

# Governance Advice Officer Briefing

Welcome



— with —



# The Governance Advice Officer Package offers:

- Strategic advice and support for your governing body throughout the year from a Barnet Governance Advice Officer (GAO) to help you keep compliant with the Law



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# The Governance Advice Officer Package offers:

- Advice and support for your Clerk including one-to-one training and a termly GAO Clerks' Briefing (Tuesday 26 February)
- advice and assistance on governor election procedures, membership eligibility and disqualification procedures, with toolkits, documentation and other supporting materials;
- advice on constitutional and procedural matters
- advice and liaison with the council on local authority appointments (if applicable)



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# The Governance Advice Officer Package offers:

- Support with the handling of complaints, exclusions, staff discipline and grievance hearings
- Enhanced feedback on your Governance Self-evaluation audit

# The Governance Advice Officer Package offers:

- Termly GAO briefing meeting for all your governors, led by the GAO service with contribution from the School Improvement Team and other colleagues
- Termly GAO newsletter for all your Governors



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# GAO Newsletter

**GAO Newsletter**

Welcome to the newsletter for school governors subscribing to the Governance Advice Officer service.

Your Governing Board is supported by a Governance Advice Officer (or "GAO") who will be on hand to guide you through all aspects of governance throughout the year. This will include support to your Clerk, management of governor elections, and general advice.



**The flavour of the spring term**

At the Spring Term Governing Board meeting, many Governing Boards will be setting and ratifying their budget for the forthcoming financial year, so this newsletter has a finance flavour. There will be other standard agenda items to consider at your meeting, such as:

- Report of the Headteacher
- Reports of committees
- Monitoring of the School Improvement Plan
- Report on the work of your Barnet School Improvement partnerships
- The Director's Report to Governors, which can be found [here](#)
- Reports on attendance at Governor training
- Reports on Governor visits to the school
- Review and ratification of Policies
- Safeguarding
- You may also wish to add a standard agenda item on the wellbeing of your headteacher, staff and governors to support mental health

Other things to remember:

- The Governing Board is responsible for ensuring that the school submits governor information to the Department for Education (DfE) database of governors via Edubase.
- The Governing Board is responsible for ensuring that the school maintains the school website in relation to Governing Board information.

**Ongoing support for your Clerk**

Our Governance Advice Officer (GAO) service includes a termly Clerks' Briefing. This provides your Clerk with a termly opportunity to attend training and benefit from

Our next Termly GAO Clerks' Briefing is on Tuesday 26 February 2019 at 8 – 9.30am at Walling Park.

- Agenda items for the spring term
- Ongoing support for your Clerk
- Finance: Adjustments to School Funding Allocations
- Finance: Schools Financial Value Standard
- Finance: Special combined price rate to help you access governor support
- Safeguarding: School Security DfE Consultation
- Safeguarding: Controlling access to school premises
- Safeguarding: Health and Safety Updates
- Safeguarding: Safer Internet Day and e-safety
- Safeguarding: Governor Discussion Forums for Safeguarding
- Strategic Leadership and Governance: New process for LA Governor nominations
- Strategic Leadership and Governance: Self-evaluation Audit
- Strategic Leadership and Governance: Schools Causing Concern
- Statutory Guidance
- Special Educational Needs and Disability (SEND): Governor Discussion Forums for SEND
- Mental Health and Behaviour in schools
- GAO briefing agenda
- Sources of support

# Agenda

- Introduction – Sarah Beaumont, Governor Services Manager and Lead GAO
- New Ofsted Framework consultation: key messages for governors - Helen Morrison, Learning Network Inspector
- SEND - Jenny Gridley, Head of Specialist Inclusion
- *How to have a compliant and effective Special Educational Needs and Disability (SEND) Policy*
  - Is your SEND information report compliant?*
  - Accessibility Planning*
  - Supporting pupils with medical conditions –*
  - Changes to the Inclusion Service in preparation for budget setting*
- School Website compliance – Helen Morrison
- *What SEND information must be on the website?*
- *Is your curriculum information compliant?*
- Ofsted inspection: Local Authority overview – Neil Marlow, Head of School Improvement  
Shared experiences of inspection – Gill Abbott, Chair of Governors, St Agnes Catholic Primary School  
- Tim Graveney, Chair of Governors, Holly Park Primary School
- Support and Development: Training programme overview – Sarah Beaumont