

THE WILTSHIRE GOVERNOR

Newsletter

February 2019

Wiltshire School Governance Team – helping governors and trustees become more effective

School Funding Certificates 2019-20 (available on Valentine's Day!)

The Department for Education (DfE) have approved Wiltshire's Funding Formula for 2019-20 and therefore I'm pleased to confirm that school budgets were available to download from Perspective Lite from the 14th February 2019.

Grant Davis
Schools Strategic Financial Support Manager

Updates to the Ofsted Inspection Dashboard Summary Reports

Governors and trustees of schools can now find updated Ofsted Inspection Dashboard Summary Reports (IDSRs) on the Analyse School Performance (ASP) website. The IDSRs now include updated early years (final), key stage 1 (provisional), key stage 2 (revised), key stage 4 (revised), destinations (revised) and post-16 (provisional) data.

The IDSR is the data dashboard used by Ofsted to explore progress and attainment in schools prior to inspection.

DfE site to compare teacher supply costs and Teaching Vacancies

The Department for Education (DfE) has published an [online tool](#) which signposted schools to a list of local agencies providing the type of worker they are seeking. These agencies will be sorted by the rates they charge, making it easier for schools to find the best deal for them. From a governance perspective, those governing can ask senior leaders if they have used this tool to see if savings are possible compared to their existing provider.

The DfE is also continuing its rollout of the [Teaching Vacancies](#) service, with schools in Lancaster & West Yorkshire and East Midlands & Humber now being invited to use the service. The rollout is planned to finish next month when schools from the West Midlands and South West England will be invited; schools in all other regions can already post vacancies. The service is free and there are already about 400 vacancies on the site. Those governing can ask senior leaders if they have considered using the service as a way of reducing the costs of advertising vacancies.

DfE checklist on indicators of potential fraud

Many schools in Wiltshire have recently received phishing emails. Please read the information below as a refresher on how to stay safe and prevent these attacks from breaching data:

This is a reminder to be vigilant in what seems to be an ever-growing amount of phishing emails targeting schools and businesses.

These scam emails are designed to trick you into giving away usernames and passwords. Many masquerade as some form of file sharing service like Dropbox or OneDrive. They work by asking you to login to view new files which have been shared with you, 'logging in' immediately gives your username password to the attacker.

In turn, this allows them access to all your files and emails.

To help you stay safe please remember:

- You are the first line of defence! If you can spot a scam email, there's no way they can get to your data.
- If you're unsure, ask your school's IT Support
- If you're asked to sign in at all, alarm bells should ring. Most of our services like SharePoint/OneDrive/Email log you in automatically, they should rarely ask you to login again.
- Just because an email comes from a colleague, don't assume it's okay. Their account may already be compromised.
- If you think you've fallen for a scam, report it immediately to your IT Support for further investigation

Linked to the above, and to support schools in ensuring effective financial performance, the Department for Education (DfE) have compiled a list of indicators and risk factors associated with potential fraud.

The indicators have been categorised into the following areas: personal motives for fraud, organisational motives for fraud, weaknesses in internal controls, transactional indicators, the methods used to commit or conceal fraud and record keeping/banking/other.

Some of the risks factors relating to the remit of the governing board include:

related party transactions;

conflicts of interest;

lack of an appropriate organisational and governance structure with defined lines of authority and reporting responsibilities;

management demonstrates lack of attention to ethical values;

lack of personnel policies and recruitment practices;

accounting systems are inadequate;

no mechanism exists to inform management, directors, trustees or and governors of possible fraud.

Due to the nature of fraud, risk factors may not be exclusive to just one area and the guidance outlines that "the document is not exhaustive and is a guide only, but may be helpful for use as a checklist where concerns exists that fraudulent activity may be taking place". Click [here](#) to access the guidance.

Complaints procedure

The DfE's 'Best practice guidance for school complaints procedures 2019' was updated in January 2019 and provides guidance on setting up and reviewing complaints procedures – this article outlines the key additions to the guidance.

Establishing a complaints procedure

The DfE has clarified that responsibility for establishing procedures for handling complaints lies with the governing board. The board must have regard to any guidance from the Secretary of State (SoS) when establishing and publishing its complaints procedures – this does not mean that schools must adhere to every detail in the DfE's guidance. Schools can adopt best practice recommendations by using guidance from the SoS and DfE and apply alternative procedures if they have good reason to. Should a school choose to use a model policy, it should be adapted to suit the school's individual needs.

Publishing a complaints procedure

Maintained schools are required to publish their complaints procedures on their websites.

For federation schools, the governing board is responsible for creating a suitable complaints procedure and ensuring that each school in the federation publishes the procedure on their website. A federation complaint must not be published only on the federation's website unless member schools do not have websites of their own.

Where a school deems it necessary or reasonable to deviate from its published complaints procedure (this includes not doing something that the procedure states the school will, should or may do), this deviation should be documented. If a complaint is about any deviation from the published policy and is escalated to the DfE for consideration, the school will be asked for an explanation. If the explanation is deemed unreasonable, or the deviation is not justified, the school might be asked to revisit the complaint and comply with its published complaints procedure.

The link to the DfE guidance page and the 2019 update is

<https://www.gov.uk/government/publications/school-complaints-procedures>

Please find the current Wiltshire guidance/school complaints templates on Right Choice following the link below – updated templates to follow in due course

<http://rightchoice.wiltshire.gov.uk/P10285>

Simon, Sandra, Debra, Julia, Ruth and Gill
The Governor Services Team



[Right Choice for Your School](#)