
SCHOOL GOVERNORS BRIEFING PAPER – SUMMER TERM 2018

This briefing paper is a summary of recent key developments and announcements which have implications for the governance of schools. Governors and Governing Boards are asked to consider any implications for the governance of their school.

This paper does not constitute definitive guidance or advice on whether any of these developments have an impact on the governance of your school or how to respond. Please seek advice from your Clerk if you need advice on any of the developments covered in this paper.

Dennis Harvey, Managing Director

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1. **GDPR: NEW TOOLKIT ON DATA PROTECTION PUBLISHED BY THE DfE**

The DfE have published a toolkit to help schools develop policies and processes for data management, from collecting and handling the data through to the ability to respond quickly and appropriately to data breaches. This document has been published as a Beta document which means that the DfE are seeking feedback from stakeholders with a view to refreshing it in due course. The Key have also published a number of useful and practical resources on how schools can ensure compliance with GDPR on their website.

<https://www.gov.uk/government/publications/data-protection-toolkit-for-schools>
<https://schoolleaders.thekeysupport.com/administration-and-management/record-keeping/gdpr-resource-hub/>

2. **REVISED STATUTORY GUIDANCE: KEEPING CHILDREN SAFE IN EDUCATION 2018 (KCSIE) FOR USE FROM 3RD SEPTEMBER 2018**

Following a public consultation, the DfE have revised the KSIE statutory guidance Keeping Children Safe in Education (KCSIE). The revised version has been published for information purposes on the DfE website and becomes operational on 3rd September 2018. Until then schools and colleges should continue to have regard to the KCSIE 2016 when carrying out their duties to safeguard and promote the welfare of children.

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2#history>

3. **UPDATED STATUTORY GUIDANCE ON DESIGNATED TEACHER FOR LOOKED AFTER AND PREVIOUSLY LOOKED AFTER CHILDREN, FEBRUARY 2018**

Governing Boards of maintained schools, academy proprietors and the designated staff member at maintained schools and academies must have regard to this Guidance when promoting the educational attainment of looked-after and previously looked-after children. This guidance replaces previous guidance on the role and responsibilities of the designated teacher for looked after children, issued in 2009.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683561/The_designated_teacher_for_looked-after_and_previously_looked-after_children.pdf

4. **PROMOTING THE EDUCATION OF LOOKED AFTER CHILDREN AND PREVIOUSLY LOOKED AFTER CHILDREN, FEBRUARY 2018, DfE STATUTORY GUIDANCE PUBLISHED**

This guidance is aimed at Local Authorities and other relevant parties, including school admissions authorities to ensure that these children have the maximum opportunity to reach their full educational potential. Governors and School leaders should familiarise themselves with their duties in relation to looked after and previously looked after children.

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/683556/Promoting_the_education_of_looked-after_children_and_previously_looked-after_children.pdf

5. SCHEMES FOR FINANCING OF SCHOOLS

The DfE issue statutory guidance on schemes for financing (maintained) schools, setting out the financial relationship between the Local Authority and the schools they maintain. The statutory guidance explains the provisions a scheme must include. Although the statutory guidance is aimed primarily at Local Authorities, it is useful background reading for governors who have been allocated the Finance Link Governor portfolio, and the wider finance/resources committee members.

<https://www.gov.uk/government/publications/schemes-for-financing-schools>

6. INDUCTION FOR NEWLY QUALIFIED TEACHERS (ENGLAND), REVISED GUIDANCE APRIL 2018

The DfE has recently revised and updated its statutory guidance on the induction process for NQTs. Subject to the exemptions listed in the guidance, a qualified teacher cannot be employed as a teacher in a relevant school in England unless they have satisfactorily completed an induction period in accordance with the Regulations and this updated statutory guidance.

<https://www.gov.uk/government/publications/induction-for-newly-qualified-teachers-nqts>

7. OFSTED INSPECTIONS HANDBOOK UPDATED, APRIL 2018

Ofsted have issued a small number of updates to its section 8 and section 5 inspection handbooks. These updates bring some changes to the inspection time frame. Effective immediately, Ofsted will be: extending the usual timeframe within which Good schools receive a short inspection from c. three to four years; the maximum period within which Ofsted would return to a school remains the statutory five years from the end of the academic year of the previous inspection; and aligning the re-inspection window for Requires Improvement, Serious Weakness and Special Measures schools to up to 30 months (from 30, 18, and 24 months, respectively).

www.gov.uk/government/publications/handbook-for-short-monitoring-and-unannounced-behaviour-school-inspections

8. SUGGESTED AGENDA ITEMS FOR AUTUMN TERM MEETINGS OF THE GOVERNING BOARD

- Elect Chair and Vice Chair (if required)
- Record Register of Business Interests (forms to be completed and retained by the school for inspection purposes)
- Terms of Reference for all Committees to be reviewed and approved (signed copies retained by the school for inspection purposes)

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- Appoint the Committee members
 - Appoint the Committee Chairs
 - Scheme of Delegation (Finance and HR delegated responsibilities)
 - Governors Standing Orders
 - Governors Attendance Policy
 - Review Code of Conduct (CAAA recommend the NGA model code of conduct, signed copy retained by the school)
 - Appoint Link Governors
 - Agree the Link Visits for the academic year (statutory links for Safeguarding, Health and Safety, SEN and LAC)
 - Review Admissions Policy where applicable
 - Summer Data presentation (analysis against targets of the previous year, strategies for coming year)
 - Admissions Data and Settling in process
 - Draft School Development Plan – Governors' contribution to their section of School Development Plan
 - Confirm Staff Structure
 - Appoint the Headteacher's Performance Management Panel and Pay Committee (agree dates and review TOR for Pay Committee). Review and confirm appointment of External Adviser
 - Agree timetable for review policies for school year, including any new policies required
 - Agree Governors' Development Plan– this should also be aligned with a Skills Audit and the Governor Competency Framework (DfE)
 - Review training needs and arrangements for induction of new governors (induction contents sheet)
 - Budgets for Academies - Year End / Approve New Budget (Academies only) and associated financial matters