

## 2018 SUMMER TERM BRIEFING SESSIONS FOR CLERKS

### NOTES FROM SESSIONS

Good evening – I hope you have all had a good Easter and have had an opportunity to enjoy this amazing weather – long may it last!

For those who don't know me, I am **Tina Weavers**, the Chair of the ECA and an experienced clerk in both mainstream and academy primaries – I will be the first to admit that I have **not clerked in secondary schools** for many years so I apologise now if I might stumble if anyone asks me about anything post-primary.

This is now our fourth ECA Clerks' Information Update and we were delighted by the feedback we had had so far. We plan to continue this for as long as you want them or the **Local Authority gets its act back together and allows for training for all clerks**. And as long as you can convince your schools to pay the £15 subscription fee to the ECA, we can continue to offer these at no charge.

So – let's get started –

From your packs you will see that is a draft **Summer Term agenda**. Working for an academy being something unique is now a thing of the past and we are fast approaching a time when working for a mainstream school is going to be unusual.

I don't plan to go through this agenda line by line but there are some matters I would like to draw to your attention – mostly as an aide memoire as there have been really no real changes. **For the first time in what seems like many years, there have been no really major changes to governance or education**.

We appreciate, however, that there might be **new and inexperienced clerks** who might benefit from going through these in more detail. Please don't worry if you fit that bill – members of the ECA are more than happy to stay at the end to talk things through with you.

So – to the agenda – just a few things to remember:-

**ITEM 4: Membership – this is for both Governors and Trustees – remember IF THIS IS YOUR RESPONSIBILITY OR YOU ALERT THE RIGHT PERSON to notify Getting Information About Schools (GIAS) about changes to Members, Trustees, Chair of Trust Boards, Chairs of Governors, Accounting Officers and**

**Chief Finance Officers. Also the relevant information to Companies House. It is best practice to do this within 14 days. AND OF COURSE, as far as we know, we still have to let Governor Services know.** From 1 April 2018 Governance

Support will be merged with the Clerking Agency and will be managed as one service by Iwona Bainbridge. The service will continue to offer the same level of support to school governors through the Governance Support Subscription

At this point – as always – I need to remind you about **Inspiring Governance** – funded by the DfE and run by the NGA and other partners. You can recruit for a single school or across multiple schools. If you make a placement through Inspiring Governance, the new governor get access to free training and resources via the NGA for their first year.

It also runs the **Future Chairs Recruitment Service**, which helps boards with the vital task of recruiting a high calibre individual who has the potential to become a chair, vice-chair or committee chair within a year of joining a school governing board. The service will identify and recruit appropriately experienced individuals across specific targets areas from within and beyond the education sector, who are willing to be considered for vice-chair and chair positions.

You might want to consider **circulating a revised membership list** if there have been any recent changes, re-appointments or changes to email addresses

Just a reminder about the **NGA's Skills Audits for both maintained and academies and the matrix available** to put together the outcomes. There is never really the right time of year to start this process – it is often dependent on the correct structure of the Governing Board .

**Governing Board Self-evaluation** – you might want them to consider this – NGA's 20 Questions?

**Item 8: Headteacher's Report** or any combination of the three – so difficult these days!

**Item 10: Attendance** – this is the term that you would usually evaluate attendance figures against the targets set at the beginning of the academic year, how they rate against **national average (currently 96% for primary schools and 94.6% in secondary schools)** persistent absence figures, any

particular cohort causing concern and, of course, what is being done to promote good attendance and punctuality.

**ITEM 11 Sports Premium** – will remain doubled for next year – useful information on the **Youth Sports Trust** – [www.youthsportstrust.org](http://www.youthsportstrust.org) – templates on measuring impact etc “Evidencing the Impact of the Primary PE and Sports Premium”

**The Advanced Maths Premium** - to help schools increase the amount of pupils taking up mathematics beyond GCSEs. From Autumn 2018, schools and colleges will receive an additional £600 premium for “each additional pupil taking the one-year AS maths or the Core Maths qualification”; this potentially brings a total amount of £1,200 for each pupil studying the subject across a two year A-level.

**ITEM 14: Mental Health** – last term we gave you the *Transforming Children & Young People’s Mental Health Provision: a Green Paper*’ – the consultation has ended on 2 March 2018 **so we can expect the outcomes from that this term**. Hopefully, by now, your school will have already appointed a member of staff as a **Mental Health Lead and that your Governing Body is considering a Lead Governor**

**The number of teachers seeking mental health support has risen by 35% in the past 12 months**. It is not just teachers but LSAs and administration staff especially as, with the budget constraints, what 10 years ago was a job for two, three or even four people, is now a job for one. On top of that there are the pressures of inspections, mock inspections and other external monitoring visits, lack of funds and resources and, of course, excessive workload.

**This is everyone’s responsibility including Governors** – as a minimum they should now be considering a **Staff Wellbeing Policy** and Governors should have this on their **agenda as a regular item especially** if they do not have a Personnel Committee.

**ITEM 16 Premises / Health & Safety** - the completion of **the Asbestos Management Assurance Process (AMAP)** has to be completed online and submitted to the EFSA by 31 May 2018. This collects information about how

asbestos is managed in schools and academies and it is the responsibility of either the Governing Board or the Trust Board that it is submitted (Managing Asbestos in Your School) **on List**

This might be a good point to remind those **who clerk academies about the Board's legal responsibility for H&S** and how they must, **by law, have appointed someone to support the Trust with H&S issues** – this person must be competent to manage the risks and keep up with all current legislation. An example – a **Trust were fined £7.5k with £3k costs** for failing to properly manage refurbishment works by exposing works to asbestos.

**ITEM 21 GDPR** – oh where do we begin? I am going to throw this out to you guys and see what position schools are in, how it is affecting you as a Clerk?

**School email addresses**

**Secure Governor Zone**

**Approval of DPO**

Complaints have been made about the total lack of guidance from the DfE which has promoted them to provide further information for schools in the form of guidance and case studies. It is understood that this will be published ahead of the May deadline. It's estimated that half of the schools in the country have yet to even decide who will take on the role of DPO!

*It was confirmed at the meeting that the information from the DfE had been provided on the day of the meeting!*

**ITEM 22 Educational** visits – is the policy up to date? Do the Governors know their responsibilities?

**Final reminder on finance stuff for academies** – the latest Accounting Officer letter reported that Trusts will be asked to provide a forecast for three years as of this July rather than one as previously.

## **INFORMATION UPDATE**

**List of links in Pack – this will be uploaded on to the ECA website shortly so that you can access the links**

**Reporting new apprentices** – new regulations require all public bodies including schools and colleges to AIM to employ at least 2.3% of their workforce as new apprentices between April 2017 and March 2021. This will be the first time that everyone will be expected to report on their progress.

**Working Together to Safeguard Children** – not all the changes will necessarily impact on schools but it will be important that Governors have an understanding of how local safeguarding arrangements will be changed

**Education Select Committee** - Governing Bodies and Trust Boards are being encouraged to respond to this enquiry, share their experiences and build the evidence base for the need for a long-term investment in education funding – deadline 30 May 2018 - see Commons Education Select Committee for further details

**Breakfast Clubs** - Governing Bodies have a duty to ensure that schools use PPG effectively to raise the educational standards of disadvantaged children. Breakfast clubs are a potential use of PPG that they should be considering if the school is not already providing one.

**Reception Baseline Assessment** - and will be used as a baseline to measure progress from reception to the end of KS2. When the reception baseline is fully established, existing Key Stage 1 (KS1) assessments will become non-statutory. The 'test' for 4 year olds will be a 20 minute teacher assessment to assess the child's abilities in communication, language and literacy and early mathematics skills

**Loophole for home schooling** - It would seem that some schools have been putting pressure on parents to home-school rather than their child being permanently excluded. If a child is permanently excluded, the funding stops. However, if a child leaves to be home schooled, the money stays with the school until the next census.

HOWEVER there is also now concern that there could be financial consequences for schools if a parent withdraws their child. The DfE is also considering whether parents should be forced to register home-educated pupils – they see that parents could only benefit from this as they would then,

for example. have better access to public exams and the LA might then have a duty of care provide monitoring, advice and support - watch this space

### **Eligibility for FSMs – ON LIST**

**Ofsted Update** – again there are three documents ON THE LIST and one of them is in your pack.

Anyone want to share any Ofsted stories? Horror or otherwise?

**Discussion on governor vacancies – has this illustration got anything to do with people not wishing to volunteer? How much work does a new Governor make for you as a Clerk? Are there things you would like to do to support new governors but not encouraged to do?**

**Reminder re Clerks Conference on 28 June 2018 at Weston Homes Community Stadium and Strawberry Afternoon Tea on 17 July at New Rickstones.**