

SUMMER TERM 2010

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**DEVELOPING THE
EFFECTIVENESS OF
YOUR GOVERNING BODY**

For more information please
contact Sarah Beaumont,
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Putting the Community First



1.

School Uniform

Summary

In November 2009, The Council passed the following motion (Council Motion 3.7):

“Council firmly believes that uniforms should be worn by pupils in Barnet Schools. Council notes and appreciates the work of the supermarkets in significantly bringing down the costs of uniforms and sports kit. Council notes that supermarket prices are in sharp contrast to some suppliers that may charge up to £300 for a full set of uniforms for the school year. Council believes that in these difficult economic times schools should be flexible in their choice of suppliers in order to minimise the cost of uniforms and particularly sports kit for parents.

Council believes that there should be an open market for school uniforms and that forcing parents to purchase clothing from a single supplier places an unacceptable and unnecessary financial burden upon them.”

Headteachers and Chairs of Governing Bodies are asked to take note of this motion and do all they can to ensure that they have as many generic items in their school uniform rules as possible. Parents should not be forced to purchase specialist clothing from a single supplier and schools should be flexible with their sport kit policies in order to minimise the cost to parents.

Governors’ Role

- To take note of the information

For information Contact

Headteachers / Chairs of Governors

Robert McCulloch-Graham, Director of Children’s Service
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2.

One to One Tuition

Summary

The funding for One to One Tuition in Barnet has increased from £685,795 in 2009-2010 to £1,413,267 in 2010-2011.

All primary, junior and secondary mainstream schools received funding in the first full year of this initiative and the funding allocation for next year will be agreed at School's Forum in May 2010. Details of allocation will be sent to schools thereafter.

Governors' Role

- To note the above information

For consideration by

All Governors

Contact

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Summary

Forthcoming campaign to improve the reporting of accidents and incidents across the Children's Service and in schools

Across the Children's Service there are consistently significant levels of under-reporting of accidents/incidents, coupled with a varied understanding of what (and how) to report. Because of this, staff often can not see the point of bothering to report minor incidents and this under-reporting makes the gathered data unreliable for spotting trends.

To tackle this issue and improve reporting, especially near-misses and incidents of verbal abuse, we will be launching a campaign at the start of the Summer Term, called 'Report It!' The campaign has three broad aims:

- Improving the general level of reporting
- Improving the level of reporting of near-miss and minor incidents
- Placing particular attention on the need to report all incidents of violence, abuse and threat

The campaign will consist of posters, guidance, a webpage and awareness-raising activities to develop consistency of understanding in relation to what constitutes an incident to report and to reassure staff that it is 'worthwhile' to report accidents/incidents.

Governors' Role

- To note the above information and participate in the campaign by putting up posters and circulating fliers.

For information and action by

Headteachers, Safety Officers, Governors with responsibility for Health and Safety

Contact

Rachel Williams, Safety Leadership Officer, Children's Service
London Borough of Barnet, North London Business Park, Oakleigh Road South, New Southgate, N11 1NP
Tel: 0208 359 7615
Rachel.williams@barnet.gov.uk

4.

Revised 2010/11 budget shares for all schools**Summary**

School budget share and standards funds allocations were released on 11 March 2010 and can be downloaded from the funding and finance web pages at www.funding.barnet.lgfl.net.

The following analysis summarises the 2010/11 budget shares:

	Funding	Pupils	£/pupil	Increase on 2009/10
Pre 16 pupils and special schools	190,420,256			4.50%
School 6 th forms (LSC/YPLA)	23,780,355			3.51%
TOTAL ISB	214,200,611			
Nursery Schools	1,739,319	250	6,957	0.30%
Primary Schools	103,696,148	25,792	4,020	2.77%
Secondary Schools (11-16)	78,061,022	15,780	4,947	3.14%
Secondary Schools (Post 16)	23,780,355			
Special Schools	6,923,768	376	18,414	2.86%
TOTAL ALLOCATED	214,200,611			

The increase per pupil varies between sectors for the following reasons:

- Nursery classes are now funded by participation rather than by place as was the case formerly and there are now no allocations for full time nursery places – this affects nursery and primary schools with nurseries.
- Additional funding has been provided to those schools opening new classes in September 2010 to meet increasing demand.
- Funding per secondary pupil is inflated due to the opening of a new school, the Jewish Community Secondary School (JCOSS), in September 2010.

Although overall funding has increased significantly, 2.24% more pupils are being funded in 2010/11 even excluding expected expansions in primary schools from September. This has limited the average increase per pupil to just under 3%.

The minimum funding guarantee in 2010/11 is again 2.1%, and 16 schools receive support from this: 3 nursery schools, 3 special schools, 4 secondary schools and 6 primary schools.

For non-staff elements of the formula, rates have been increased by 1.1% with larger increases in the Age Weighted Pupil Unit (AWPU). The special school and resourced provision place formulae take into account the expected pay awards and on-cost rates for different levels of teaching and non-teaching staff. The classroom assistant rate per hour used in 2010/11 for calculating statement top-ups remains the same as 2009/10. This is because when the budgets were calculated in March 2009, the pay award and on-costs were overestimated, but were not revised downwards during the year.

The Dedicated Schools Grant (of which the Individual Schools Budget (ISB) is a part) and the overall Schools Budget (which includes central expenditure on SEN, pupil referral units and other smaller items) will be presented to the Schools Forum for approval on 18 May 2010. However, it is unlikely that the ISB above will change.

**Governors’
Role**

- To note the above information and register attendance via the Governor Support and Development programme.

**For
consideration
by
Contact**

All Governors and Headteachers

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5.

Data Security

Background

As you will be aware during the Spring Term IT storage devices that were not encrypted were stolen from the home of a member of staff in the Children's Service. These devices held personal data about children in Barnet schools.

This use of unencrypted storage devices was against council policy. As soon as this breach was known the council initiated a lockdown of its information systems. This included blocking the use of all memory sticks on council owned equipment.

The Children's Service is in the process of completing an audit of the whole service against the council's IT policies. This is to ensure that all areas of the service are compliant and data held about the children of Barnet is properly safeguarded. In the vast majority of areas of the service no change has been required, however in some areas this has resulted in staff having to change working practices, particularly those areas that were reliant on memory sticks and other portable storage devices.

Data Security in Schools

Schools hold a lot of personal data about children and their parents and therefore need to ensure that this is managed and safeguarded properly so as not to put children, or their parents at risk.

Schools should have in place policies governing use of IT, Data Protection and Information Security to ensure that data is managed and used properly, so as not to put the school, pupils, their families and individual members of staff at risk.

BECTA produce comprehensive guidance for schools (link below). Based on the BECTA document, Barnet's Children's Service is finalising shortened, more easily accessible guidance for schools on data security and this will be sent to schools shortly.

Governor's Role

Governor's need to ensure that schools have in place the required policies and processes and ensure that these are being followed.

It is suggested that Governors commission an audit of their school's Data Security during the Summer Term and initiate any actions that are required.

Contact

More information and detailed advice and guidance can be obtained from:
John Schmitz, ICT Strategy Manager, Barnet Children's Service
john.schmitz@barnet.gov.uk 020 8359 7273
David Tobin, Head of Research and Management Information, Children's Service
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Useful Links

Data Handling Procedures in Government

http://www.cabinetoffice.gov.uk/reports/data_handling.aspx

BECTA | Data handling security guidance for schools

<http://www.becta.org.uk/schools/datasecurity>

BECTA | Data encryption

http://schools.becta.org.uk/upload-dir/downloads/data_encryption.pdf

BECTA | Audit logging and incident handling

http://schools.becta.org.uk/upload-dir/downloads/audit_logging.pdf

BECTA | Secure remote access

http://schools.becta.org.uk/upload-dir/downloads/remote_access.pdf

A guide to Managing Information Risk, support to SIROs in their role

<http://www.nationalarchives.gov.uk/services/publications/information-risk.pdf>

Ministry of Justice Data Sharing Review

<http://www.justice.gov.uk/reviews/datasharing-intro.htm>

How to set up and use Microsoft Encrypted File System

<http://www.practicalpc.co.uk/computing/windows/xpencrypt1.htm>

Summary

The Ministerial Working Group on School Governance has published its review of the current system since 1997, and concludes that governors have worked well to support school improvement.

Key findings of the report, *The 21st century school: Implications and challenges for governing bodies*, include:

- The majority of governing bodies do a good job.
- Governing bodies need to be clear about their purpose and follow a defined set of principles for good governance of schools.
- There needs to be more clarity concerning the strategic management role of the governing body and the day to day management role of head teachers to ensure that neither party crosses over into each other's role.
- The principle of stakeholder representation on governing bodies is essential but needs to be balanced against a requirement that all governing bodies have the necessary skills to carry out their tasks.
- Improvements to the training for chairs, new governors and clerks need are required.

The [full report](#) can be accessed via Governonet at:

<http://www.governonet.co.uk/publishArticle.cfm?topicAreald=1&contentId=1684>

Governors' Role

- To note the above information

For consideration by Contact

All Governors and Headteachers

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7.**Governors' and Headteachers' Conference:
Safeguarding Children and Young People – Everybody's
Business****Summary**

This year's conference for Governors and Headteachers takes the theme of Safeguarding Children and Young People and will take place on Wednesday 30 June 2010 from 2pm – 5pm in the conference area at North London Business Park.

School leaders and managers should be clear about their statutory responsibilities regarding safeguarding and the steps they are taking to develop good practice beyond the statutory minimum. The governing body is accountable for ensuring that the school has effective policies and procedures in place in accordance with the DCSF guidance, and is monitoring the school's compliance with this.

Checking schools' procedures for keeping children and young people safe from harm is a key feature of the new OfSTED framework, and the conference will include information and support for schools to help ensure that systems are robust.

The conference is also timely in terms of the new Vetting and Barring legislation which will come into force in the autumn.

The conference will include the following topics:

- Safeguarding: a national overview and the Barnet context
- The Governing Body's statutory responsibilities
- How to prepare for an imminent OfSTED Inspection
- The new Vetting and Barring legislation and the Independent Safeguarding Authority (ISA)
- Managing allegations against staff
- Sharing good practice between schools

Speakers include:

Mick Quigley, Acting Head of School Improvement, Barnet
Marion Ingram, Deputy Director of Children's Service, Barnet
Miranda Perry, 14 – 19 Barnet, Children's Service, Barnet
Tony Lampert, HR Manager, Barnet

The event will be followed by a celebration for Governors as part of 'Barnet Celebrates Achievement' which will run from 5pm – 7pm.

Governors' Role

- To note the above information and register attendance via the Governor Support and Development programme.

For consideration by Contact

All Governors and Headteachers

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