issues from leadership review of teacher annual salary reviews</li> <li>• Consider succession planning</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor Head's performance</li> </ul>
<b>Every Meeting</b>	<p>Reports on</p> <ul style="list-style-type: none"> <li>- Racist incidents</li> <li>- Pupil exclusions</li> <li>• Standard Items:</li> </ul> <p>Apologies for absence</p> <ul style="list-style-type: none"> <li>- Declaration of pecuniary interest</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies for absence</li> <li>• Declaration of interest</li> <li>• Minutes / matters arising</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies for absence</li> <li>• Declaration of interest</li> <li>• Minutes / matters arising</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies for absence</li> <li>• Declaration of interest</li> <li>• Minutes / matters arising</li> </ul>	<ul style="list-style-type: none"> <li>• Apologies for absence</li> <li>• Declaration of interest</li> <li>• Minutes / matters arising</li> </ul>

	<ul style="list-style-type: none"> <li>- Minutes / matters arising</li> <li>- Reports from committees</li> <li>- Chair's Action</li> <li>- Any confidential items</li> </ul>				
<b>As Necessary</b>	<ul style="list-style-type: none"> <li>• Review aims/ethos of school</li> <li>• Governing Body Code of Practice</li> <li>• Receive curriculum area reports</li> <li>• Induction of new governors</li> <li>• Preparation for Ofsted inspection</li> <li>• Draw up freedom of information publication scheme</li> </ul>	<ul style="list-style-type: none"> <li>• Review of Policies / cycle of dates</li> </ul>	<ul style="list-style-type: none"> <li>• Audit of school funds (to be done annually)</li> <li>• Health and Safety Report</li> <li>• Review personnel policies</li> <li>• Review Finance Code of Practice (Spring term)</li> <li>• Review policy on charges and remissions</li> <li>• Review SEF</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel appeals</li> <li>• Review SEF</li> </ul>	<ul style="list-style-type: none"> <li>• Review Policy including leadership group (autumn term)</li> </ul>

