

# Note Pad

A regular news sheet for  
Governors of Schools  
throughout the Bradford District

To achieve school improvement through effective governance

April 2012



## E-learning opportunities with Modern Governor

As a result of feedback received from our governor survey at the end of last year, a number of governing bodies expressed a keen interest in e-learning opportunities.

In response, we have negotiated a very competitive agreement with Modern Governor, the market leader in the field.

Governing Bodies that purchase the full School Governor Service subscription can access the Modern Governor e-learning modules for an additional annual fee of £75.

### What is Modern Governor?

The modules cover a wide range of topics in an interesting and interactive way in approximately twenty minute 'chunks' that governors can follow at their convenience. Each module can be revisited at any time as a refresher or point of reference.

### E-learning Module Content

"Concise, clear information presented in an accessible way."

There are currently 21 e-learning modules in the Modern Governor catalogue. Further details can be found at [moderngovernor.com/course-content/](http://moderngovernor.com/course-content/)

### Preview a Modern Governor e-learning module

"The courses are very well designed in terms of layout, clarity, content and accessibility."

Want to see a module for free?

Use the link below to access the 'Becoming a School Governor' module:

[moderngovernor.com/freecourse/](http://moderngovernor.com/freecourse/)

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### How to subscribe to Modern Governor E-learning:

Contact Linda Townsend at the School Governor Service on 01274 385626 or e-mail [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

## Bradford Schools On-line

The recent round of governor training on use of Online Data Tools highlighted a concern about the number of governors who do not have a login to the secure area of Bradford Schools Online. All governors are entitled to a login and can get one to look at the data about their school. At the very least all governors should know how to find and have a look at their school's Key Data (Bradford Schools Online > Login > Data Tools > Key Data).

If you do not have a login please ask for one at your school. Further information can be obtained by going to Bradford Schools Online ([bso.bradford.gov.uk](http://bso.bradford.gov.uk)), click on School Finder and find your school. Scroll down to the bottom of the page and your school contacts are listed under "Level 1 Administrators". If you have any problems please contact me at [alan.smith@bradford.gov.uk](mailto:alan.smith@bradford.gov.uk)

## National College Annual Survey 2011/12: Your feedback counts

### Your chance to have your say about The National College

The National College is carrying out its annual survey, and for the first year they are keen to talk to chairs of governors about the new training and support for chairs. The College is working in partnership with the National Governors' Association (NGA), the National Co-ordinators of Governor Services (NCOGS) and the Foundation, Aided Schools and Academies National Association (FASNA) to develop this offer.

An independent research agency BMG Research has been asked to carry out the telephone survey with 350 chairs of governors. Your school may have already received a letter from Steve Munby, Chief Executive of the National College about this survey. Even if a member of

your school has taken part in another element of the survey, we would very much welcome your participation.

If you would like to take part in this national survey or would like more information - call Lys Coleman (BMG Research) on 0121 333 6006 or email [lys.coleman@bmgresearch.co.uk](mailto:lys.coleman@bmgresearch.co.uk)

If you have any questions -

- About the work of the National College with governors – you can e-mail [chairofgovernors@nationalcollege.org.uk](mailto:chairofgovernors@nationalcollege.org.uk)
- About the research findings - contact [ben.berryman@nationalcollege.org.uk](mailto:ben.berryman@nationalcollege.org.uk)

The National College regards the Annual Survey as hugely important to its planning, and would like to thank you in advance for your time and feedback.

## The School Governance (England) (Amendment) Regulations 2012

**These Regulations were made on 17 February 2012 and came into force on 17 March 2012.**

They implement the "Cardinal Vaughan Memorial School" changes to the appointment of foundation governors and other minor amendments to the Constitution Regulations.

A 6 week consultation was held on The School Governance (Constitution) (Amendment) (England) Regulations 2011 late last year. Responses were all in favour of the regulations as drafted apart from one which was simply a plea to remove faith provision from maintained school education.

These regulations clarify that on appointing foundation governors who are eligible for election or appointment as parent governors, appointing bodies must first appoint parents of current pupils at the school and only if this is

not possible will they be able to appoint parents of former pupils. Again, only if this is not possible will they be able to appoint parents of children who attend other schools. They also make clear that the decision on a foundation governors suitability to preserve and develop the religious character of a school lies solely with the appointing body.

The Regulations also clarify the phrase "paid to work at the school" used in the definition of a staff governor by including in definition that the person is employed by either the governing body or the local authority under a contract of employment providing for the person to work at the school.

They further clarify the position regarding the eligibility of staff at other schools to be considered for appointment as partnership governors (staff at the school in question cannot be partnership

governors but staff at other schools could be appointed).

They also remove the disqualification from serving as a governor at any time that a person is detained under the Mental Health Act. This disqualification was felt to be discriminatory and is unnecessary as a person so detained would be unable to attend a governing body meeting and they would be in the same position as any person unable to attend a meeting.

The regulations introduce a new disqualification - for a person who is the subject of a debt relief restrictions order or an interim debt relief restrictions order which is a new type of bankruptcy restriction.

Finally, they remove the reference to the Secretary of State from the definition of appropriate religious body in the current regulations.

## The Guide To The Law

In the last edition of Notepad we advised you that it was hoped an updated version of the Guide to the Law for School Governors would be available in February.

Work is still on-going but this issue is expected shortly. This new Guide will follow the existing chapter structure but will be slimmed down with existing material updated.

The Guide will only be available on the Department's website and it will be in Word format that will enable it to be amended immediately when any changes take place rather than waiting for the regular updates. It will contain an index to paragraphs but it will not be a fully interactive index as in the existing version.

## New Statutory Guidance for the induction of newly qualified teachers (NQTs) in England

In autumn 2011, the Department for Education consulted on proposed changes to the induction regulations for NQTs. Proposals aimed to reduce prescription and provide appropriate bodies and schools with the flexibility to exercise their professional judgement in relation to their own induction arrangements. The new regulations are due to be laid in April to come into force from 1 September 2012.

New statutory guidance has been developed alongside the new

regulations which those involved in statutory induction arrangements must have regard to. The guidance covers all settings that are either required or choose to offer induction to their NQTs.

This consultation document invites comments on the new statutory guidance for the induction of NQTs in England. The current statutory guidance is published on the Department for Education website. Closing Date: Wednesday 25 April 2012



## Feedback for Governor Area Briefings

Marie Small is a Chair of Governors of a primary school in Bradford and is a regular attendee at Governor Area Briefings. Marie has this message for governors:

"The Governor Area Briefings take place once a term and now they have merged with the LA meetings this means there are just 3 in a school year.

The presentations by speakers on various topics and changes which are important to all our schools are always very informative and are accompanied by hand outs. There is always time for questions, I find the information we receive extremely helpful in my roll as a governor.

Two Governors are usually nominated to represent each school. If either or both are unable to attend another governor can take their place; just ring School Governor Service with a name.

Why not ask a new Governor. It's an excellent opportunity to hear first hand information on issues the Governing Body may wish to address. I always give a copy of the minutes to every governor.

With only three, two hour meetings per school year in Autumn, Spring and Summer plus an opportunity to meet other Governors. Why not come along?"

## Subscriptions

Your school will have received the subscription form to buy back services from Bradford Council for the new financial year 2012/2013.

Hopefully governing bodies will have had the opportunity to discuss which packages of services they wish to purchase from our Team. Please check with your school or ring School Governor Service on (01274) 385629.



## Government Scraps Homework Guidelines

Head teachers in England are to be given greater discretion over how much homework their pupils are set. Education Secretary Michael Gove has scrapped the guidelines for home study introduced in 1998.

It follows parents' complaints that too much homework is limiting family time and opportunities for play and sport.

Education officials said head teachers should be able to make decisions free from "unnecessary bureaucratic guidance". Guidelines recommended an hour a week for five to seven-year-olds, gradually rising to 2.5 hours per night for pupils aged between 14 and 16. Now, the decision on whether to set homework at all - and if so how much - will fall to head teachers.

## Bradford School Library Service Closure – August 2012

**All Bradford schools have been sent a letter informing them that the School Library Service will cease trading from July 2012.**

A full service will operate for the Summer Term 2012 and schools will be able to access both advice and resources.

School Library Services are not statutory services. Bradford is a fully traded service reliant on income from subscriptions and advisory services for service delivery and staffing costs. A decline in subscriptions has meant that the service is no longer viable.

Schools have been sent information about services that the Public Library Service can offer from September 2012. There will be a charge for some of the services for schools but the library service already offers school visits to the library and book related events.

Events that the Public Library Services are offering will be promoted on Bradford Schools Online.

For those schools that want to access a School Library Service information about neighbouring authorities School Library Services was included with the letter. School Library Services operate in different ways, all are traded but charges vary from one authority to the next. Services to Bradford Schools will depend on their capacity to deliver.

The School Library Service began in Bradford in the early 1970s when it was decided that those schools subscribing to the School Library Association would be eligible to loan books from the public library service. Other schools would have to subscribe. It was then a "free" service until LMS in the mid 1990s, when schools were given the funding to subscribe to council services. The service became part of Education Bradford from 2001 – 2011 when it became fully traded.

The service is located in Future House but is working closely with the Public Library Service on service delivery to schools.

If you have any enquiries about the service please contact [catherine.briggs@bradford.gov.uk](mailto:catherine.briggs@bradford.gov.uk) or 01274 385574.

## Electronic Communication

Thank you to all those governors who have responded to our request to introduce electronic communication from September for Notepad and Prospectus of Training.

If you have not yet responded but are keen to receive the above two publications via e-mail please let us know by e-mailing your interest to [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

If you wish to continue to receive information by post you do not need to take any action, although we hope that you will consider receiving information via e-mail.

## School Clothing Allowance

### Do you sell school uniform in your school?

In July 2012 Bradford Council is increasing the number of retailers that parents can redeem their school clothing voucher at. We would like to invite schools that sell items of school uniform to become part of our Retailer Scheme and give parents even further choice in exchanging their clothing vouchers.

We ask that all schools who wish to join the scheme are compliant with the DfE guidelines on school uniform.

If you are interested, please download an information pack and application form from [https://schools.educationbradford.com/Schools/News\\_View.aspx?Id=3652](https://schools.educationbradford.com/Schools/News_View.aspx?Id=3652)

The School Clothing Allowance is paid to all children from Reception to Year 11 who are receiving Free School Meals.

## Guidance on setting Headteacher pay

Teachers' pay structure is fixed by law. The pay structure includes the salary ranges that apply to the leadership group. Since 1 September 2007 governing bodies have had to review the pay of all teachers annually, including the Headteacher. The setting of the Headteacher's salary is a matter that has to be determined by the Governing Body.

Following the publication of the 2011/12 School Teachers Pay and Conditions Document (STPCD), new rules have been put in place regarding the setting of Headteacher pay.

Under the previous arrangements governing bodies had the scope to set a headteacher pay range, known as the "Individual School Range" (ISR), on a seven point scale with the points range published in the STPCD for the school's group size. Where there were special circumstances, including for a school causing concern or where there might be problems in recruitment and retention, governing bodies could set an ISR within the points ranges for the two group sizes above the school's own group size.

Under the arrangements published in the current STPCD, the previous flexibility to set ISRs within the ranges published for up to two group sizes higher has ceased. All new ISRs must now be set within the school group size.

However, governing bodies still have

the flexibility to make discretionary payments provided these are limited to a maximum of 25% of the Headteacher's salary in order to recognise exceptional circumstances that might justify such a payment. A guidance document has been published by the Council's Human Resources Service on the new process for determining Headteacher pay.

Where an existing Headteacher's ISR has been set under the previous arrangements there is no requirement to bring these into line with the new arrangements. These provisions only affect those determinations on pay made on or after 1 September 2011. If a Headteacher is already on an ISR that exceeds the maximum of the Headteacher group range then that ISR will continue to apply unless and until the governing body decides to recalculate the ISR in accordance with the provisions at paragraph 12.4.1.(STPCD 2011). When recalculating the ISR, the Governing Body must follow the statutory requirements to establish a Headteacher's point on the Headteacher group range that is applicable at the time of making any new decisions on pay for a Headteacher.

Please contact your HR service provider if additional advice is required.

Eric Fairchild, HR Team Manager (Schools), Tel: 01274 385505.

## Teacher misconduct - new arrangements from 1 April 2012

Following the Education Act 2011, which provided for the abolition of the General Teaching Council for England on 31 March 2012, regulations have now been published to set out revised arrangements for regulating the teaching profession.

The new arrangements, which will deal with cases of serious teacher misconduct, will be managed by the Teaching Agency, a new executive agency of the Department.

The regulations and associated documents which will inform those involved in the system from 1 April 2012 are available to download from the associated resources section of the DfE website. These include:

- The Teachers' Disciplinary (England) Regulations 2012
- The Explanatory Memorandum to the Regulations
- The Prohibition of Teachers; setting out the reasons a teacher might be prohibited from teaching
- Disciplinary Procedures; setting out the process for a teacher referred to the Teaching Agency for serious misconduct
- Information for Teachers; advice for teachers involved in the disciplinary process
- Information for Witnesses; advice for witnesses to disciplinary hearings.

Further details are available on the DfE website.

## Looked After Children provide feedback for teachers and schools

The Children's Care Monitor has produced a document describing how Looked After Children rate many aspects of their challenging circumstances both in their living arrangements and at school.

How do Looked After Children in schools or settings rate the efforts of staff to raise achievement levels? The findings of the Children's Care Monitor have recently been published with a section on education on Page 30 of this report which can be found at [https://schools.educationbradford.com/Schools/News\\_View.aspx?Id=3676](https://schools.educationbradford.com/Schools/News_View.aspx?Id=3676) This report will be especially

interesting for named governors for Looked After Children.

The findings show that Looked After Children feel that Personal Education Plans and Care Plans require ongoing attention to make them effective and meaningful. All Bradford Looked After Children must have an updated ePEP (electronic personal education plan). Training and advice on completion of these online documents can be given by the Looked After Children Education (LACE) Team at Future House. Contact the LACE Team on 01274 385737 or by email [ewen.godfrey@bradford.gov.uk](mailto:ewen.godfrey@bradford.gov.uk)

## New Statutory Framework for the Early Years Foundation Stage

**A slimmed down and more focused Early Years Foundation Stage (EYFS) for children aged 0-5-year-olds has been published by Children's Minister Sarah Teather.**

The new EYFS, which will take effect from 1 September 2012, focuses on getting children ready for education and increasing the attainment of all children, particularly those from deprived backgrounds.

The Government also pledges to go further. Where there are examples of regulation and paperwork that are not necessary to safeguard children, drive up quality or promote child development, they will be removed.

The revised curriculum reduces the number of early learning goals from 69 to 17, gives more focus to the main areas of learning that are most essential for children's healthy development and simplifies assessment at age five. It also provides earlier intervention for children who need extra help with a progress check at age two.

The Government has reduced paperwork for professionals to allow them to exercise their judgement, for example by removing the requirement for written risk assessments for all activities.

People working in the early years will get additional guidance and information so they feel confident to deliver the new EYFS. And a summary of the EYFS will be available for parents so they know what their child will be learning and what they should expect from their child's early years setting.

The full statutory framework can be found at <http://media.education.gov.uk/assets/files/pdf/eyfs%20statutory%20framework%20march%202012.pdf>

## Consultation on school funding reform: Next steps towards a fairer system

*School funding reform: Next steps towards a fairer system* is a recently published consultation document by the Government that explains how they plan to proceed with reform until the end of the current Spending Review period. It contains a number of important announcements and invites views on areas where there are different options.

Key points from the document include: confirmation that they will work towards introducing a national funding formula in the next Spending Review period; setting the Minimum Funding Guarantee at minus 1.5% for 2013-14 and 2014-15; local funding arrangements will be simplified and Schools Forums' reformed; the EFA will play a strong role in ensuring fairness within the new system; we will introduce a new methodology for

funding high need pupils, and the funding of early years provision will be simplified and made more transparent.

Further information can be found at <http://www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1817&external=no&menu=1> The deadline for responses is Monday 21 May 2012.



## Proposed Changes to allow Schools to more easily employ Industry Experts to work as Instructors in Schools

The Government wants to give schools greater freedom to appoint the right teachers for their pupils. This consultation proposes changes to the Education (Specified Work) (England) Regulations 2012, which sets out the conditions to be satisfied by those without qualified teacher status who want to teach in England.

The changes will give head teachers greater freedom to appoint industry experts, who are not qualified teachers, to work as instructors teaching and supporting the teaching of appropriate vocational courses. The Government believe these changes will help to drive up the quality of vocational education and enable pupils to meet the standards that industry requires. The full consultation can be found at <http://www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1815&external=no&menu=1>

The closing date for responses is Friday 18 May 2012.

The wording in this publication can be made available in other formats such as large print or Braille. Please call 01274 385629.

Department of  
Children's Services

City of Bradford MDC

[www.bradford.gov.uk](http://www.bradford.gov.uk)