

Barnet Education and Skills Service - Briefing for Governors

SPRING 2015

CONTENTS

	Pages
1. The School Information (England) Regulations 2008 – information that must appear on maintained school websites	2
2. Safeguarding Audit Tool for Schools	3 – 4
3. The new OFSTED Framework and curriculum expectations	5 – 6
4. Promoting fundamental British values as Part of SMSC in maintained schools	7
5. The role of the governing body in relation to Children Looked After	8 – 9
6. Essential briefings: Governors' Responsibilities for Special Educational Needs	10
7. Unified Reward	11 - 12

***DEVELOPING THE
EFFECTIVENESS OF
YOUR GOVERNING BODY***

For more information please contact Sarah Beaumont,
Governor Services Manager
Tel: 020 8359 7622

The School Information (England) Regulations 2008 – information that must appear on maintained school websites

Summary

We urge you to read the letter that we, along with all Local Authorities, received from Nick Gibb MP (Minister of State for School Reform), where he expresses his concern about the number of schools nationally that do not comply with the current school information regulations (see Appendix 1).

He also mentions how OFSTED uses the quality of a school's website to inform them on when to inspect schools (i.e. if a school is not compliant they could get an early or even a 'no notice' inspection) and they use it as part of the initial evidence when gathering information to prepare for the inspection.

Maintained schools need to comply *fully* with the requirements of the school information regulations about information that must be on their school website. The regulations can be found at:

<https://www.gov.uk/what-maintained-schools-must-publish-online>

If you are an academy or free school, you need to check your funding agreement to find out what you should publish on your website.

We have found a useful Self-Audit Tool of Statutory and Desirable information that your school may want to use (see Appendix 2). This gives very useful links to regulations, policies and examples of model school websites.

In particular, although it is not statutory for schools to have their Safeguarding/Child Protection Policy on their website, the statutory guidance in the "Keeping Children Safe in Education" document states:

*"Governing bodies and proprietors should ensure there is an effective child protection policy in place together with a staff behaviour policy (code of conduct). Both should be provided to all staff – including temporary staff and volunteers – on induction. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures put in place by the LSCB, **be updated annually, and be available publicly either via the school or college website or by other means.**"*

Under the new OFSTED Framework, inspectors are expecting the policy to be on the school website. Please therefore ensure your policy is accessible on your website.

Governors' Role For information

Governors to note the information above and ensure that the school is compliant

All governors

Contact

Neil Marlow, Head of School Improvement, Education and Skills Service, London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7725. Email: neil.marlow@barnet.gov.uk

Summary

As you may know, November 2014 was safeguarding month, which presented a good reason to take stock of safeguarding arrangements in schools. Another good reason is the fact that OfSTED is paying increasing attention to it and a number of schools nationally have had an adverse inspection judgement because of safeguarding concerns.

We are keen to make sure not only that we have arrangements in place in all schools that ensure children are safe but also that all schools are able to demonstrate this to OfSTED.

We therefore requested that all schools should carry out a self-evaluation of their safeguarding arrangements, unless they have done so very recently.

In order to fulfil their legal duties, educational settings, to whom the duty applies, must have in place the arrangements set out in paragraph 4 of 'Working Together 2013' (referenced in the attached Audit Tool).

Schools must also have regard to any guidance issued by the Secretary of State under sections 157 and 175 of the Education Act 2002 in deciding what arrangements they must make to comply with their duty. The latest guidance can be found here:

- [Keeping children safe in education](#)
- [Keeping children safe in education: information for all school and college staff](#)
- [Keeping children safe in education: childcare disqualification requirements - supplementary advice](#)

In order to assist schools, we updated the Safeguarding Audit Tool previously circulated in 2013 and have encouraged schools to make use of it, as we adapted it to address recent issues and concerns identified by OfSTED (see Appendix 3).

In addition, we have invited schools to submit their self-evaluation to us and will offer advice, support and, if necessary, training in any areas identified as weaknesses or gaps.

We are asking for all schools to have safeguarding as an agenda item on the Spring Term Governing Body Meeting where the completed Audit Tool can be discussed.

If schools choose not to use the Self-Evaluation Safeguarding Audit Tool, it would be helpful if they could send a short email to Polly Walsh (polly.walsh@barnet.gov.uk) to confirm that you have recently reviewed your school's safeguarding arrangements and believe that your school's safeguarding arrangements comply with the legal requirements and good practice advice in the DfE guidance.

Governors' Role	To note all the information above
For action	All governing bodies
Contact	Neil Marlow, Head of School Improvement, Education and Skills Service, London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP Tel: 020 8359 7725. Email: neil.marlow@barnet.gov.uk

Summary

The new OFSTED Framework (September 2014) has a greater focus on the quality of the curriculum, with inspectors particularly looking for evidence of a broad and balanced curriculum. Paragraphs 150-152 cite new factors for inspectors to consider when looking at a school's curriculum.

Paragraph 152 says inspectors:

“...should not expect to see a particular range of subjects but should be alert to any unexplained narrowness in the breadth of curriculum being offered by the school.”

It adds other factors for inspectors to consider when assessing how well leadership and management ensure the curriculum fulfills certain guidelines. They should check that the school is:

- Actively promoting “the fundamental British values of democracy, the rule of law” and “individual liberty”
- Promoting “tolerance of and respect for people of all faiths (or those of no faith), cultures and lifestyles”
- Including “a balanced approach to the pupils’ RE that is broadly Christian but, where required, takes account of the teaching and practices of the other principal religions represented in Britain”

There has also been a lot of reference, in recent inspections nationally, to school duties in regard to the **Equalities Act**. The Duties of Schools as identified in the Equalities Act are:

As a school, you must not:

- discriminate against a pupil or prospective pupil because of their disability, race, sex, gender reassignment, religion or belief, or sexual orientation;
- harass or victimise a pupil or prospective pupil.

You must not discriminate against a person in relation to the following activities:

- admission to your school;
- the provision of education to pupils;
- access to any benefit, facility or service;
- exclusion from school;
- by subjecting a pupil to any other detriment.

For further information see the DfE document “The Equality Act 2010 and Schools – Departmental Advice for school leaders, school staff, governing bodies and local authorities” (Appendix 4).

Governors’ Role

Governors to note the information above and ensure the school meets Ofsted requirements

**For
information**

All governors

Contact

Neil Marlow, Head of School Improvement, Education and Skills, London Borough of
Barnet, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7725

Email: neil.marlow@barnet.gov.uk

Promoting fundamental British values as part of SMSC in maintained schools

Summary

Maintained schools have obligations under section 78 of the Education Act (2002), which requires schools, as part of a broad and balanced curriculum, to promote the spiritual, moral, cultural, mental and physical development of pupils at the school and of society. Appendix 5 contains non-statutory advice, produced by the DfE, which relates specifically to the requirements to actively promote fundamental British values in schools and explains how this can be met through the general requirement in the 2002 Act.

The main points of this advice are to make clear:

- that maintained schools should promote pupils' spiritual, moral, social and cultural (SMSC) development;
- what is expected of schools in promoting fundamental British values; and
- how this aligns with schools' duty to promote SMSC.

Governors' Role

Governors to note the information above

For information

All governors

Contact

Neil Marlow, Head of School Improvement, Education and Skills, London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7725

Email: neil.marlow@barnet.gov.uk

Summary

Children in the care of local authorities generally have outcomes that cause concern. Many have suffered disrupted learning and may have missed extended periods of school. The gaps in their learning - and in many cases the emotional impact of their experiences - are likely to have become significant barriers to their progress.

Local Authorities have a duty to safeguard and promote the welfare of a child looked after by them. This includes a particular duty to promote the child's educational achievement, wherever they live or are educated. The local authority officer responsible for discharging this duty is the Virtual School Headteacher (VSH).

Schools and settings

The government expects schools to take a proactive approach to co-operating with and supporting local authorities to discharge this duty.

Under the 2014 revised framework, Ofsted inspections will take account of the provision for looked after children in the school. Inspectors will consider how far the educational provision is closing the attainment and progress gap between looked after children and their peers and the extent to which a culture of high aspirations has been created for these children.

Statutory Framework

Since 1 September 2009 governing bodies of all maintained schools have been required (under the Children and Young Persons Act 2008) to appoint a designated teacher to promote the educational achievement of *all* looked after children on the school roll. (N.B. this includes children placed by neighbouring and distant local authorities, who are not in the care of Barnet).

The role of the governing body

The governing body must ensure that the designated teacher undertakes appropriate training (section 20(2) of the 2008 Act).

As a minimum, the governors must consider an annual report from the designated teacher. This should summarise the levels of progress made by looked after children, any issues relating to planning and provision, the use of Pupil Premium Plus and the impact of the spend on the attainment and progress of looked after children.

The governing body should ensure that looked after children are placed at the top of the oversubscription criteria for school admission and that they are admitted without delay.

The headteacher will have delegated responsibility to ensure that looked after children have a Personal Education Plan which is up to date and of high quality. This should reflect the positive steps taken to ensure all looked after children reach their potential.

Although there is no statutory requirement to do so, governing bodies may choose to nominate a governor to take responsibility for monitoring and reporting on this

aspect of the school.

Please note the following dates:

20 January 2015 at 7pm at North London Business Park: Governor Briefing for Training Link Governors on Looked After Children. Further information is available from: Sarah Beaumont, Governor Services Manager, email: sarah.beaumont@barnet.gov.uk. Telephone: 0208 359 7622.

3 February 2015: Professional Development for Designated teachers.

http://cpd10g.cyberdrome.co.uk/pls/cpd1415/gen_cpd_pubview?p_cr_id=2000014569&p_style_id=113&p_edit=Y

http://cpd10g.cyberdrome.co.uk/pls/cpd1415/gen_cpd_pubview?p_cr_id=2000014568&p_style_id=113&p_edit=Y

Governors' Role

Governors to note the information above

For information

All governors

Contact

Glinys Weller, Interim Virtual Headteacher, Children's Services
London Borough of Barnet, North London Business Park, Oakleigh Road South,
London N11 1NP

Tel: 020 8359 2080

Email: glinys.weller@barnet.gov.uk

Essential Briefings: Governors' Responsibilities for Special Educational Needs

Summary

The new Special Educational Needs (SEN) Code of Practice came into force from 1st September 2014, stating that "There should be a member of the Governing Body or a sub-committee with specific oversight of the school's arrangements for SEN and disability." Often this person is known as the SEN Governor.

Over the last few months in Barnet, there has been a range of dedicated briefings for professional staff in schools and colleges, as well as a Conference for SENCOs and headteachers and a Conference for parents.

In the term before the new SEN Code became operational, there was a briefing on new SEN duties for Chairs and Vice-Chairs and a related letter to Chairs for dissemination.

A number of guidance notes have also been sent to schools in the Autumn term.

During January 2015, Penny Richardson, Interim Head of Service for SEN and Inclusion, will lead a series of essential briefings on the Governing Body's responsibilities for your school's nominated Governor for SEN. This will include provision of a check list that can be used to assess how far the school has implemented what is necessary or what plans have been put in place. *You need only attend one.* The briefings will take place as follows:

- **Tuesday 20 January 2015 at 1 – 3pm, North London Business Park, or**
- **Wednesday 28 January 2015 at 7 – 9pm, North London Business Park, or**
- **Thursday 29 January 2015 at 7 – 9pm, The Orion School, Grahame Park Way, Grahame Park, London NW7 2AL**

There will be an opportunity to ask questions, and if, at the end of the briefing, a need for further training is identified, then further sessions will be considered.

If there is no current nominated Governor, the Governing Body is advised to nominate a governor to attend.

Governors' Role

Governors to note the information above

For information

All governors

Contact

Madhu Nambiar, Support Officer, Children's Service

London Borough of Barnet, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 7692

Email: madhu.nambiar@barnet.gov.uk

Summary

This item is intended to update governors of **community schools** on changes to pay and grading arrangements and terms and conditions of employment that will affect their non-teaching staff.

The Council plans to introduce a new pay and grading structure to replace the existing arrangements that have been in place since around 2001. The Council wants a fairer and more transparent pay structure that is easier to understand and implement.

Alongside the development of a new grade structure the council plans to introduce new terms and conditions of employment to reflect a modern employment relationship with staff and to promote more flexible working.

The Council's plans will affect all employees employed according to the National Joint Council (NJC) for Local Government Services (LGS) terms and conditions. This is commonly referred to as the 'Green Book'. The proposals do not affect teachers, nor employees employed on any other terms and conditions of employment such as Youth & Community or Soulbury Committee.

For schools the most important point to note is that the proposals will only affect non-teaching staff in community schools. Non-teaching staff in non-community schools are not employees of Barnet Council and are outside of the scope of the Unified Reward programme. ***If non-community schools wish to adopt the council's new pay and terms and conditions then schools may contact CSG for support.***

Community Schools not supported by Capita will still need to implement the new pay arrangements and will therefore need to instruct their payroll provider to make the necessary changes in due course.

Schools (Headteachers) will be asked to carry out a 'matching' process to ensure that their employees are appropriately assigned to the correct generic role profile. Any job that cannot be matched to a generic role will need to be evaluated separately. Before any changes are made to employees' pay we will confirm all of the changes of contract with the relevant headteacher first and of course there will be direct communication with employees affected.

The Council plans to implement the new pay and terms of conditions of employment for directly employed Council employees from 1 July 2015 and for school-based non-teaching staff in community schools from 1 September 2015 – although the final date of implementation will be subject to the implementation agreement, once agreed with the recognised trade unions

Both UNISON and GMB, the recognised trade unions for the staff group, are working with the Council to carry out the evaluations and participating in the school focus group work. The Council is also negotiating the proposed changes with the unions with the aim of reaching a collective agreement (a means of varying all employees' contract).

The key elements are as follows:

- New pay structure based on sound job evaluation and equal pay principles;
- New pay structure to be implemented on an overall cost-neutral basis,

although some employees will see an increase in pay and others a decrease. The Council plans to make savings from reviewing terms and conditions;

- All employees to have their pay calculated on a common base – this will mean the removal of the protected 52 week contracts in many schools – employees will have their pay pro-rated for the hours they work and the number of weeks they work;
- The standard working week will be 36 hours per week;
- Overtime premium (currently time and half) will be reduced and only paid after 40 hours have been worked (i.e. the first four hours of overtime to be paid at plain time);
- Removal of the essential car user allowance and new mileage rates. This probably won't affect schools greatly as we don't think any non-teaching staff receive the essential user allowance and not many miles are travelled on school business;
- Annual leave – the proposal is to apply a standard allowance of 28 days plus bank and public holidays with no qualifying period, other than a probationary period (currently annual leave increases after three years and five years);
- The Council is reviewing the current sick pay scheme;

We will keep you informed as the project progresses over the course of this year and further information is available at www.barnet.gov.uk/unified-reward

Community Schools – if you need further information then please contact one of the Reward Team at unified.reward@barnet.gov.uk

Non-Community Schools – if you are interested in implementing the new pay arrangements for your non-teaching staff then please contact Deborah Shaw in the first instance (Deborah.shaw@barnet.gov.uk)

**Governors'
Role**

Governors to note the information above

**For
information**

All governors of community schools

Contact

Graham Thurston, Unified Reward Project Manager, North London Business Park, Oakleigh Road South, London N11 1NP

Tel: 020 8359 2115