



Clerks Briefing, October 2024

An overview of key issues for Governing Boards to consider and review over the Autumn Term 2024.

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Department for Education Updates

[Letter to governors and trustees: qualification results 2024](#)

Sir Ian Bauckham CBE, Chief Regulator, Ofqual, Updated 3 October 2024

Dear Governor or Trustee,

I am writing to you as Ofqual's Chief Regulator to outline the national context for qualification results this year. Having served as a senior leader in schools for over 2 decades, I appreciate the significant contribution governors and trustees make to schools and colleges up and down the country. As such I believe it's important for you to have information about the national context as you work with your leadership teams to understand the qualification results for your school, college or trust.

[Additional support materials for GCSE exams](#)

Bridget Phillipson, Secretary of State for Education, outlined the department's decision on the arrangements for GCSE maths, physics and combined science. Students taking qualifications in these subjects in 2025, 2026 and 2027 will not need to memorise the usual formulae and equations.

3rd October

[Schools block funding formulae 2024 to 2025: Analysis of local authorities' schools block funding formulae, 3rd October 2024](#)

This document provides a summary of the local funding formulae submitted by each local authority to the Education and Skills Funding Agency (ESFA) in January 2024. The local formulae specify how each local authority has allocated their dedicated schools grant (DSG) schools block funding for 2024 to 2025

[Academy Trust Governance Guidance, updated 2nd October](#)

Minor punctuation changes.

[Maintained Schools Governance Guide, 2nd October](#)

2. Strategic leadership

Removed paragraph on 'understanding your data' under section 2.2.

3. Accountability

Removed information on 'understanding your data'

[Pupil Premium/Service Pupil Premium, 30th September](#)

[The EEF Guide to the Pupil Premium Discussion prompts for governors and trustees to support an effective strategy](#)

As a school governor or trustee, you have an important role to play in supporting and challenging the leadership team at your school to improve outcomes for socio-economically disadvantaged pupils. How the school spends its Pupil Premium funding is an important part of this role.

This table shows how the pupil premium grant is allocated to schools and local authorities in the 2024 to 2025 financial year, based on per pupil rates.

Funding criteria	Amount of funding for each primary-aged pupil per year	Amount of funding for each secondary-aged pupil per year
Pupils who are eligible for free school meals, or have been eligible in the past 6 years	£ 1,480	£ 1,050

Service pupil premium

Service pupil premium is additional funding for schools with pupils who have parents serving in the armed forces.

Pupils in state-funded schools in England attract the service pupil premium grant, at the rate of:

- £340 per eligible pupil in the 2024 to 2025 financial year

Publishing your strategy

You have until 31 December each year to publish your statement. This will enable you to take the needs of your new intake into account. I

If you have developed a multi-year strategy for pupil premium, you must review your strategy and publish an updated statement every year

[Pupil attendance in schools, 26th September](#)

This release covers the 2024/25 academic year from 09 September to 13 September 2024.

[Staffing and employment: advice for schools, 2nd October](#)

Guidance for managing staff and employment issues.

Updated the sections on time off and flexible working, to reflect legislative changes that came into effect in April 2024. See sections 5.4-5.6 & 5.7-5.10 for details.

Extract to note:

In delegating functions, the governing body must not lose sight of the fact that it continues to retain overall accountability for the decisions made by those to whom the function has been delegated. As a result, it is important that local procedures are reviewed regularly by the governing body; for example, satisfying themselves that the staffing functions are being addressed and the right people are fulfilling these roles on its behalf.

[School organisation: local-authority-maintained schools](#)

Statutory guidance for proposers and decision makers about opening, closing or making organisation changes to local-authority-maintained schools.

Opening, closing and amalgamating schools

[School Teachers' Review Body remit letter for 2025, 30th September](#)

The Secretary of State's letter to the School Teachers' Review Body asking for recommendations on teachers' pay and conditions for 2025.

The government's intention is to announce the upcoming pay awards as close to the start of the financial year of 1 April as possible.

It is unfortunate that, given the knock-on effects from the delays to the previous round, it is unlikely that the pay award will be announced before maintained schools should be setting their budgets

DfE has commissioned a review of teaching and learning responsibility (TLR) payments

The School Teachers' Review Body (STRB) has been asked for a recommendation on whether changes to the pro rating of TLR payments should be made to enable "greater flexibility".

The school teachers' pay and conditions document (STPCD), which must be followed by maintained schools and is observed by many academies, states that certain TLR payments "must be paid pro rata" for part-time staff.

[Cost of school uniforms survey 2023, 27th September](#)

This report surveys the cost of school uniform in 2023 and assesses the relative changes to that cost since the previous study. It also provides information on the changes schools are making to their uniform policy in the light of statutory guidance.

[Sustainability leadership and climate action plans in education, updated 20th September](#)

The strategy states:

"By 2025, all education settings will have nominated a sustainability lead and put in place a climate action plan". This includes early years settings, schools, multi-academy trusts, colleges, and universities.

Sustainability leadership could be a group of people or an individual responsible for the development and implementation of a climate action plan.

As senior decision makers, SLT and governors should support and drive your sustainable activity. They should:

- provide the authority and support to drive and embed culture change
- ensure climate change and sustainability feature on the agenda at key meetings
- be responsible for succession planning, so that commitment to sustainability endures in the setting

[School food: guidance for governors, Updated 19 September 2024](#)

The Department for Education recommends that all governors "work with the senior leadership team to develop a whole school food policy that sets out the

school's approach to its provision of food, food education (including practical cooking), the role of the catering team as part of the wider school team and the school's strategy to increase the take-up of school lunches.

It is the statutory responsibility of the governing body and trustees to ensure the [School Food Standards](#) are being met and [Ofsted](#) are putting a much greater focus on how schools are creating a culture and ethos of healthy eating.

Ofsted Updates

[Inspecting schools: guide for maintained and academy schools, 7th October](#)

This guide gives a summary of what schools should expect and what they need to do as part of an Ofsted inspection.

Notice of an inspection

Ofsted will contact the school by telephone to announce a graded or ungraded inspection after 9.30am on a Monday morning.

We may notify schools of an urgent or monitoring inspection on any day. If we have notified a school of an inspection that is subsequently deferred, we can notify that school of the new inspection date on any day of the week. If a school is open in a week that includes a bank holiday, we may notify the school on the Tuesday of that week.

[Inspecting schools: guidance for parents, 7th October](#)

A leaflet for parents and carers of children whose school is due for inspection.

[Selecting new schools and schools that undergo significant change for inspection, 7th October](#)

This guidance explains how Ofsted selects new schools for inspection. It also explains how we select for inspection those schools that have undergone significant change, such as the addition of a key stage, phase or the merger with another school.

Until September 2024, graded inspection of schools gave an overall effectiveness grade, in addition to the key judgements and any provision judgements. Overall effectiveness grades given before September 2024 will continue to be visible on school inspection reports and on Ofsted's website.

From September 2024, graded inspections will not include an overall effectiveness grade. Schools inspected from then will not have the same way of working out when to expect their next inspection as other schools. We will set out the expected dates for when we will next inspect them from September 2025. These schools should not expect to receive an ungraded or graded inspection before then. Some could receive an urgent or monitoring inspection, which can be deemed a graded inspection.

[School inspection handbook, Updated 16 September 2024](#)

[School monitoring handbook, Updated 16 September 2024](#)

[Summary of changes, Updated 16 September 2024](#)

Ofsted videos

[School inspection update: Autumn 2024](#)

In this webinar, we provide an outline of the updates to the school inspection handbook for maintained schools and academies, including the removal of the overall effectiveness judgement, changes to ungraded inspections and other changes as a result of the Big Listen.

[Changes to ungraded inspections](#)

In this webinar, we discuss our new approach to ungraded inspections from September 2024. We explain:

- the changes that have been made and why we have made them
- the inspection process - from initial phone call to feedback
- focus areas - what they are, how they will be identified with school leaders and how they will inform and guide inspectors as they gather evidence.

Academy Updates

ESFA Update

[Transfer of ESFA functions into the Department for Education](#)

The Department for Education (DfE) announced the decision to transfer the current functions of the ESFA into the department.

The Education and Skills Funding Agency will be “integrated into the core Department for Education” by March 2025.

The move will happen over two stages and give schools a “single point of contact for financial management and support.”

Schools financial support and oversight functions will transfer from October 1 and be brought together with the regions group, nine areas overseen by regional directors.

For more information on the transfer of functions to the department, read [ESFA functions to move to the Department for Education](#).

[Academies: making significant changes or closure by agreement](#)

Guidance for academy trusts planning to make organisational changes or close an academy by mutual agreement with the Secretary of State.

News in Brief

Help us to help you and your board

Please let us know about any:

- board appointments, reappointments and resignations
- contact emails and mobile numbers of members of the board
- dates of appointment and term of office
- type of governor
- positions held, i.e., chair, vice chair, committee chair, member of a committee, link governor
- copies of the approved board minutes

[Cyber Security Toolkit for Boards](#)

The National Cyber Security Centre (NCSC) Board Toolkit helps boards to ensure that cyber resilience and risk management are embedded throughout an organisation, including its people, systems, processes and technologies.

Questions for the governing body and trustees to ask school leaders, to help improve a school's understanding of its cyber security risks.

Follow the [link](#) for 8 questions to ask.

[Cyber security training for school staff](#)

Governor and Clerk Training and Development Programme

Autumn term 2024 & Spring term 2025

To book a place on any course:

- **Essential please remember to use the same email account when booking a place and joining the Microsoft Teams meeting**
- Please follow the course link(s) where you will find full details about each course. You will then be able to register and book your place(s),
- You will receive an automatic email reply which will confirm each booking, together with a Microsoft Teams meeting link for the course.
- An automatic reminder email will be sent one hour before the course.

Any questions you have about a course, or any other queries please contact us:

Phone: 01895 717321 Email: office@governor.support

Clerks briefing meetings <i>Clerks only, book your meetings by clicking on the dates opposite please.</i>	Wednesday 9th October Thursday 7th November Tuesday 10th December	All at 10.00am- 11.00am	
Headteachers Performance Management <i>In case you missed this course in the summer term</i>	Wednesday 9 th October	6.30pm- 8.00pm	Register and book a place here
Question time Safeguarding, Exclusions, Behaviour & Attendance Just a selection of some topics we can talk about.	Thursday 17 th October	6.30pm- 8.00pm	Register and book a place here
Governance Essentials: A course for New School Governors <i>We strongly advise attending all three parts of the course</i> <i>Part 3 covers safeguarding</i>	Part 1: Monday 14 th October Part 2: Tuesday 22 nd October Part 3: Wednesday 23 rd October	All at 6.30pm- 8.00pm	Part 1 Part 2 Part 3 Register and book each part above
Class of 2023/2024 A review of your first year as a governor. <i>What worked well, & what would have been better if?</i>	Thursday 7 th November	6.30pm- 8.00pm	Register and book a place here
Making sense of the data	Wednesday 13 th November	6.30pm- 8.00pm	Register and book a place

			here
Understanding the responsibilities of the board, clerk & headteacher in exclusion and IRP hearings <i>It is essential to attend part 1 & 2 of this course</i>	Part 1: Thursday 14 th November Part 2: Tuesday 26 th November	All at 6.30pm-8.30pm	Part 1 Part 2 Register and book each part above
Finance for governors of maintained schools & academies	Tuesday 14 th January 2025	6.30pm-8.00pm	Register and book a place here
The Inspector Calls Is your board prepared? <i>Update of current inspection framework & possible future structure</i>	Wednesday 12 th February 2025	6.30pm-8.00pm	Register and book a place here

Summary of autumn agenda items

- VA and foundation schools-any changes to admission arrangements
- Review and discuss school development plan
- Review and discuss budget report
- Review safeguarding arrangements and procedures
- Review PE and Sport Premium impact report
- Review Pupil Premium statement
- Review pupil outcomes from performance data from previous academic year
- Review special educational needs and EHC plan information
- Update and publish boards register of interests
- Elect chair and vice chair, agree term of office
- Publish Governor attendance at meetings
- Review and adopt code of conduct
- Evaluate governing board diversity
- Review and conduct a governing board skills audit
- Review committee structure, membership, and terms of reference
- Review and approve policies in accordance with policy schedule
- Conduct headteacher performance and pay review

- Review staff appraisal arrangements
- Skills audit and agree priorities

See model policy review schedule attached

Clerk email address

In light of recent feedback we strongly advise clerks to use a generic email address in all cases, especially if your email details are on the school website.

Our suggestion: clerk@yourschooladdress.com

Late information

[GSS](#)

Please remind and discuss our Service Level Agreement with your board.

DfE:

Join the Education Secretary's live event at 4pm on 15 October

On Tuesday 15 October at 16:00, the Secretary of State for Education will host a live online event for the education sector.

The session will be a chance to hear the Secretary of State's reflections on the government's first 100 days in office and discuss upcoming priorities. She also wants to hear from you and will answer questions from the live chat.

[Register for the session](#)

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