



Clerks' Monthly Briefing

October 2022



Strong teamwork between the headteacher, the chair of the governing body and the clerk is crucial to efficient working.

Ofsted, Learning from the Best 2011.



The role of the clerk is pivotal to ensuring that statutory duties are met, meetings are well organised and governors receive the information they need in good time. Consequently, governors come to meetings well prepared and with pertinent questions ready so that they are able to provide constructive challenge.

Ofsted, Learning from the Best 2011.



Governor Support Service

Phone: 01895 717321

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Website:

<http://www.governor.support>

[Twitter.com/govsandclerks](https://twitter.com/govsandclerks)

Agenda

➤ Welcome new clerks	➤ Information exchange
➤ Help us to help you	➤ Updates
➤ Clerking vacancies <i>Please see our website for current vacancies and how to apply here</i>	➤ Your questions

Governor Support Service

We hold a database of maintained school and academy governing boards which helps us to help you. Such information is needed for governor recruitment purposes, in cases of urgency, safeguarding, Ofsted inspections, and schools where there is a cause for concern. All data is stored and accessed in accordance with the Data Protection Act and GDPR. The only piece of information we can give out publicly is the name of the Chair of the Governing Board, which is already in the public domain. We do not give out personal contact details or any other information.

With contact details changing each term, please let us have a complete list of all your GB membership including:

- Category of governor
- Contact phone numbers (mobile & home)
- Who is chair and vice chair
- Term of office
- Email address
- Details of any associate members of the board (inc. contact details and term of office)

Please send your Governing Board membership information to: office@governor.support

Instruments of Government (IOG)

Please send us a copy of any changes made to your IOG.

Get Information About Schools (GIAS)

Please make sure that you keep the DfE site updated with your governing board membership as well.

Your governing board minutes

Please send us a copy of your draft board and committee minutes once approved by your chair of governors and the final agreed minutes. Email: office@governor.support

Autumn Term 2022 Governor & Clerk Training Courses

Please can you remind your governors of the range of courses that are available, also that they feedback on the course(s) attended to the governing board and to update your training records. Your minutes need to show what learning was achieved and shared with all governors. Check the courses [here](#).

Agenda reminders

Items to consider

- ✓ Pupil Attendance, from September 2022
- ✓ Exclusions
- ✓ Pupil searches
- ✓ [Cyber security](#)
- ✓ Exam/test results
- ✓ Arrange headteacher appraisal meeting, book external adviser, ensure governors to be involved are trained.
- ✓ Review policies and update as necessary...Complaints
- ✓ SFVS (maintained schools only)
- ✓ Emergency planning

Department for Education (DfE)

School Governance Update, 29th September 2022

Including:

[Energy bill relief](#)

[Academy trust handbook](#)

[Federation guidance](#)

[Risk protection arrangements inc. cyber security](#)

Schools financial value standard (SFVS) and assurance statement

Change made:

Updated the page, including the documents 'Schools financial value standard checklist' and 'Checklist guidance,' to reflect expectations for the 2022 to 2023 academic year. Changes to the guidance include, in section E on value for money, updates on threshold values for public procurement, good estate management and the get help buying for school's service.

Schools should submit their SFVS to their local authority no later than 31 March 2023

[School teachers' pay and conditions](#)

[Statutory guidance on pay and conditions for teachers in England.](#)

The main changes to the Document and accompanying guidance since 2021 make provision for the September 2022 pay award and the additional Bank Holiday.

September 2022 pay award In line with the recommendations in the STRB's 32nd Report, from 1 September 2022 a 5% increase will be applied to all pay and allowance ranges and advisory points, with higher increases to some parts of the Main Pay Range as a step towards achieving a minimum starting salary of £30,000. All pay uplifts will be back dated to 1 September 2022.

Governing boards need to carry out the annual review of school and trust pay policies and clarify their approach to making performance-based pay decisions and to set out the extent to which the national pay uplift is considered when making any individual pay decisions.

[Implementing your school's approach to pay Advice for maintained schools, academies, and local authorities October 2022](#)

Advice on the main roles and responsibilities in appraisal and determining pay progression School leaders, governance boards and teachers all have a role to minimise burdens on their staff, including in relation to paperwork and evidence collection. Pages 9-10

Role of the governance board, pages 32-32

Annex B-model pay policy

[Performance Management](#)

ASCL and NAHT, along with the NGA, have published joint advice on using data from 2022 assessments and examinations for performance management reviews or decisions about pay progression. Given the significant impact of the pandemic, the advice cautions that "data produced from the results may tell users more about the impact of the pandemic than the performance of the school."

Find out more [here](#).

[Updated guidance on \[secondary accountability\]\(#\) and \[primary school accountability\]\(#\)](#)

The Department for Education (DfE) stressed the need to move back to publicly available data about exam results. It is said the move will improve transparency and support parents and students when choosing schools or post-16 institutions.

The updates explain how measures are calculated and provide information about policies that have been announced for the 2022-23 academic year. The updates also include information about how the DfE will calculate KS2 and KS4 MAT measures for the academic year 2021-22.

[KS1](#) and [KS2](#) attainment data has also been published showing that attainment at KS1 has fallen across the board in the first set of tests since 2019, with poorer pupils falling further behind than their better off peers. KS2 data also shows that the proportion of pupils meeting expected reading standards at the end of KS2 has fallen among those with low prior attainment since COVID-19 but held up among higher attaining pupils.

Pupil attendance in schools

Headline facts and figures – 2022

Overall absence rate

6.5%

during week commencing 26 September 2022

Authorised absence rate

4.6%

during week commencing 26 September 2022

Unauthorised absence rate

2.0%

during week commencing 26 September 2022

Overall absence rate

6.1%

academic year to date

Authorised absence rate

4.1%

academic year to date

Unauthorised absence rate

1.9%

academic year to date

The attendance rate was 93.5% across all schools in the **week commencing 26 September 2022**. The absence rate was, therefore, 6.5% across all schools.

By school type, the absence rates across the week were:

- 4.9% in state-funded primary schools (3.6% authorised and 1.3% unauthorised)
- 8.4% in state-funded secondary schools (5.7% authorised and 2.8% unauthorised)
- 12.3% in state-funded special schools (9.6% authorised and 2.7% unauthorised)

The data shows that the attendance rate across the **academic year to date** was 93.9%. The absence rate was, therefore, 6.1% across all schools.

By school type, the absence rates across the year to date were:

- 4.8% in state-funded primary schools (3.4% authorised and 1.4% unauthorised)
- 7.6% in state-funded secondary schools (4.9% authorised and 2.7% unauthorised)
- 11.6% in state-funded special schools (8.9% authorised and 2.7% unauthorised)

Questions for the governing board to ask about their school pupil attendance

Behaviour in schools

The role of governing boards: -

- must ensure that policies designed to promote good behaviour and discipline on the part of its pupils are pursued at the school.
 - make, and from time-to-time review, a written statement of general principles to guide the head teacher in determining measures to promote good behaviour and discipline amongst pupils; and notify the head teacher and give him or her related guidance if the governing board wants the school's behaviour policy to include particular measures or address particular issues.
 - the governing board must have regard to guidance issued by the Secretary of State. Paragraphs 6-11 [here](#) provide this statutory guidance.
 - before making their statement of principles, the governing board must consult (in whatever manner they think appropriate) the head teacher, school staff, parents, and pupils.
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Meeting digital and technology standards in schools and colleges

Cyber security standards for schools and colleges

Business continuity

Back-up copies of data, at least three copies two on separate devices and at least one off-site

Ask leadership team how your school meet all the standards in the DfE guidance

Reporting to GB, policies, checks etc

Emergency planning and response for education, childcare, and children's social care settings

What has changed?

This guidance replaces the previous advice on emergency planning for education and childcare settings which only applied to schools and early years. This guidance now applies to:

- early years
- wraparound childcare and out of school settings
- schools
- SEND and specialist settings

A school security policy should complement their safeguarding policy, particularly where it puts in place measures to protect students; and address the threat of serious violence. It should form part of your suite of policies to ensure the health, safety and well-being of students and staff including in relation to the online environment. Staff and pupils should be familiar with what is required by the school's security policy and plan. Senior staff should have an awareness of relevant security networks and be able to evaluate and assess the impact of any new initiatives on your security policy and its day-to-day operation.

Ofsted

[Ofsted school inspections update 2022 - webinar](#)

Belita Scott and Claire Brown, Senior His Majesty's Inspectors in the North East, Yorkshire and Humber, explain changes introduced in the September inspection framework.

Lasts approx. 50 minutes

[Schools Causing Concern, October 2022](#)

Extract

Maintained schools should have a code of conduct setting high standards for the role, conduct and professionalism of their governors. This includes an expectation that they undertake any training or development activity needed to fill skills gaps to contribute to the effective governance of the maintained school.

Please update your governing board skills audit and have a clear rationale for any skills needed for future appointments.

Academy and ESFA updates

[ESFA Updates – October 12th 2022](#)

[Multi-academy trusts: establishing and developing your trust](#) [How MATs can grow their trust, including using a trust partnership arrangement.](#)

Building strong academy trusts

- sets out the vision and design principles for the academies programme
- provides guidance on joining, creating, and growing academy trusts

Trust partnerships guidance

- explains what trust partnerships are and how they work
- provides some examples of trusts and schools who have entered into a partnership

Trust partnership service level agreement

An example of the legal document required to formalise a trust partnership. It has been written for use by a multi-academy trust and school but can be adapted where needed.

Best practice guidance for school complaints procedures-updated January 2021

All maintained schools and maintained nursery schools must have and publish procedures to deal with all complaints relating to their school and to any community facilities or services that the school provides, for which there are no separate (statutory) procedures.

DfE model complaints procedure states:

The committee will not normally accept, as evidence, recordings of conversations that were obtained covertly and without the informed consent of all parties being recorded.

Please review your current policy and discuss, agree and minute any necessary changes

New Governor Welcome and Induction Checklist

New Governor Welcome checklist

Purpose:

- To welcome new governors to the governing board and enable them to meet other governors and members.
- To encourage new governors to visit the school to experience its atmosphere and understand its ethos.
- To meet the headteacher, staff and children.
- To explain the partnership between the headteacher, school and governing board.
- To explain the role and responsibilities of governors.
- To give background material on the school and current issues.
- To give new governors an opportunity to ask questions about their role and/or the school.
- To explain how the governing board and its committee's work.
- To allow new governors to join the most appropriate committee(s).

New Governors will:

- Be welcomed to the governing board by the chair.
- Be invited by the headteacher for an introductory meeting and tour of the school.
- Have the opportunity to meet informally with the chair.
- Have the opportunity to review their first meeting with the *chair/mentor/buddy*.

New Governors will receive an Induction Checklist outlining information to be provided and action required during the first few months in the role.

Information will be provided in various formats (paper, online, verbally) and will be annotated as received/actioned on the checklist.

New governors will receive a welcome letter from the clerk on behalf of the governing board and a pack of information with a copy or access to the following documents:

- Governor details form, governing boards may use as part of pre-appointment checks.
- Register of Business/Pecuniary Interests
- List of current governors and contact details
- Code of Practice/Conduct
- List of meeting dates
- Instrument of Government/Copy of Academy Trust Articles of Association
- Minutes of the last two governing board meetings
- List of committee membership, with terms of reference
- The Department for Education link to access the 'Governance Handbook'
- School Prospectus (*if applicable*)
- Details of The Governor Support Service termly training and development courses (and how to register on the course booking system)
- Username and password for Governor Support website
- Contact details for the school
- A calendar of school events
- Recent school newsletters
- Access to or a copy of the School Development Plan
- Access to or a copy of the last Ofsted report (and action plan if appropriate)
- Details of how to access all school policies
- Access to the school self-evaluation
- Plan of the school
- School staff list including subject areas
- School's visitor policy and/or governor visits policy
- Link to school website

Areas that the headteacher brief will include:

- Background to the school
- Current issues facing the school
- Visiting the school
(*there may be a visits policy in place for reference*)
- The relationship between the headteacher and the governing board

Areas that the *chair/mentor/buddy* brief will include:

- An overview of the governor's role
- How the full governing board and committee meetings are conducted
- Governors' responsibilities regarding pecuniary interests
- How to propose agenda items
- Governor training

New governors will be asked to complete and sign the Induction Checklist (See next page).

The Link Governor (*if you have one*) will provide support and information as required and will be responsible along with the new governors for ensuring the Induction Checklist is completed. A copy of the completed checklist will be kept in school and the original retained by the governor.

New governors will be required to apply for an Enhanced Disclosure and Barring Service (DBS) check.

New governors will be required to read the current DfE Keeping Children Safe in Education document and sign to confirm.

New Governor Induction checklist

Please indicate when you have: -	Completed	Date
Been welcomed to the governing board by the chair		
Met with the headteacher for an introductory meeting and tour of the school		
Met informally with the chair or an existing governor		
Completed an application form for an Enhanced Disclosure and Barring Service (DBS) check		
Completed the 'Governor Declaration of Interests Form' Completed your governor application form (usually done before appointment/election).		
Reviewed your first meeting with the chair/governor (if required)		
Completed the Governor Support Service 'Introduction to Governance' course		
Been allocated a 'buddy'		
Completed Safeguarding E-learning and read current DfE Keeping Children Safe in Education document		
Completed Channel Awareness and Prevent Duty E-learning		
Please indicate when you have received: -	Completed	Date
The Department for Education link to access the 'Governance Handbook'		
School Prospectus (if applicable)		
Details of the governing board committees including their terms of reference		
Details of the Governor Support Service governor training programme		
Dates for future governors' meetings		
Copies of the minutes from the last two full governing board meetings		
Details of how to contact other governors		
Contact details for the school		
A calendar of school events		
Recent school newsletters		
Access to or copy of the School Development Plan and School Self Evaluation Form (can be combined as one document)		
The latest OFSTED report (and action plan if appropriate)		
Details of how to access all school policies		
Plan of the school		
School staff list including subject areas		
School's visitor policy and/or governor visits policy		
A copy of the Instrument of Government (maintained schools only)		
A copy of or access to The Articles of Association (Academies only)		
Code of Practice/Conduct		
Link to the school website		

Next Clerks briefing meeting - Date for your diary

Wednesday 23rd November 2022 at 10.00am Please book a place [here](#)

Edited from material from: BBC, Department for Education, Fischer Family Trust, Information Commissioners Office, London Borough of Hillingdon, National Governance Association, NHS, Ofsted, Schoolsweek, The Times, Times Educational Supplement.