

Director's Report to Governors

Including Governors' Training

Autumn Term 2018



Governors do the honours!

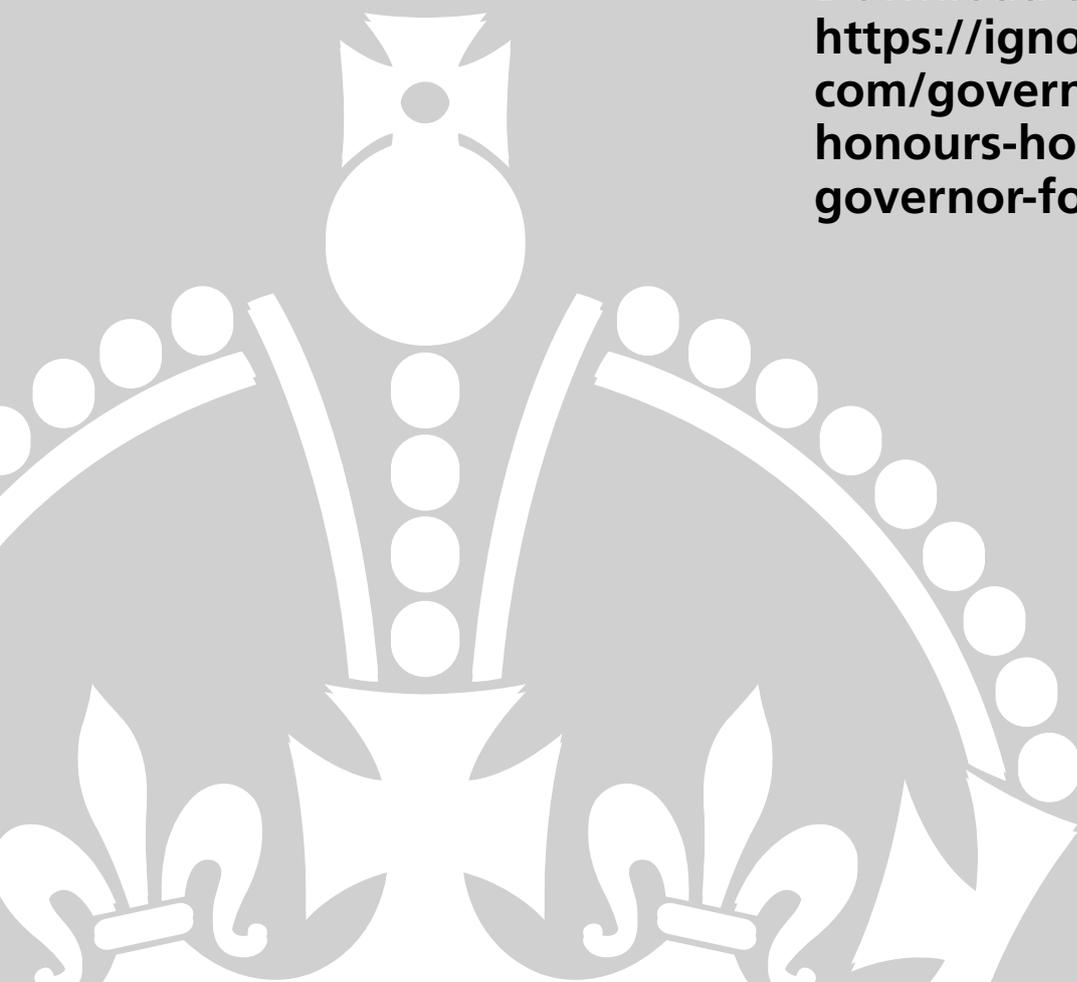
Interested in nominating a governor and don't know where to start?

Sir Daniel Moynihan, the chair of the education honours committee, is encouraging more schools to nominate their unsung heroes for awards (Schoolsweek Sep 25, 2016)

Governors are one of the largest volunteer forces in the country and have an important part to play in raising school standards. The role of the governing board is absolutely key to the effectiveness of a school. (National Governors Association)

Contact:
govgongs@outlook.com
Martin Matthews
🐦 @mm684

Download the 'How to' doc at:
<https://ignoratus.wordpress.com/governors-do-the-honours-how-to-nominate-a-governor-for-recognition>



Introduction

Welcome to the Autumn Term Report to Governors.

The Director's Meeting with Governors

I hope you all had a restful summer.

I look forward to seeing you on Tuesday, 25th September 2018 at 6.00pm at the Professional Development Centre, 229 Bethnal Green Road, E2 6AJ. The agenda includes an update on Safeguarding, in line with the new Keeping Children Safe in Education guidance and updates from the Ofsted Inspection framework. Information on school data, results and developments from Children's Social Care will also be shared at the meeting. You will receive the programme with this report.

Early Help is also being relaunched by Children's Services with an event being held on 4th October 2018, from 14:30 – 17:00, at the Brady Arts Centre, Main Hall, 192-196 Hanbury Street, London E1 5HU. The agenda is intended to ensure that key partners understand the priorities around Early Help. In particular, schools are a key partner to our approach to Early Help which aims to ensure that children are offered the right support at the right time to prevent needs from escalating.

Please send Governor Services any questions you would like to raise and confirm that you are coming so that we know how many to expect. Email: runa.basit@towerhamlets.gov.uk or tel: 020 7364 3141.

I look forward to seeing many of you on 25th September at the PDC.

Debbie Jones
Director
Children's Services

**THE GOVERNORS'
CONFERENCE 2018**



TOWER HAMLETS

'Education and Safeguarding in a Changing Landscape'

Saturday 3 November 2018

9.30am - 1.30pm

followed by lunch

KEYNOTE SPEAKER

Sir Alan Wood

**A choice of two
workshops and
opportunities
to network with
governors from across
Tower Hamlets.**



To reserve a place:

Email:

govenors@towerhamlets.gov.uk

Tel: 020 7364 3141

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Dates for the diary

Governor Services offers three types of training opportunities:

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

School-based training

Governing bodies that wish to make enquiries regarding school-based training can contact Governor Services for further information. Email: runa.basit@towerhamlets.gov.uk

You can book a place on these courses by telephoning Governor Services on 020 7364 3141. An online application form is available on the Tower Hamlets website: www.towerhamlets.gov.uk.

Governor training Autumn Term 2018

| Courses | Date/time/venue | Descriptions |
|---|---|--|
| Director's meeting with governors | Tuesday 25 September 6.00pm - 8.00pm Professional Development Centre, 229 Bethnal Green Road, E2 6AJ | The Director's termly meeting with governors: workshops, items from governors, discussion and debate. Email: governors@towerhamlets.gov.uk |
| Briefing for Clerks to Governing Bodies | Thursday 27 September 2018 | The termly briefing session for independent clerks and Governor Support Officers. Please contact Sharon Bailey to confirm your attendance. Email: governors@towerhamlets.gov.uk Tel: 020 7364 3141 |
| Induction training for new governors | Saturday 13 October 2018 9.30am - 2.00pm Professional Development Centre, 229 Bethnal Green Road, E2 6AJ | To reserve a place contact Governor Services. Tel: 020 7364 3141 Email: governors@towerhamlets.gov.uk |
| Essential HR Training for Governors | Thursday 17 October 2018 6.00pm - 8.00pm Professional Development Centre, 229 Bethnal Green Road, E2 6AJ | Essential training for Chairs of HR Panels and Governors dealing with HR matters, including sitting on the any HR and Appeal Panels. To reserve a place contact Governor Services Tel: 020 7364 3141 Email: governors@towerhamlets.gov.uk |

| | | |
|--|---|---|
| Safer Recruitment Training | 12 November 2018 9.30am - 1.30pm Professional Development Centre, 229 Bethnal Green Road, E2 6AJ | To reserve a place contact Governor Services Tel: 020 7364 3141 Email: governors@towerhamlets.gov.uk |
| GOVERNORS' ANNUAL CONFERENCE | Saturday 3 November 2018 9.00am - 1.30pm followed by lunch | "Education and Safeguarding in a changing landscape" |
| Safeguarding Training | 11 October 2018 9.30am - 1.30pm Professional Development Centre, 229 Bethnal Green Road, E2 6AJ | To reserve a place contact Governor Services Tel: 020 7364 3141 Email: governors@towerhamlets.gov.uk |
| Keeping Children & Young People Safe from Radicalisation and Extremism | For dates email: husnara.begum@towerhamlets.gov.uk Tel: 020 7364 1952 | Interactive workshops for parent governors. The role of parent governors supporting schools to keep children and young people safe. |
| Taking the Chair | Saturday 17 November 2018 9.30am - 2.00pm Professional Development Centre, 229 Bethnal Green Road, E2 6AJ | Essential training for prospective and serving chairs, vice-chairs of governing bodies and committees. Email: governors@towerhamlets.gov.uk |
| Finance Training | See page 22 for more information | 1. Funding and Budgeting 2. Advance Financial Management One hour courses that can be delivered at the school. Email: governors@towerhamlets.gov.uk |
| Pupil Exclusions: Level 1 and Level 2 | See page 24 for more information | Contact Huong Lee for training dates. Email: huong.le@towerhamlets.gov.uk Tel: 020 7364 4301 |
| Admissions and Appeals Training | Bespoke sessions for individual or groups of schools | Telephone Huong Le, Pupil Services Team Tel: 020 7364 4301 Email: huong.le@towerhamlets.gov.uk |

For Action

Review of Primary School Places

Contact for enquiries:

Terry Bryan / Lisa Stidle

Pupil Services and School Sufficiency

Tel: 020 7364 4304 / 6539

Email: terry.bryan@towerhamlets.gov.uk / lisa.stidle@towerhamlets.gov.uk

Audience: All Governors

This is to update governors of the current position concerning the review of primary school places and the planned next steps in the process.

Background

In a previous report to governors the LA advised that it was undertaking a review of primary school places to address the geographic imbalance and oversupply in certain areas of the borough. The review is being overseen by a group of key stakeholders, including head teachers from all sectors, diocesan board representatives, the Council of Mosques, the GLA, the office of the Regional Schools Commissioner, THEP and the early years sector. The purpose of this group is to advise on the review methodology, process and timetable.

The review process has now progressed to the stage where the LA has identified a number of primary schools in the Bethnal Green, Stepney and Wapping catchment areas that are in scope for reorganisation. The LA has since met with the headteachers and chairs' of governors of these schools individually to discuss the findings from the review and to seek their views on the current position. The agenda for these meetings covered the following:

- ➔ Purpose, scope and findings from the Primary Review;
- ➔ Issues identified for these primary schools due to the current and projected declining rolls;

- ➔ The individual School's view and any existing plans to ensure its future sustainability;
- ➔ The School's willingness to explore opportunities for increased collaboration and working with other schools in the catchment area;
- ➔ The LA's intention to support formal school federations and or amalgamation, if this provided genuine and purposeful opportunity to maximise resources, develop professional expertise and improve the quality of teaching and learning.

The LA and leaders from these schools have now agreed to undertake a thorough assessment and analysis of the various options open to them, with the aim of ensuring that the borough's schools remain economically viable and are able to maintain high standards of education in the context of falling rolls. This work will be undertaken over the next few months by Helen Jenner, a former headteacher, Director of Children's Services and current school governor who is now working with the local authority as an independent consultant. Helen's work will include carrying out the processes required for formal collaborations, such as, federation, merger or amalgamation - once schools have made a firm commitment to explore them. It will support schools working individually and collectively to develop robust plans for their sustainability in the short, medium and long term. These plans, collectively, will feed into the strategic planning for Tower Hamlets as part of its School Organisation and School Improvement Planning.

It is important to stress that the discussions with the advisory group and individual school leaders have been very open. No decisions will be made about the future of any particular school, until such time as the planned feasibility work has been undertaken and recommendations are presented to the council's cabinet at the start of the 2019/20 school year. There will then follow a process of public consultation to determine a set of school organisation plans that can be implemented from as early as the 2020/21 school year, if necessary.

What does this mean for governors?

It is important for schools governors to be aware of this work and that the LA is seeking to make changes to its school organisation with the primary purpose of ensuring that Tower Hamlets schools sustain a level of resource that will enable them to continue to provide high quality education to all Tower Hamlets children.

The LA will keep school governors regularly informed of the progress and recommendations from the review through the various communication channels.

FOR ACTION

Public consultation on the future of the LA Day Nurseries

Contact for enquiries:

Abdul Quddus

Deputy Head of Integrated Early Years Service (Interim)

Tel: 020 7364 5402

Email: abdul.quddus@towerhamlets.gov.uk

Audience: School Governors

The public consultation on the future of the day nurseries is now live until 10th September. It's a very short questionnaire and it's really important that we get a wide range of stakeholder views reflected in the responses. The outcome is likely to affect support for schools whichever decision is made. Please read the accompanying text.

Please consider completing and passing on to colleagues to whom this issue may be of interest.

What does this mean for governors?

Schools may decide that one formal response from the governing body sufficiently represents the views of the school, in which case Governors are asked to consider their reply before 10 September.

The consultation can be completed here:

https://www.towerhamlets.gov.uk/lgnl/education_and_learning/childcare_and_early_years_educ/Information_about_LA_Day_Care_Nurseries.aspx

FOR ACTION

Keeping Children Safe in Education 2018: Revised Guidance

Contact for enquiries:

Runa Basit

Head of Governance and Information

Tel: 020 7364 4302

Email: runa.basit@towerhamlets.gov.uk

The Department for Education published their revised 'Keeping Children Safe in Education' (KCSIE) statutory guidance in May ahead of its implementation on 3rd September 2018.

The KCSIE guidance can be accessed using the following link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/707688/Keeping_Children_Safe_in_Education_-_Part_1_-_September_2018.pdf

Keeping Children Safe in Education is statutory guidance that schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children.

- ➔ Governing bodies of maintained schools (including maintained nursery schools) and colleges;
- ➔ Proprietors of independent schools (including academies, free schools and alternative provision academies) and non-maintained special schools. In the case of academies, free schools and alternative provision academies, the proprietor will be the academy trust; and
- ➔ Management committees of pupil referral units (PRUs)

are asked to ensure that all staff in their school or college read at least Part one of the guidance.

The revised guidance introduces a number of notable changes and updates for schools on managing reports of child on child sexual violence and sexual harassment.

The guidance also includes new or more detailed information on safeguarding issues including:

- ➔ child criminal exploitation: children being used to carry drugs or money from urban to rural areas
- ➔ Peer on peer abuse

- ➔ Looked after children and previously looked after children
- ➔ homelessness
- ➔ domestic abuse
- ➔ child sexual exploitation
- ➔ Children missing from education.

A definition has been added for Children in Need and further information on the Early Help process has been included as part of the revised 'Working Together to Safeguard Children' July 2018 guidance (this guidance can be accessed using the following link).

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

For Information

The Special Educational Needs And Disability Strategy

Contact for enquiries:

John O'Shea

Head of SEND

Tel: 020 7364 1065

Email: john.o'shea@towerhamlets.gov.uk

Audience: School Governors

The Special Educational Needs and Disability (SEND) Strategy, brings together the hopes and aspirations of young people with SEND, their families and professionals, into a single vision for all professionals and services across Tower Hamlets to work together to improve the educational achievement and wellbeing of these children and young people. The Strategy is led jointly by the London Borough of Tower Hamlets (LBTH) and Tower Hamlets Clinical Commissioning Group (THCCG) and sets out the priorities for the next five years.

The five priorities of the strategy are:

1. Leading SEND – developing a system where leadership is strong and includes the children and young people with SEND and their parents and carers
2. Timely identification and assessment – ensuring that every child or young person with SEND receives the support they need, when they need it
3. Better outcomes and pathways – mapping education and career pathways for children and young people with SEND
4. Clear information and involvement – providing good communication and involving children, young people with SEND, their parents and carers in the decisions that affect them
5. Moving on – helping children and young people with SEND to start and leave school and services well.

A series of launch events for the Strategy will be held in the Autumn term and further information about these will be published early in September.

What does this mean for governors?

Governors are asked to be aware of the strategy and to support settings in its implementation.

FOR INFORMATION

Local Area Inspection of Special Educational Needs and Disabilities

Contact for enquiries:

John O'Shea

Head of SEND

Tel: 020 7364 1065

Email: john.o'shea@towerhamlets.gov.uk

Audience: School governors

Services across Tower Hamlets are preparing for an Inspection of Special Educational Needs and Disabilities (SEND) provision. The inspection will be led jointly by the Office for Standards in Education, Children's Services and Skills (OFSTED) and the Care Quality Commission (CQC). Inspectors will visit a range of service providers, schools and other settings across Tower Hamlets looking at the following key areas:

- a. How effectively does the local area identify children and young people who have special educational needs and/or disabilities?
- b. How effectively does the local area assess and meet the needs of children and young people who have special educational needs and/or disabilities?
- c. How effectively does the local area improve outcomes for children and young people who have SEN and/or disabilities

The views of those who are being supported are important to the inspection process and help to shape the overall outcome. Therefore inspectors will want to speak to children and young people with SEND and to their parents, carers and families.

Inspectors typically ask the local authority to ensure that parents and carers can engage in the inspection process through a parent and carer group webinar.

What does this mean for governors?

Governors are asked to be aware that the inspection of SEND is a Local Area inspection and will involve inspectors speaking to parents and visiting settings to look at provision and support for pupils with SEND. The inspection will not report back on individual settings.

FOR INFORMATION

Supported Internship Success Story

Contact for enquiries:

Tina Sode

14-25 SEND and High Needs Manager

Tel: 020 7364 1239

Email: tina.sode@towerhamlets.gov.uk

Audience: School Governors

One key priority within the Tower Hamlets SEND strategy is the development and provision of pathways which support young people with SEN into employment. One main route into employment is via the Supported Internship pathway. An example is funded by the Local Authority and delivered by the Tower Project JET Service. This programme provides work experience in the hospitality and catering sector combined with training in employability and independent-living skills to help young people with SEN make successful transitions to employment and a productive adult life.

Patrice is a local resident who accessed the JET SI Programme, where she undertook placements as a Café Assistant at the Ocean View Café in Stepney and Haggerston Perk Café in Shoreditch. Patrice received training in all areas of hospitality including food safety, food preparation and table service. Patrice also received Barista training from an award winning Coffee Shop in Hackney. Patrice has now gained her first paid job as a Kitchen Assistant with Toby Lane Catering Services.

Teams across the LA are working in close collaboration to increase the number and range of 'into work' programmes for young people with SEN. Please contact the SEN team (specialeducational.needs@towerhamlets.gov.uk) if you require additional information.

FOR INFORMATION

New provider of the Tower Hamlets School Health and Wellbeing Service

Contact for enquiries:

Reha Begum

Public Health Programme Lead

Tel: 020 7364 7072

Email: reha.begum@towerhamlets.gov.uk

Audience: School Governors

In the new academic year 18/19, the Tower Hamlets School Health and Wellbeing Service (School Nursing) will be provided by Tower Hamlets GP Care Group.

The service is for school-aged children and young people (5-19 years) and works with all 90 state-funded primary and secondary schools in Tower Hamlets. The service is led by school nurses and includes hearing and vision screening, support for children with long term health conditions in school, as well as promoting emotional health and wellbeing, healthy nutrition and physical wellbeing.

The service has been re-procured by the Public Health team in the Council and is currently provided by Compass Wellbeing CIC. The new provider, Tower Hamlets GP Care Group CIC, is a federation of all the General Practices in Tower Hamlets and provides General Practice services as well as a range of community health services, including health visiting.

Any requests for information on the new service, please contact Reha Begum in Public Health.

What does this mean for governors?

Any requests for information on the new service, please contact Reha Begum in Public Health.

Please see an inspiring story from a school Governor from 'Governing Matters' newsletter (September/October edition).

IN OUR EXPERIENCE

Employer engagement

David Sayers and **Ian Ferguson** explain how their employer's commitment to social engagement with schools has led to them both to governance

inspiring
governance

Education
AND
Employers

I HAVE WORKED FOR Bank of America Merrill Lynch (BofAML) for 30 years. During that time, as well as advancing in my own career, I have seen the organisation go through many changes.

One constant, however, has been my interest in what is happening outside the financial services world. It has always unsettled me that I can walk out of my office in the City for 20 minutes, and reach one of the most deprived areas of London.

Volunteering

Ten years ago I decided I wanted to do something about that disparity so I started volunteering at a primary school near my office where 92% of the children speak English as their second language and 61% receive free school meals. I began by assisting students with their reading and language skills.

Two years later I decided to take a sabbatical from work and volunteered for a non-profit organisation called Business in the Community (BITC). There I helped write a paper on the importance of volunteering and school governance in the corporate workplace. On my return to work I decided I wanted to make a longer-term commitment and joined the governing body of Osmani Primary School, where

“Too often it's thought that contributing to society starts and ends with donating funds”

I am the governor responsible for the school's art and culture activities.

This a fulfilling role, working with teachers and having oversight of the curriculum, matching a passion of mine outside work. Twenty years ago the school was put into 'special measures' but since that time, through the dedication of a highly accomplished school team, including the headteacher and a talented governing board, the school has become a real success story, achieving an excellent reputation and 'good school with outstanding features' grading in the last Ofsted assessment.

Transformative results

I have become a real advocate of contributing to the community through school governorship and since BofAML partnered with the Inspiring Governance service last year I have had the opportunity to contribute by attending and speaking at events. So far this year BofAML has recruited eight new governors through the initiative.

Applying the skills you have built in your professional career in a new context, such as a school governorship, is not only rewarding but can have transformative results too. By bringing our considerable skills such as budgeting, strategy, working with complex figures, negotiating with suppliers, or scrutinising legal documents, governors/trustees have a lot to contribute.

The experiences and expertise acquired during one's career also allow governors/trustees from the business world to provide a different perspective. It's easy to take these things for granted but they are very much needed within governing boards, and have the potential to turn around a poorly performing school.

Serving on a governing board not only allows people like me to share their skills, but to build on them too. When serving at board level, employees gain experience of strategic decision-making, influencing, presentation and critical analysis – which are all significant areas for professional development.

Further benefits

Research shows that in addition to helping inform young people about the breadth of jobs that exist and acting as role models, employer engagement activities can improve their educational performance while at the same time helping them to develop their social skills through interaction with adults outside their normal school and family spheres of influence.

My work role is a demanding one and my job involves a lot of travel. It's a privilege that exposes me to different cultures and backgrounds. Those experiences are enriching and have reinforced my view on the value of diversity, including diversity within governing boards.

The fund-raising capacity of big firms such as ours is impressive but too often it's thought that contributing to society starts and ends with donating funds. Our people power is worth so much more than this and that's the message I want to share.

David Sayers is a member of in BofAML's Equities Sales team and a governor at Osmani Primary School in Tower Hamlets, east London

Bank of America
Merrill Lynch



FOR INFORMATION

Damian Hinds speech at National Governance Association conference

Education Secretary sets out plans to boost training for governors and strengthen accountability of academies.

Damian Hinds speech:

I want to begin with a huge thank you – to those of you in this room, and to governors, trustees and clerks, up and down the country.

One of our undoubted strengths as a country, a very British quality... is this sense of duty felt by communities towards our public institutions – we see our schools and the education of our children, rightly, as a shared responsibility, a shared enterprise.

But there are some people who take their share of responsibility to a much, much higher level. What you do as governors and trustees can't simply be measured in hours spent. Although, of course, I do also recognise it is also a large volume of hours. But it's also the weight of responsibility. Making budgets add up, recruiting and retaining staff, helping to set your school's whole ethos and vision for the future.

And of course, knowing all the while that these decisions will affect children's futures and, ultimately, our nation's future. And I know that for some of you, the role of governor has also changed considerably in recent years.

There are now around 2,800 academy trusts involved in running schools, which means even greater reach and capacity to improve the education of even more children but also more responsibility as well.

So, once again – thank you. Whether you represent a primary or secondary school, an academy or local authority maintained school, a faith school, a Further Education College, or one of our incredible schools helping children with special needs or delivering Alternative Provision.

Thank you for volunteering and for fitting being a governor around your other jobs, your other commitments, and of course your families.

Fundamentally this is a people business. There is nothing more important in education than the people delivering it. Great teachers, great heads – and of course great governors.

Good and effective governance is essential for any school – you can't separate it from educational performance or good management.

So today I will talk about how I intend to support you, and support good governance and leadership in schools.

....

I also want to do everything I can to help boost governor recruitment and retention – because simply we need more great people like you.

So today I'm issuing a call to arms, appealing to people up and down the country to join you in this vital role. As Emma Knights has said previously, good governance needs a range of voices... and I champion the work NGA are doing, through (NGA's) Everyone on Board campaign, to encourage more diversity – and for more women in leadership roles. Governing and trust boards should reflect the communities they serve.

So, I want to urge people from different backgrounds, different professions, to come forward – to offer up their time, energy, skills, and expertise.

Parent governors continue to be crucial and I'd like to see more young people get involved, more people from black and ethnic minority communities, more people from right across society with the ability and experience to lead. First, because so many people want to give something back to their community, this is truly one of the most valuable and far reaching ways you can do that. Of course, it's not work to be undertaken lightly but there is great fulfilment to be found from it, as you know. Some of you start as a governor at your own children's school – they grew up, and you're still involved.

Because you care – because you're dedicated to doing your best for your school and, in a sense, your 'other' children – your extended and very diverse family. All of whom you want to have the highest standard of education and the chance to fulfil their potential.

....

The full speech can be accessed via the following link:

<https://www.gov.uk/government/speeches/damian-hinds-speech-at-national-governance-association-conference>

Education Secretary issues call to arms for school governors

Damian Hinds calls on leading employers to lend their business expertise to support schools to improve education for every child. Further information can be accessed via the following link:

<https://www.gov.uk/government/news/education-secretary-issues-call-to-arms-for-school-governors>

FOR INFORMATION

Finance Training Courses for Governors

Contact for enquiries:

Sailesh Patel

Schools Finance Manager

Tel: 020 7364 4527

Email: sailesh.patel@towerhamlets.gov.uk

Audience: Chairs and members for the Finance Committee

What does this mean for governors?

Financial management training is essential for school governors. This course is aimed at new governors but will also be of interest to more experienced governors who have not previously attended a finance course.

Funding and Budgeting - The link to school improvement: ensuring your financial decisions and monitoring drive school improvement.

This course explains the factors that generate school funding and the key factors involved in setting a school budget. The main aspects of financial control will also be introduced. It is particularly suitable for new chair of governors, finance committee members and those governors who might consider joining the finance committee.

Topics to be covered include:

- ➔ School funding
- ➔ Building a budget – revenue and capital
- ➔ Medium term financial planning
- ➔ Financial control
- ➔ Signposts for additional help and information

Advanced Financial Management – The link to school improvement: ensuring your financial decisions and monitoring drive school improvement.

This course is designed to provide governors with a detailed understanding of schools' funding, budgeting and financial control to enable them to provide informed support to head teachers and school financial staff.

Topics to be covered include:

- ➔ Funding Forecasting
- ➔ Budget Modelling
- ➔ Staffing Structures
- ➔ Financial Control
- ➔ Outturn Forecasting
- ➔ Benchmarking

These one-hour courses cost £95.

To book a session, please email governors@towerhamlets.gov.uk

FOR INFORMATION

Guidance and Training on the use of Pupil Exclusion

Contact for enquiries:

Terry Bryan

Head of Pupil Services

Tel: 020 7364 4304

Email: terry.bryan@towerhamlets.gov.uk

Audience: All Governors of Maintained Schools

This is to alert governors to the LA guidance and training on the use of Pupil Exclusion.

Background

The Local Authority has issued updated guidance for schools and governing bodies on pupil exclusion, which is available from: huong.le@towerhamlets.gov.uk.

The updated guidance includes advice for a governing body on how it might fulfil its duty to effectively monitor pupil exclusions and the appropriate use of alternative provision for excluded pupils. It also now includes advice on preparing for an Ofsted inspection.

The Local Authority guidance is intended to supplement and strengthen the DfE guidance 'Exclusion from maintained schools, academies and pupil referral Units in England (2017)' available via: <https://www.gov.uk/government/publications/school-exclusion>

What does this mean for governors?

It is important that governors' who serve on Pupil Discipline Committees have prior knowledge of the statutory and local guidance on pupil exclusion and that they also attend training on exclusions. Experienced Discipline Committee members should attend periodic refresher training as the regulations and best practice guidance changes regularly and governors need to keep their knowledge up to date.

Although training is not mandatory the DfE Guidance emphasises its importance as a lack of familiarity with the Local Authority and DfE Guidance could lead to an Independent Review Panel directing a school to review its decision to permanently exclude a child and impose a significant financial penalty if the governing body fails to do so.

The Local Authority provides exclusions training as part the governors' and clerks' training programme. Dates for autumn 2018 are set out below. The training is delivered in two levels:

Level 1: This workshop is an introduction to a governors' role in pupil exclusion. It is intended for a governor with little or no prior experience as a member of pupil discipline committee.

Level 2: Is an advanced level course, intended for chairs and vice chairs or governors who chair pupil discipline committees. Participants should have attended the Level 1 workshop, or have equivalent experience of pupil exclusion.

Date and Times

Autumn 2018:

Exclusion Governors Training Level 1

Wednesday 3 October 2018

5.15pm - 7.45pm

PDC, 229 Bethnal Green Road, E2 6AB

Exclusion Governors Training Level 2

Wednesday 10 October 2018

5.00pm – 6.45pm

PDC, 229 Bethnal Green Road, E2 6AB

Please confirm your booking by telephoning or emailing Huong Le in the Pupil Services Team on Tel: 020 7364 4301 or huong.le@towerhamlets.gov.uk.

Support

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 (January 2015) 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: www.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

➔ A Competency Framework for Governance – January 2017

A Competency Framework for Governance - The knowledge, skills and behaviours needed for effective governance in maintained schools, academies and multi-academy trusts . The framework sets out the competencies needed for effective governance. It is non-statutory guidance and should be read alongside the Governance Handbook, particularly the section explaining the key features of effective governance. The Framework can be found using the following link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

➔ The National Governors' Association is the representative body for school governors in England. 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. www.sgooss.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, email the Collective of Bangladeshi School Governors
collective.bsg@googlemail.com
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 or info@oceansomali.org.uk
www.oceansomali.org.uk

Tower Hamlets Governor Services Team

| | |
|-----------------------|------------------------------------|
| Runa Basit | Head of Governance and Information |
| Angus Huck | Governor Support Officer |
| Asad Muzammal | Governor Support Officer |
| Krista LaRonde | Governor Support Officer |
| Linsey Bell | Governor Support Officer |
| Lorraine Feyi-Shonubi | Governor Support Officer |
| Rochelle Clarke | Governor Support Officer |
| Suzette Nicol | Governor Support Officer |
| Tracey Lee | Governor Support Officer |
| Sharon Bailey | Finance and Admin Officer |

To contact Governor Services, email governors@towerhamlets.gov.uk or call 020 7364 3141. Governor Services, Fourth Floor, Mulberry Place, 5 Clove Crescent, London E14 2BG. For more information, go to the Tower Hamlets Governor webpages: www.towerhamlets.gov.uk/lgnl/education_and_learning/schools/school_governors/school_governors.aspx

| | Full governing body | Curriculum (school development, school standards, teaching and learning) | Resources (including finance, personnel and premises) | Pay/personnel appeals | Performance management |
|-------------|--|--|---|---|---|
| Autumn term | <ul style="list-style-type: none"> ➔ Elect Chair and Vice Chair ➔ Register of business interests recorded ➔ Committee Structure / Membership/Terms of Reference/ link governors ➔ Re-constitution of the governing body ➔ Head's Report ➔ Review Safeguarding Policy/ensure it is in line with Keeping Children Safe in Education Guidance (KCSIE) ➔ Agree SFVS to return to LA ➔ Governors' development plan, including training needs ➔ Review Admissions Policy (VA school) ➔ Review school data ➔ Agree targets ➔ Review Self Evaluation Form ➔ Report on governor visits ➔ Agree term dates | <ul style="list-style-type: none"> ➔ Report on behaviour and bullying issues ➔ Report on inclusion issues ➔ Set school targets ➔ Review behaviour policy and anti-bullying policy ➔ Curriculum area reports | <ul style="list-style-type: none"> ➔ Monitor budget ➔ Agree virements ➔ Complete SFVS ➔ Review pay policy in line with School Teachers Pay and Conditions document ➔ Condition of premises report / cost of repairs ➔ Asset Management Plan ➔ Review child protection policy | <ul style="list-style-type: none"> ➔ Carry out annual salary review ➔ Consider recommendations from Head's Performance Management | <ul style="list-style-type: none"> ➔ Arrange review meeting with head and advisor ➔ Meet to discuss head's PM and make recommendations to Pay Committee |

| | | | | | |
|--------------------|--|--|---|---|--|
| <p>Spring term</p> | <ul style="list-style-type: none"> ➔ Head's Report ➔ Monitor School Development Plan – set new priorities ➔ Governor training ➔ Monitor roll – possible budget implications ➔ Agree budget (or summer term) ➔ Report on governor visits ➔ Agree holiday dates for next year (VA schools) ➔ Agree school prospectus | <ul style="list-style-type: none"> ➔ Review overall curriculum policy in light of school self review ➔ Report on inclusion issues ➔ Report on behaviour and bullying issues ➔ Curriculum area reports ➔ Complete school profile | <ul style="list-style-type: none"> ➔ Monitor budget ➔ Agree virements ➔ Review staffing structure ➔ Plan new budget in line with new SDP ➔ Review Service Level Agreements – appoint clerk ➔ Premises report ➔ Review equal opportunities policies | <ul style="list-style-type: none"> ➔ Consider staffing reductions / ending of temporary contracts in August | <ul style="list-style-type: none"> ➔ Monitor Head's performance |
| <p>Summer Term</p> | <ul style="list-style-type: none"> ➔ Agree budget ➔ Head's Report ➔ Monitor School Development Plan ➔ Review Self Evaluation Form ➔ Monitor Governor's development plan ➔ Agree prospectus ➔ Report on governor visits ➔ Arrangements for Chair/Vice Chair ➔ Meeting dates for next year | <ul style="list-style-type: none"> ➔ Report on behaviour policy ➔ Report on inclusion issues ➔ Report on bullying and behaviour issues ➔ Curriculum area reports | <ul style="list-style-type: none"> ➔ Monitor budget ➔ Agree virements ➔ Plans for use of any carried-forward money ➔ Premises report | <ul style="list-style-type: none"> ➔ Consider issues from leadership review of teacher annual salary reviews ➔ Consider succession planning | <ul style="list-style-type: none"> ➔ Monitor Head's performance |

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

