

CLERKS' BRIEFING AUTUMN 2024

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INTRODUCTIONS

- A little bit about me
- A little bit about the ECA
- Who's in the virtual room

AGENDA SETTING

- First meeting of the governing board – early September
 - How/When to initiate agenda preparation?
 - What to include and how to manage expectations?
 - Good practice
- Second meeting of the governing board – around December
 - How/When to start agenda preparation?
 - What to include and how to manage expectations?
 - Good practice

PECUNIARY & PERSONAL INTERESTS



All Trustees and Governors (and Associate Members) must complete annual declaration



Staff with financial responsibility or in a position to influence financial decisions should also complete the declaration



Gifts and hospitality register

ELECTION OF CHAIR AND VICE CHAIR

In maintained schools

- governing board must determine the length of the terms of office of the chair and vice chair (minimum term of office is one year and the maximum four years)

In academies

- the chair and vice chair are usually elected annually
- suitability check is required for a new chair

Process

- no specified guidance – the governing board needs to decide on the process

**OTHER
APPROVALS/DISCUSSION**

- Standing Orders
- Terms of Reference – standing Committee/statutory Committee
- Scheme of Delegation (non-financial)
- Code of Conduct
- Skills Audit
- Governing Board Self-Evaluation/Review of Governance
- Link Trustees

THINGS TO CONSIDER

- Ensure compliance with updated guidance – Keeping Children Safe in Education (KCSiE) has been published for 1 September 2024
- Training – Safeguarding and Prevent
- Scrutinise teachers' pay recommendations – School Teachers' Pay and Condition document (STPCD) has not been approved yet, it is expected in October 2024
- Get an update from your data protection officer
- Review performance data – exam results, analyse how the school has performed compared with others
- Attendance
- Policy review (Safeguarding, Data Protection, Admissions, Health & Safety, Financial Regulations, Complaints)
- Annual Report and Financial Statements

INFORMATION UPDATE

Academy Trust Handbook (in force from 1 September 2024)

Teachers' pay award – 5.5% above-inflation pay award funded through core school budget grant (CSBG)

Managing teachers' and leaders' pay (non-statutory guidance for all schools) - look out for changes to Pay Policy

Keeping Children Safe in Education (KCSiE) 2024

No more single headline judgements from Ofsted (in force from 2 September 2024) – School Inspection Handbook still to be published

From September 2025 Ofsted will provide School Report Cards

Attendance guidance (applies from April)

INFORMATION UPDATE

New governance guides for maintained schools and academies (replaced Governance Handbook)

Guidance on statutory policies – now part of governance guides

Guidance on the length of the school week – 32.5h week

Guidance on school music development plan (to be published by September 2024)

Guidance on 'gender questioning children' – consultation closed in July 2024, awaiting what Labour government will do

RSHE guidance – consultation closed on 11 July 2024

Data Protection in Schools – toolkit publishes on 28 August 2024 (includes cyber security and safeguarding)

School suspensions and permanent exclusions (August 2024)

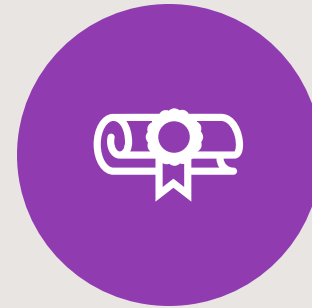
DATES TO REMEMBER



SPRING TERM BRIEFING
– WEDNESDAY 8
JANUARY 2025 5PM



SUMMER TERM BRIEFING
AND AGM – WEDNESDAY
23 APRIL 2025 5PM



CLERKS' CONFERENCE –
TUESDAY 10 JUNE 2025