

THE WILTSHIRE GOVERNOR

Newsletter

May 2019

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

Ofsted publish new Education Inspection Framework

This week, the new iteration of Ofsted's [Education Inspection Framework](#), which will take effect from September 2019, was published.

The changes confirm Ofsted's increased focus on the quality of the curriculum, with a single 'quality of education' judgement set to replace the existing 'quality of teaching, learning and assessment' and 'outcomes for pupils' categories. The current judgement for 'personal development, behaviour and welfare' will be split in to two separate categories – 'behaviour and attitudes' and 'personal development'.

Ofsted have confirmed that there will be a 'grace period' until September 2020 as schools grapple with the shift in focus from outcomes to a "broad and rich learning experience". During this time, schools which have a plan in place to review their curriculum and can demonstrate genuine action to do so will not be downgraded.

For further information about the new framework and how governors can prepare for an inspection of their school please see the following training opportunities:

School Inspections: Implications for governing bodies

Dates, times, venues and closing dates

Ref. No.	Date	Time	Venue
GOV-0919-T001	Wednesday 18 September 2019	18.00 – 20.00	Corn Exchange, Devizes
GOV-0919-T002	Thursday 26 September 2019	9.30 – 12.30	Diocesan Centre, Wilton
GOV-1019-T003	Tuesday 1 October 2019	13.00 – 16.00	Chippenham Golf Club

To book, please visit Right Choice, speak to your clerk or contact School Governance.

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

Headteacher's Report

Whilst there is no statutory requirement for a Headteacher's report, they are common in the majority of schools and widely recognised as the most useful pieces of information Governors receive.

The Governance Handbook 2019 (which can be downloaded [here](#)) states: *'The headteacher must give the governing body any information asked for to help it carry out its functions.'*

Such a general statement can leave Headteachers and Governing Bodies alike wondering what information the report should include. Often, they are overly long and can take a disproportionate amount of time to write. Possibly because the Headteacher feels they need to include everything that has happened since the last meeting, or because Governors haven't given clear direction to the Headteacher for the information they require.

The handbook contains further guidance:

It is the headteachers' job (and in maintained schools it is their legal duty) to give governing bodies all the information they need to do their job well.

They should also provide regularly whatever management information the governing body requires to monitor different aspects of life in the school throughout the year. In particular, governing bodies will need to see information relating to the priorities they have identified for improvement. This might include data on:

- *pupil learning and progress;*
- *pupil applications, admissions, attendance and exclusions;*
- *staff absence, recruitment, retention, morale and performance; and*
- *the quality of teaching*

Governing bodies, not headteachers, should determine the scope and format of headteachers' termly reports.

The style and layout of the report will vary from school to school but, as stated above, the responsibility for the content of the Headteacher's report is with the Governing Body. This may not be the same for all schools. A fully informed Governing Body which is functioning well should be able to ascertain for themselves the information they need. Whereas, a less experienced Governing Body may need more support and more information. However, it is important not to be stuck in the rut of 'what we've always done', but to keep adapting to meet the school and governing body's current needs.

Consideration needs to be given to how the report is presented and Governors need to focus on the strategic and not the operational. Some schools follow the Ofsted Inspection headings. Others may follow the School Development Plan in order to summarise progress against key school improvement priorities.

There should also be a consensus of how often the Headteacher will report to the Governing Body. It is not realistic to expect a written report at every meeting, committee and full governing body if you meet 6 times a year. Most Governing Bodies find that at least 3 times a year, or once a term, is sufficient.

It could be very powerful if Governors could keep in mind that the Headteacher's report is supposed to 'assist the governing body in carrying out its functions' and they should talk to their head teachers about how they can best do that.

Department for Education launch teacher recruitment service

The Department for Education has launched a free service to advertise teaching vacancies and are encouraging schools to sign up to the service. The website will advertise full, part-time and job-share roles and Education Secretary, Damian Hinds is calling on schools to sign up to the service to cut down on the £75 million spent by schools to advertise jobs.

More than 8,000 schools (38%) nationwide have already signed up to the service, which hopes to avoid the expensive charges in advertising jobs (said to cost, on average, more than £1,000 per advert with some agencies). While the responsibility for appointing staff rests with the headteacher, this will be a useful resource for your organisation when hiring staff.

<https://teaching-vacancies.service.gov.uk/>

Get Information about Schools

Last year, the Department for Education replaced EduBase with a new site called Get Information about Schools (GIAS). Schools have been asked to keep the information on this site, including names of governors up to date. Most schools are doing this, but we are aware that some pages are out of date and/or inaccurate. Please can you check the information for your school and inform the school if details need to be changed.

<https://www.get-information-schools.service.gov.uk/>

Use of personal email addresses

This is also a good opportunity to remind governors that using their personal email addresses for school work raises data protection risks. By permitting staff, governors and clerks to use personal email accounts, it is unlikely that you will be doing enough to safeguard personal data.

Many households share computers or email accounts. In addition, home computers often remember passwords. All of this means that there is a risk of access to school data by family members or, worse still, by anyone who gains unauthorised access to the computer either by theft or hacking. In addition, personal email accounts will often 'sync' with other devices by default. This means that an email saved to a governor's personal smartphone may also appear on their PC, tablet and on their online cloud account.

Steps to Take

It is suggested that schools take four key measures:

1. Provide all governors and the clerk with school email addresses. This will be in the same format as the school such as Chair@anytown.wilts.sch.uk or A.Governor@anytown.wilts.sch.uk
2. Include a prohibition on using personal email addresses for school work in the appropriate policy and make it clear why this is necessary
3. Train staff and governors on the importance of keeping information secure which includes only using their school email account for school business
4. Provide the technology to enable governors to access their school email address securely when using personal devices (e.g. mobile device management).

Once you have been set up with a school email account, please ensure that your clerk has been

notified and that your records have been updated.

Inspiring Governance – needs help!

Inspiring Governance provides a free service that connects schools with skilled volunteers interested in serving as school governors and trustees. The programme is run by the charity Education and Employers and uses online-technology to match skilled volunteers with schools who have governor vacancies. Support for employers, schools and for new governors, including induction and training materials, is also provided. The service is completely free for employers, volunteers and schools to use.

Further information can also be found on <http://inspiringgovernance.org/>

The organisation has recently contacted Governor Services with the following request:

With more people from Army bases in Germany coming to the county, we are hopeful that this will bring forward more volunteers for the role. We will promote the role of school governance to key target groups including partners and those working in the Services. We have some targeted work planned to include forthcoming articles in the Family Federation magazines, information on the volunteering pages of a jobs site for partners and spouses, a dedicated sign up page and a bespoke leaflet.

The articles in the Family Federation magazines should appear in the autumn and we would like to include a quote from a governor partner of a service person to say how being a school governor has helped them. Do you know anyone in this situation?

If you are a governor partner of a service person and you are willing to help out, please can you contact Julia.kirwan@wiltshire.gov.uk

Congratulations

Well done to the eleven schools who have made the most use of the training courses available on Right Choice so far this academic year. In no particular order those schools are:

- Harnham Infants School
- Pitton Church of England Voluntary Aided Primary School
- Wansdyke School
- St Augustine's Catholic School
- Newton Tony Church of England Voluntary Controlled School
- Manor Fields Primary School
- Collingbourne Church of England Primary School
- Ludwell Community Primary School
- Saint Edmunds Catholic Academy
- Crockerton C of E Primary School
- St Thomas A Becket Church of England (Aided) Primary School

There are more courses running this academic year and we are already populating next year's courses. <http://rightchoice.wiltshire.gov.uk/Training>

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



[Right Choice for Your School](#)