The Knowledge
The half termly briefing for Suffolk Governors
April 2015

Contents

<table>
<thead>
<tr>
<th>Topic</th>
<th>Audience</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>DfE Guidance on Governance</td>
<td>Statutory All Maintained Schools</td>
<td>2</td>
</tr>
<tr>
<td>Looked After Children and Inspections</td>
<td>Statutory All Schools</td>
<td>2</td>
</tr>
<tr>
<td>Disqualifications Update</td>
<td>Statutory All Schools</td>
<td>3</td>
</tr>
<tr>
<td>Payment Card Data Regulations</td>
<td>Statutory All Maintained Schools</td>
<td>4</td>
</tr>
<tr>
<td>Heads &amp; Chairs Briefings</td>
<td>Information All Schools</td>
<td>4</td>
</tr>
<tr>
<td>DEADLINE APPROACHING!! Raising the Bar Awards 2015</td>
<td>Information All Schools</td>
<td>5</td>
</tr>
<tr>
<td>Making Every Intervention Count</td>
<td>Information All Schools</td>
<td>5</td>
</tr>
<tr>
<td>Performance Descriptors KS 1 &amp; 2</td>
<td>Information Primary Schools</td>
<td>6</td>
</tr>
<tr>
<td>Model documents for single academy trusts establishing new academies and free schools</td>
<td>Information All Schools</td>
<td>6</td>
</tr>
<tr>
<td>Getting Value for Money</td>
<td>Information All Schools</td>
<td>6</td>
</tr>
<tr>
<td>Progress 8</td>
<td>Information Secondary Schools</td>
<td>6</td>
</tr>
<tr>
<td>Mental Health and Behaviour in Schools</td>
<td>Information All Schools</td>
<td>7</td>
</tr>
<tr>
<td>Updated SEND Advice</td>
<td>Information All Schools</td>
<td>7</td>
</tr>
<tr>
<td>School Building Standards</td>
<td>Information All Schools</td>
<td>7</td>
</tr>
<tr>
<td>Vocational and Technical Courses</td>
<td>Information Secondary Schools</td>
<td>7</td>
</tr>
<tr>
<td>Trade Union Facility Time in Schools</td>
<td>Information All Schools</td>
<td>7</td>
</tr>
<tr>
<td>School Teachers’ Review Body Report</td>
<td>Information All Schools</td>
<td>7</td>
</tr>
<tr>
<td>Ofsted Clarifications for Schools</td>
<td>Information All Schools</td>
<td>8</td>
</tr>
<tr>
<td>PSHE research on impact</td>
<td>Information All Schools</td>
<td>8</td>
</tr>
<tr>
<td>Recruiting Clerks!</td>
<td>Information All Schools</td>
<td>8</td>
</tr>
<tr>
<td>Have you Tried……?</td>
<td>Information All Schools</td>
<td>9</td>
</tr>
<tr>
<td>Simplifying how you book Governor Training</td>
<td>Information All Schools</td>
<td>9</td>
</tr>
</tbody>
</table>
‘All schools’ includes maintained schools, academies, free schools and PRUs. Articles flagged red are giving guidance on statutory requirements. Those flagged green are for information.

DfE Guidance on Governance  Statutory All Maintained Schools
The Department for Education has issued further guidance on implementing the expectations of the 2012 legislation on governing body constitutions. It clarifies the expectations that appointments are driven by skills, and encourages governors to develop ways to engage with their stakeholders which are not based on governing body representation.

There is additional information on publishing details of governors and the Register of Pecuniary Interest on the school website, and the importance of each governing body having a Code of Conduct to guide governors.

You can download the guidance here. We will be talking more about this new guidance at the Summer Heads and Chairs Briefings.

Looked After Children and Inspections  Statutory All Schools
The governing body of every maintained school, academy and free school must appoint a Designated Teacher for Looked After Children. This person must be a qualified teacher and able to lead the school staff in promoting good educational achievement for children in care. Each school must have a designated teacher irrespective of whether or not there are looked after children on roll and where there are that teacher must work with the local authority to ensure those pupils get good outcomes. The authority has a statutory duty to appoint a person to lead on promoting the education of looked after children and that person is usually known as the Virtual School Head. In Suffolk, the Looked After Children Education Support Service (LACESS) has incorporated the Virtual School since 2005.

The gap between the educational attainment of looked after children in the Eastern Region and their peers is greater than in England generally. Over the last year, the Eastern Region Virtual School Heads network has worked with OFSTED in the
Eastern Region to help address this underperformance. In December the following statement appeared in the East of England section of the OFSTED annual report: “Her Majesty’s Inspectors in the East of England are focusing on looked after children in Ofsted inspections and challenging local authorities and virtual headteachers to improve on these poor outcomes.”

Further advice to designated teachers, school leaders and members of governing bodies is available through the LACESS Virtual School. In the first instance, designated teachers should contact the Education Planning Manager for the area in which the school is located. Contact details are available on Suffolk SchoolSurf (follow this link).

**Disqualifications Update**  **Statutory All Schools**

At the end of February 2015, the DfE published revised guidance on: [Disqualification under the Childcare Act 2006](#) (“the revised guidance”). This statutory guidance replaces the earlier “Keeping children safe in education: childcare disqualification requirements – supplementary advice”.

Headteachers were provided with further information on the revised guidance and actions school should take in LMS letter 2015/09 and Libby Wragg’s letter to academy schools dated 10 March 2015 (available here). This confirms school governors and proprietors are not covered by the legislation, unless they volunteer to work in relevant childcare on a regular basis, or they are directly concerned with the day-to-day management of such provision.

The lead governor for safeguarding should ask the following questions:

- Is the Headteacher familiar with the detail of the revised guidance?
- Have checks been undertaken for all staff (including volunteers and casual workers) who work in relevant childcare or the management of that provision?
- Is the school using the updated staff self-declaration form for new appointments, ensuring staff/applicants only disclose relevant information?
- Is the school managing all personal data shared as part of the checking process in accordance with the requirements of the Data Protection Act 1996?

Further advice is available from:

- The Schools’ Choice HR Casework Team on 03456 066046 (option 3), or;
- For local authority schools, Safeguarding Officers Janice Lee (01473 263940), Alison Jones (01284 758641) or Georgia Anglin (01502 674811) and the Local Authority’s Professional Advisor for safeguarding matters, Lorna Jackson (01473 260112).
- For academy schools, the central LADO on 0300 123 2044 or via the secure mailbox [LADOcentral@suffolk.gcsx.gov.uk](mailto:LADOcentral@suffolk.gcsx.gov.uk).
Payment Card Data Regulations Statutory All Maintained Schools
Suffolk County Council has issued guidance to ensure maintained schools comply with the regulations regarding payments data handling. The guidance makes sure that details gathered through card payments, whether through Parent Pay or directly, are handled legally.

The information has been sent to heads and chairs, and those governors with responsibility for finance should check that the regulations are being followed. It can be downloaded here

Heads & Chairs Briefings Information All Schools

<table>
<thead>
<tr>
<th>Venue</th>
<th>Date</th>
<th>HT / CofG Briefing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benjamin Britten High School, Lowestoft (Lowestoft &amp; Waveney)</td>
<td>20th April 2015</td>
<td>5.30 pm</td>
</tr>
<tr>
<td>Gislingham Primary School (Central)</td>
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<td>Kesgrave Community Centre (Coastal)</td>
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<td>Howard Middle School (West)</td>
<td>23rd April 2015</td>
<td>5.30 pm</td>
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<td>23rd April 2015</td>
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<tr>
<td>Holiday Inn, Copdock (SW Ipswich)</td>
<td>27th April 2015</td>
<td>5.30 pm</td>
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<tr>
<td>Howard Middle School (West)</td>
<td>28th April 2015</td>
<td>5.30 pm</td>
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<tr>
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<td>28th April 2015</td>
<td>5.30 pm</td>
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<td>7pm</td>
</tr>
</tbody>
</table>

You can book through www.suffolkcpd.co.uk or call or email Governor Services
DEADLINE APPROACHING!! Raising the Bar Awards 2015

Information All Schools

Nominations for the Raising the Bar Awards 2015 close at **5pm on Tuesday 21 April**. Celebrating success and sharing best practice is an important part of the project, so we want to hear about the pupils, people, places and projects that are Raising the Bar in Suffolk.

Anyone can make a nomination whether you are a governor, teacher, parent or student. You can also nominate yourself or your school.

Don't miss out on your chance to nominate someone or somewhere that you believe deserves recognition – simply visit [www.rtbawards.com/nominate](http://www.rtbawards.com/nominate) and complete and submit the online nomination form.

Making Every Intervention Count  Information All Schools

Keeping children safe, healthy and well cared for is key to ensuring they are ready for school and can fully engage with learning. Most children, young people in Suffolk are living safe, healthy and happy lives. They have the support they need from their families and from universal services in their local communities including schools and health services.

Some children and families do need extra help at different points in their lives. This can range from early help with parenting, relationships, behaviours, disabilities and for children that are carers themselves, to more specialist help and intervention with issues around domestic violence, drink and drugs, emotional well-being, neglect and child abuse.

There are 151,000 children and young people aged 0-17 in Suffolk. At any one time there are 3,300 children classed as ‘In Need’ of which approximately 500 are subject to Child Protection Plans and 700 are ‘Looked After’. 2,500 children receive early help through ‘Team Around the Child’ arrangements and many more receive wider support from a range of services.

Suffolk County Council Children and Young People’s Services are working with a range of partners to help transform the services that support children, young people and their families. Our aim as a multi-agency partnership is to **make every intervention count** for the children, young people and families of Suffolk. What that means is all services working together, recognising that we have limited
resources which must be used wisely for the greatest benefit to all, to deliver an integrated service that improves lives.

Schools are often the place where issues in families come to light, where children spend a large part of their lives and where children have important relationships outside of their home and family life. There is already a good partnership between many schools and services that support children and young people. Many school leaders and pastoral staff meet regularly with local leads from Children and Young People’s Services. Social Workers, Family Support Workers, School Nurses and other professionals frequently see children and their parents in school settings. We do, however, recognise that more can be done by working together better that can translate into better attainment and better lives.

The Suffolk County Council website suffolk.gov.uk/MEIC contains more information about the Making Every Intervention Count Programme and key contacts in Social Care and Early Help Services in each part of the county. They would be pleased to arrange to come and talk to school leadership teams and governing bodies about how we can work better together and to listen to your ideas and feedback. Please don’t hesitate to contact us.

**Performance Descriptors KS 1 & 2 Information Primary Schools**
The Government has published its response to the consultation on the new performance descriptors, which will be used to inform teacher assessments when we are working without levels. [You can download it here.](#)

**Model documents for single academy trusts establishing new academies and free schools Information All Schools**
[Download here.](#)

**Getting Value for Money Information All Schools**
Departmental advice for schools on buying practice and how to achieve better value for money can be [downloaded here.](#)

**Progress 8 Information Secondary Schools**
Progress 8 is the headline measure by which secondary schools will be held to account for the progress their pupils make by the end of Key Stage 4 from 2016.

Progress 8 aims to capture the progress a pupil makes from the end of primary school to the end of secondary school. It is a type of value added measure, which means that pupils’ results are compared to the actual achievements of other pupils with the same prior attainment.
Attainment 8 will measure the average grade of a pupil across 8 subjects including mathematics (double weighted) and English (double weighted), 3 further qualifications that count in the English Baccalaureate (EBacc) measure and 3 further qualifications that can be GCSE qualifications (including EBacc subjects) or any other non-GCSE qualifications on the DfE approved list. The details of how qualifications are included in the measure are set out on pages 9-12 of this document.

You can download more information here.

**Mental Health and Behaviour in Schools  Information All Schools**
Identifying and supporting children and young people whose behaviour suggests they may have unmet mental health needs. Government guidance can be downloaded here.

**Updated SEND Advice  Information All Schools**
The Department for Education has issued updated guidance on implementing the SEND reforms. You can download it here.

**School Building Standards  Information All Schools**
Government advice to help school leaders and governors understand their obligations in relation to the School Premises Regulations 2012. You can download it here.

**Vocational and Technical Courses  Information Secondary Schools**
To get information on which vocational and technical courses have been approved for teaching to 14-19 year olds from this September and will be reported in 2017 performance tables. You can download it here.

**Trade Union Facility Time in Schools  Information All Schools**
For definitions and explanations, download here.

**School Teachers’ Review Body Report  Information All Schools**
The School Teachers’ Review Body has made recommendations for changes to teachers’ pay. These are:
- A 1% uplift should be applied to the minima of all the pay ranges and allowances in the national pay framework (unqualified teachers' pay range, main pay range, upper pay range, leading practitioner pay range and the leadership pay range, including the minima of the eight head teacher group ranges), the three levels of Teaching and Learning Responsibility (TLR) payments and the Special Educational Needs (SEN) allowance.

- A 2% uplift should be applied to the maxima of the main pay range.

- There should be no increase to the maxima of the leadership group pay range nor to the maxima of the eight head teacher group pay ranges.

- An uplift of 1% should be applied to the maxima of all other pay ranges and allowances in the national pay framework (unqualified teachers' pay range, upper pay range, leading practitioner pay range, the three levels of Teaching and Learning Responsibility (TLR) payments and the Special Educational Needs (SEN) allowance).

Consultation is open until 23 April. You can read the detail and access tables of what the recommendations would mean for pay levels [here](#).

**Ofsted Clarifications for Schools**  
Information All Schools

Ofsted have published clarification to help dispel some inspection “myths”. They look at evidence requirements, teacher planning, assessment data etc. and can be [downloaded here](#).

**PSHE research on impact**  
Information All Schools

Personal, social, health and economic education has been subjected to a range of research over recent years and this DfE document pulls together some of the key information on PSHE impact and best practice. You can download it [here](#).

**Recruiting Clerks!**  
Information All Schools

Did you see that Schools’ Choice advertised for salaried Clerks to Governing Bodies recently? Due to a continued increase in requests for support from schools we will be carrying out further recruitment in the near future. If you are interested in working with schools and governing bodies to secure the very best education provision in Suffolk schools and beyond, please do consider applying for one of these new style clerking positions. For further information and informal discussions please contact Georgina.South@schoolschoice.org
Have you Tried......? Information All Schools
Pupil Discipline Committees

All schools work hard to avoid excluding a pupil, but on some occasions this sanction of last resort has to be used. Once a headteacher has made the decision to exclude a child permanently or for more than a total of 15 days in a term then the governing body has 15 school days to arrange a meeting of the Pupil Discipline Committee (PDC).

Having a pool of trained governors who can attend a meeting at short notice can be tricky. However, there is a way forward that may help. Under the 2003 Collaboration Regulations it is possible for governing bodies to come together to form a joint committee of governors who will carry out the PDC function for all the schools in the group.

Each governing body would need to commit one or two governors or associate members to sit on the joint committee. Each governing body would also need to have identical terms of reference for the joint committee in their Committee Structure and Terms of Reference document which authorised it to make decisions for the school.

This would provide a pool of governors unconnected to the pupil and events leading to the exclusion from which any 3 can be drawn to form a committee. These governors need to understand that they are being asked to commit to being available at short notice for a day-time meeting and to attend suitable training to carry out the function.

Governor Services PDC Service can provide training to joint committees established under these regulations, and further information is available from governor.support@suffolk.gov.uk

Simplifying how you book Governor Training Information All Schools

As part of improvements to our services Governor Services is offering a new way to book and manage your training online via http://cpd.schoolschoice.org/ We hope as many governors will use this online system to book and manage their training sessions as possible.

This is the system which has been used since April 2011 for all other school training and it offers a number of benefits including the ability to book and manage your own training online, view training you have attended and find information about forthcoming courses you have booked on.
Governors known to Schools’ Choice Governor Services on 30th March 2015 have been pre-registered and user names and passwords will be distributed in due course but, should you wish to receive yours now, please contact Schools’ Choice Governor Services by emailing governor.support@schoolschoice.org or calling 01473 263993. For those governors who have already used the CPD online system to book courses your login details will remain the same.

If booking online isn’t the best way for you, you can still phone us, email us or ask your clerk or link governor to make your booking for you.

**Keeping it Local  Information All Schools**
Governors have asked us to put on more localised training courses. We are very happy to do this, and we are looking for schools which can offer us space for the occasional evening session. Schools must be able to provide a room that can fit 25 people around groups of adult tables, on adult chairs, and be willing to provide tea, coffee and biscuits. We will cover the costs incurred. If you would like to offer your venue please contact Grant.Skinner@SchoolsChoice.org.

**Suffolk PRUs Management Committee Seminar 2015 Information PRUs**
Schools’ Choice Governor Services are pleased to announce that on the evening of 19th May 2015 we will be holding a seminar event for the managers of Pupil Referral Units in Suffolk. Seminars on offer across the evening include holding the leadership to account, understanding pupil progress and managing safeguarding arrangements. The event is being held at the Best Western Brome Grange Hotel near Diss and will open at 4pm with an opportunity for managers to meet one another and network ahead of a 4.30pm start.

A flyer with details of all the sessions available on the night and booking instructions will shortly be distributed to management committee members but in the meantime should you have any queries please contact us via governor.support@schoolschoice.org or 01473 263993.

We look forward to seeing you all on the 19th.

**Suffolk Governors Conference 2015**
The Suffolk Governors Conference 2015 will be a fantastic opportunity to catch up on the latest developments in governance, network with other governors and get inspired to try new ways of working.
Suffolk Governors Forum members have worked hard pulling together an exciting programme of speakers and workshops to make this a very special event, where we can learn together and celebrate the voluntary work we do to support the education of Suffolk children.

The half day Conference will be held at Trinity Park, on Saturday 27 June, from 9.30am.

Full details and information on how to book will be sent out soon, but put the date in your diary!

**SGF Executive Membership**
If you would like to be part of the Suffolk Governors Forum please download a form from Suffolk Learning, and return it to Governor Services by 12 June.

Denise Morcom: Chair, Suffolk Governors’ Forum

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### Training this term
**Summer Term 2015**

<table>
<thead>
<tr>
<th>Event</th>
<th>Venue</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How Do I Start? 1, 2 and 3 (All day 09.30 – 16.30)</strong></td>
<td>Kesgrave War Memorial Community Centre</td>
<td>06/05/2015</td>
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<td><strong>Orbis Energy</strong></td>
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<td>11/05/2015</td>
</tr>
<tr>
<td><strong>DB Conference Rooms</strong></td>
<td></td>
<td>21/05/2015</td>
</tr>
</tbody>
</table>

| **How Do I Start? 4: The Primary Curriculum**                       | Suffolk Food Hall                              | 12/05/2015 @ 18.30 |
| **The Benjamin Britten High School**                               |                                                | 20/05/2015 @ 18.00 |

| **Performance Management**                                          | King Edward VI CEVC Upper School              | 30/04/2015 @ 18.00 |
| **The Benjamin Britten High School Annexe**                         |                                                | 13/05/2015 @ 18.00 |
An Update for SEN Governors
King Edward VI CEVC Upper School 14/05/2015 @ 18.00
The Benjamin Britten High School Annexe 18/05/2015 @ 18.00

Safeguarding Children
Suffolk Food Hall 19/05/2015 @ 18.30

Effective Governance
Suffolk Food Hall 07/05/2015 @ 18.30
Howard Middle School 12/05/2015 @ 18.00
The Benjamin Britten High School Annexe 21/05/2015 @ 18.00

For more information please contact Grant.Skinner@schoolschoice.org

Training is free for governors when schools subscribe to the annual Governor Development package. Please contact us for details of course costs if your school does not subscribe.

To book a place on one of our governor training sessions, to find out more about the venue, or to get advice on whether or not the course is suitable for you please contact:

**Lowestoft**
Adrian House, Alexandra Road, Lowestoft, NR32 1PL
Telephone (01502) 674803
e-mail governor.support@schoolschoice.org

**Ipswich**
Endeavour House 9B2/F3), 8 Russell Road, Ipswich, IP1 2BX
Telephone (01473) 263977
e-mail governor.support@schoolschoice.org

**Bury St. Edmunds**
West Suffolk House, Western Way, Bury St. Edmunds, IP33 3YU
Telephone (01284) 758783
e-mail governor.support@schoolschoice.org

Or try booking on through our new online system at cpd.schoolschoice.org/