

Summer 2011

the Governor

A magazine for Kent school governors



Telling tales

Dogs boost children's reading skills
- pages 6 and 7

Welcome to *the* Governor

Introduction by Sarah Hohler

I am delighted to have this opportunity to address governors directly, particularly during this time of transition. In the past year, there has been a plethora of changes with the Academies Act establishing the 'new' academies; the introduction of free schools; government announcements on the budget; and the new Schools White Paper suggesting changes to governance models along with other proposals.



Sarah Hohler

Within Kent County Council, we have released our vision document for the next four years. Entitled *Bold Steps for Kent*, it is our vision to help Kent's economy grow, to put the citizen back in control and to tackle disadvantage and help the vulnerable. This vision recognises the strong and positive relationships the council has with its schools. I want to build upon the many strengths we have in Kent. This is why I am passionate about forming the 'Kent Society of Schools' - a community of diverse schools working closely together to develop best practice and to maintain a strong collective voice at a county and local level. Under the headlines given in *Bold Steps for Kent*, I am eager to consult with headteachers and governors on developing a compelling and shared vision for education that we can all aspire to.

I know many of you are also very concerned about whether your school should apply for academy status or not. I realise this is a difficult decision for your governing bodies and one which needs a lot of thought. I think you need to look carefully at the financial advantages/disadvantages of such a step and to decide how sustainable you judge the funding to be in the longer term. You will also need to decide on what freedoms this would bring you, or whether you have them already. I am clear that all our schools are Kent schools and all our children are Kent children and my focus is on providing the best possible education for all these young people and to prepare them for successful careers and a meaningful place in society. This applies to academies as well, of course. Finally, you need to decide whether you want to become a school independent of KCC and subject to changes which could accompany a change in central government.

We are developing a menu of traded services which will be available for all our schools to buy and which we are designing to be competitive and to meet the needs of schools, as articulated by the schools themselves. Headteachers have been asked to contribute their thoughts to this vision. I am planning to attend the Kent Governors Association meeting on 20 June at 7pm to update you on progress and hear your views.

We have now moved into the new council structure with the Children, Families and Education (CFE) directorate splitting into the Education, Learning and Skills (ELS) directorate and Families and Social Care (FSC) directorate. I am convinced that this is the right decision, given the level of focus that is needed on children's safeguarding and looked after children services. That said, I am keen to keep the strong links formed between education and social services and so we will be continuing with our local children's trust boards which allow us to understand the issues confronting schools in each district.

We have launched our consultation on home-to-school transport and I hope you will take the time to respond. Further details are on page 11.

And finally, I would like to thank you for dedicating your time to being a governor. I hope to meet as many of you as possible on my visits to Kent schools. If you have anything you would like to raise with me, please do email me on sarah.hohler@kent.gov.uk as I am always keen to listen.

Sarah Hohler
Cabinet Member for Education, Learning and Skills

Governor Services Team – Key Contacts

Linda Lissimore - Acting Governor Services Manager

Tina Gimber - Governor Support and Development Officer (East)

Nicholas Morgan - Governor Support and Development Officer (West)

Helen Taylor/Chris Stephens (job share) - Governor Support and Development Officer

Sue Hill - Clerking Service Co-ordinator Sue.hill2@kent.gov.uk

Email: forename.surname@kent.gov.uk **Tel:** 01622 203800

Address: Governor Services, Shepway Centre, Oxford Road, Maidstone, Kent, ME15 8AW

Editor Linda Lissimore **Publishing editor** Alex McNally

For general queries please seek guidance from your clerk/chair of governors or access the Guide to the Law for School Governors through the link:

www.education.gov.uk/schools/leadership/governance/guidetothelaw/b0065507/gttl/

alternatively, to request forms or for general local enquiries email schoolgovernor@kent.gov.uk

Contents

Article	Author		Page
Looking for your head?	<i>Samantha Vandersteen</i>		4
Changes to the governance team			4
Green paper on special educational needs		Action	5
New Learning Module... Understanding Schools Finance		Action	5
Reading to dogs – pets win plaudits			6-7
Bold steps for education			7
Local Government Ombudsman – Complaints Training		Action	8
Reviewing the National Curriculum		Action	9
Governor Conference Programme		Action	10
Paralympic champion praises Kent schools			10
Have your say on home to school transport			11
Summer planner checklist for governors		Action	12
Governormark			12
School Budgets for 2011-12	<i>Simon Pleace</i>	Action	12
Training and Development Summer Update			13
Kent Schools Trade Exhibition	<i>Siobhan Cheeseman</i>		13
New Governor			14
Clerks' corner		Action	15
Kent Governors' Association district meetings			16

To contact the author of an article, email forename.surname@kent.gov.uk, unless otherwise stated

We would like to hear from you and welcome your contributions or suggestions for future issues of The Governor. Please contact us at: The Governor, G54 Sessions House, County Hall, Maidstone, Kent, ME14 1XQ or email alex.mcnally@kent.gov.uk

Front cover photo: Grace the dog with children from Brunswick House Primary School, Maidstone.

Looking for your head?

Recruiting a new headteacher can be a tiring and costly experience and finding the right candidate can feel like an impossible task. Since 2010 the Kent Teach team at Kent County Council have been working on developing microsites specifically for headteacher recruitment.

Using the internet in this way enables you to provide potential candidates with a lot of information in an environmentally friendly way. Everything that candidates would expect to find in an application pack can be uploaded on to the site and can help candidates to get an excellent idea of the role and the school they are applying for. Candidates are able to apply via Kent Teach which allows for a fast and efficient application process.

Placing an advert can be expensive but Kent Teach currently offers this service free of charge to Kent schools and we are always on hand to offer advice and guidance during the recruitment process.

For more information on Kent Teach and the use of microsites for headteacher recruitment please contact Samantha Vandersteen, samantha.vandersteen@kent.gov.uk



Changes to the governance team

Sue Duckworth, Governor Services Manager, left Kent at the end of March to take up an exciting new role as a Regional Director of a London based firm supporting leadership development, coaching and mentoring. Sue had worked in Kent for 16 years and had been recognised nationally for her work on the Governor Development model. We wish her every success with this next exciting step in her career.

As we respond to both national and local changes, Kent will continue to value and support the work of governing bodies. From 1 April, Linda Lissimore, whom many of you will know, has accepted an acting role as Governor Services Manager during the course of the current KCC restructure. She will maintain her links with the wider workforce team and District Heads of School Improvement to secure good quality and effective services for governors going forward.

the Governor says...

Any governing body considering becoming an academy can contact Molly Norley (01622 694523) or Keith Abbott (01622 696588) for advice. They are also happy to come and talk to governing bodies. For further information see www.education.gov.uk/academies

Green paper on special educational needs

The Department for Education has published the long-awaited Green Paper, Support and aspiration: A new approach to Special Educational Needs and Disability (SEND).

The consultation document sets out proposals to provide families with confidence in, and greater control over, the services that they use and receive.

They include a new approach to identifying Special Educational Needs (SEN) in early years settings and schools to challenge a culture of low expectations for children with SEN and give them effective support to succeed. A new single early years setting and school-based category of SEN will build on fundamental reforms to education that place sharper accountability on schools to make sure that every child fulfils his or her potential.

There are proposals for a new single assessment process and an Education, Health and Care Plan by 2014 to replace the statutory SEN assessment and statement. These will bring together the support on which children and their families rely on across education, health and social care. Services will work together with the family to agree a straightforward plan that reflects the family's ambitions for their child from the early years to adulthood, which is reviewed regularly to reflect their changing needs, and is clear about who is responsible for provision.

The new Education, Health and Care Plan will provide the same statutory protection to parents as the statement of SEN and will include a

commitment from all parties to provide their services, with local assessment and plan pathfinders testing the best way to achieve this.

The ambitious vision for reform set out in the Green Paper includes wide ranging proposals to improve outcomes for children and young people who are disabled or have SEN, minimise the adversarial nature of the system for families and maximise value for money.

The publication of the Green Paper marks the start of a four month period of consultation and a period of testing proposals in local areas from September 2011.

We will work across government and with local and national partners to set out detailed plans by the end of the year. This will form the basis for any necessary legislative changes to be taken forward from May 2012 at the earliest.

A copy of the document can be found on the following link: www.education.gov.uk/childrenandyoungpeople/sen/a0075339/sengreenpaper

“The publication of the Green Paper marks the start of a four month period of consultation”

Action point:

- Governors should be aware of the proposals within the Green Paper and the potential impact that it may have on their schools.

New Learning Module... Understanding Schools Finance

Governors e-learning (GEL) has added a new learning module to the GEL website that provides a broad overview of the current systems for funding the majority of schools in England. It can be accessed at: www.elc-gel.org/learning-modules/understanding-schools-finance/

GEL is very easy to use and is a convenient way to accelerate training. Users can start and stop as they choose and at the end of the session they will know what percentage pass-rate they have achieved. GEL is free to those schools that subscribe to the Governor Services package and more and more governors are discovering the ease of using the system every day. To join, visit www.elc-gel.org/home to register. Once registered the application will be approved and then training can start.

Action point:

- Encourage all governors to register with governors e-learning.

Reading to dogs – pets win plaudits

A headteacher is on cloud ca-nine after children’s reading skills improved – thanks to some four-legged friends.



Grace with children from Brunswick House

Janice Kingman, headteacher of Brunswick House Primary School, Maidstone, is backing the Kent Schools Reading To Dogs scheme following the successful visits made by Peter Glover and his dog Talent. This led to her own dog Grace being trained up. Now she comes into school every Wednesday to listen to children reading.

Mrs Kingman said: “The scheme has been incredibly successful, more successful than we ever thought it could have been. It has certainly boosted the self-esteem and reading skills of the children who have been involved. It is a very comfortable situation for the children because the dog isn’t going to be judgmental and we do as little intervening as possible.

“I know some people smile and say it’s just a gimmick and so on. Sometimes gimmicks are the

things that get to children who have been really hard to reach in their reading. I would thoroughly recommend it.”

Children from the school took part in the first Reading To Dogs session at Maidstone Library last March, when Kent County Council Libraries and Archives demonstrated the benefits of such a scheme as part of its commitment to improve literacy in the county.

While reading aloud in a classroom can be a daunting experience for children, reading to dogs helps them to build confidence as they won’t feel that they’re being judged.

Peter, who visits Brunswick House every Tuesday, is keen to get more people and schools involved. He said: “The Kent Schools Reading To Dogs scheme is running in four schools and it has been very

successful. I would like to find more volunteers who would like to put their dogs forward. Better still, there must be lots of teachers that have dogs. If one teacher per school brought theirs in, the scheme could go from strength to strength.

“I think children reading to a dog makes it fun, so they are more relaxed and it is an enjoyable experience. The benefits go beyond the reading – I think children get more self confident, increase self esteem and that is reflected in their behaviour.”

Children read to the dog on a one-to-one basis. A teacher or teaching assistant helps the child with any words they do not understand.

Sarah Hohler, KCC Cabinet Member for

Education, Learning and Skills, said: “This is a really quirky idea and it is pleasing to hear that children at Brunswick House are improving their confidence and love of reading. I hope other headteachers will be interested in the scheme and that new volunteers and their pets will come forward to help the programme grow.”

Schools can find out more information about the *Kent Schools Reading To Dogs* scheme by calling Brunswick House Primary School on 01622 752102 or email office@brunswick-house.kent.sch.uk.

Anyone who would like to volunteer with their dog can call Peter Glover on 07932 113582 or email peter-glover@tiscali.co.uk

Bold steps for education

Andy Roberts, pictured, is the interim corporate director for the new Education, Learning and Skills directorate.

Andy began his career as a teacher before moving into senior roles in education authorities. Together with the Cabinet Member for Education, Learning and Skills, Andy has set out a vision for the future of education in the county.

He said: “Kent has a reputation for innovation and for creativity, and for leading where others subsequently follow. We wish to re-establish that reputation in the world of education. This requires us to shape our own future rather than just respond to a direction set by others.

“However, we also need to refocus our activity, to stop doing some things, and to raise our game in other areas. To begin the journey, we have produced *Bold Steps for Education*, our medium term plan between now and 2015. We have also produced the 100 day plan, which is critical in moving forward and creating the building blocks of the new directorate whilst delivering the vision and values.

“We will welcome your comments on *Bold Steps*, and your collective engagement in implementing the 100 day plan. Taken together, the vision and the plan will allow us to lay secure foundations for an exciting future.”

For more information see www.kent.gov.uk/thegovernor



the Governor says...
the Governor is also available online at
www.kent.gov.uk/thegovernor



Local Government Ombudsman – Complaints Training

Following the successful training sessions on complaints handling that took place in January 2011, a series of additional training sessions have been arranged for May. The programme aims to cover areas of the county that were not covered in the last round of sessions.

Day	Date	Time	Venue
Wednesday	18 May	2pm to 4pm	Holiday Inn Sevenoaks, London Road, Wrotham Heath, TN15 7RS
Wednesday	18 May	6pm to 8pm	Ramada Jarvis Hotel, 8, Tonbridge Road, Pembury, TN2 4QL
Wednesday	25 May	2pm to 4pm	Hempstead House Hotel, London Road, Bapchild, Sittingbourne, ME9 9PP
Wednesday	25 May	6pm to 8pm	Dover Grammar School for Girls, Frith Road, Dover CT16 2PZ

To book places on any of these courses, log on to Kent Continuing Professional Development Online at cpdgovernors.kenttrustweb.org.uk/courses/bookings/default.asp Places are limited so early booking is advised.

Action point:

- Book your space on this course if you have not already attended

For everything to do with parenting and family life from birth to 20



Contact the Kent Children and Families Information Service for advice and support on anything to do with your family.

If we don't know the answer, we know someone who will



For information or support with:

- Accessing Childcare (including nurseries, pre-schools, childminders and before/after school care)
- Free Part-Time Early Education
- Training in Early Years & Childcare
- Careers in Early Years & Childcare
- Working Tax Credit
- OFSTED Registration
- Family Support
- Issues surrounding Teenagers

Tel: 08000 32 32 30
Email: kentcfis@kent.gov.uk

Web: www.kent.gov.uk/cfis

Reviewing the National Curriculum

Following the schools White Paper, The Importance of Teaching, details of the government's review of the National Curriculum have been announced.

The aims of the new curriculum are to:

- embody rigour and high standards and create coherence in what is taught;
- make sure children have the opportunity to acquire a core of essential knowledge in the key subject disciplines
- allow teachers the freedom to use their professionalism and expertise in order to help all children realise their potential.

The National Curriculum will continue to be a statutory framework for maintained schools.

Objectives of review

- Give teachers greater professional freedom over how they organise and teach the curriculum.
- Develop a National Curriculum that acts as a benchmark for all schools taking account of differing needs.
- Make sure content compares favourably with the most successful international curricula.
- Set rigorous standards for pupil attainment.
- Enable parents to understand what their children should be learning.

Headlines

- Set out only the essential knowledge that all children should acquire.
- Greater focus on subject content, outlining the essential knowledge and understanding that pupils should be expected to have.
- Embody our cultural and scientific inheritance.
- Religious education will not be considered as part of the review of the National Curriculum. The government does not intend to make any changes to the statutory basis for religious education.
- There will be a separate review of Personal Social Health & Economic education (PSHE).

Timeframe

The review will be in two phases:

- (1) Content of Programmes of Study for core subjects – English, maths, science and PE, and which other subjects should be part of the National Curriculum
- (2) Content of Programmes of Study for other National Curriculum subjects.

Each phase will be followed by a period of consultation and implementation in schools from 2013 and 2014 respectively.

For more details:

The Schools White paper

www.education.gov.uk/schools/teachingandlearning/schoolswhitepaper

The Curriculum Review:

www.education.gov.uk/schools/teachingandlearning/curriculum/nationalcurriculum/b0073043/remit-for-review-of-the-national-curriculum-in-england/

Consultation on the Curriculum review

www.education.gov.uk/consultations/index.cfm?action=consultationDetails&consultationId=1730&external=no&menu=1

Action point:

- Make sure your school has a clear picture of the needs of all pupils and a vision of how these may be met through a school designed broad curriculum.
- Consider how your school can develop its curriculum to move towards the planned model between now and 2014.
- Consider a response to the consultation on the review.
- Be aware of developments as they emerge.

Governor Conference Programme

Governor Services is pleased to release the programme for the Kent Annual Governors Conference 2011, which will be held at the Ashford International Hotel on Thursday 12 May. The theme of the conference will be focusing on the role of governors as ambassadors for children, with a key focus on values and learning through the London 2012 Games.

9am to 9.30am	Registration & Coffee
9.30am to 9.40am	Welcome & Introduction – Carrie Beech
9.40am to 10.00am	Danny O'Donovan – “Your school, your pupils, your values”
10.00am to 11.00am	Liz Cross – Motivational speaker
11.00am to 11.30am	Break for Coffee
11.30am to 12.30pm	Liz Cross – Motivational speaker
12.30pm to 1.30pm	Break for Lunch
1.30pm to 2.15pm	District Discussion groups – workshops by districts
2.15pm to 2.45pm	Danny O'Donovan – “Preparing for a moment in history”
2.45pm to 3.55pm	Key Note Speaker – Danny Crates
3.55pm to 4.00pm	Danny O'Donovan closes the conference

Action point:

- Governors are advised to book their place as soon as possible, to avoid disappointment, by logging on to Kent CPD Online at: www.kenttrustweb.org.uk/cpdonline

Paralympic champion praises Kent schools

Schools from around Kent have been awarded for their work to help children lead healthy lifestyles and provide activities outside of traditional school hours.

Paralympic champion Danny Crates presented awards to 30 Kent schools in March. The gold medal-winner congratulated them for their attitude to healthy eating, the extra services they provide outside of school hours, and their commitment to helping students study.

Danny Crates said: “Throughout my life I have met some inspirational people that have made me the person I am today. By attending presentations such as these, I hope to inspire the next generation to make the most of their time at school and to seize every opportunity to be the best they can be.”

The award categories were National Healthy School Status, Quality in Extended Services and the Quality in Study Support.

Kent County Council Cabinet Member Education, Learning and Skills Sarah Hohler said: “I would like to congratulate all the schools that have received their awards. In joining one of these three schemes, they have shown their commitment to improving the lives of children and young people and their



families. All these initiatives go a long way to raising aspirations and improving achievement.”

The county's Healthy Schools programme is run by Kent County Council and the NHS in Kent. The Quality in Extended Services and the Quality in Study Support schemes are a partnership between KCC and Canterbury Christ Church University.

Danny Crates is the key note speaker at the Annual Governor Conference on 12 May. See above for more details and how to book on to the event.

Have your say on home to school transport

A consultation on proposed changes to Kent County Council's home to school transport for pupils at grammar or church schools has started.

KCC has a legal duty to provide free transport for children who attend their nearest appropriate school and meet certain distance criteria. However, KCC has gone above and beyond this and has paid for children to attend a grammar or church school even if it is not their nearest school.

The council is proposing to stop providing this additional provision for pupils who start at a grammar or a faith school from 1 September 2012 if it is not their nearest secondary school. Children who are already at a church or grammar school before this date will not be affected.

Sarah Hohler, KCC Cabinet Member for Education, Learning and Skills, said: "This year will see considerable pressure on public services affecting every council in the country.

"The need to save money in the public sector has prompted a radical re-think of what the council can do. Kent County Council has produced a budget to deliver £95million of savings this year and a further £65million next year throughout the authority. Part of these wider savings include a reduction in the school transport budget.

"We need to focus on our legal commitments and to look at what optional elements of transport we can afford to maintain in the current financial climate.

Kent County Council is proposing to provide its discretionary funding to the continued support of the very popular Kent Freedom Pass.

Mrs Hohler added: "Since Kent's home to school transport policy was last reviewed, there have been huge changes to both schools and transport options. Parents and young people will be able to use the Kent Freedom Pass. The pass, introduced by KCC four years ago, continues to be hugely successful with more than 26,500 of Kent's 11 to 16-year-olds enjoying use of public bus services, not only to get to and from school,

but also at weekends, in the evenings and during school holidays.

"I hope people will take the time to respond to this consultation. Grammar and faith schools are very important to me and the county council. We are keen to hear all views to ensure we can move forward in a fully informed way."

The consultation runs until **Friday 6 May**. People can get in touch by: logging on to www.kent.gov.uk/transportconsultation posting a response to: Home to School Transport Consultation, Room 2.35, Sessions House, Maidstone, ME14 1XQ.



ANIMATE & CREATE
ANIMATION WORKSHOPS

Providing exciting, hands-on animation workshops for primary and secondary schools which can be tailored to meet curriculum requirements. Animation is a great tool to enhance learning and our highly creative workshops support this in all subject areas. We also offer teacher training and have an online resource for schools.

www.animateandcreate.com | info@animateandcreate.com | 01227 281966

Summer planner checklist for governors

Summer term

Key tasks

- Review of governing body's performance/procedures
- Review attendance of pupils / staff / governors
- Review pupil exclusions for the year
- Review school improvement plan progress
- Review governors' visits
- Review careers advice

Statutory tasks

- Review the pay of teachers and staff

Source -

www.education.gov.uk/schools/leadership/governance/yearplanner

Governormark

Our sincere apologies are offered to Sandgate School in Folkestone, which was awarded a Governormark in 2010. The last issue of the governor wrongly placed the school in Cranbrook in the West of the county.

Callis Grange school in Broadstairs has become only the third school in Kent to be awarded a Governormark. The assessor said "We congratulate you on the high quality of governance shown by your governing body. In particular we were impressed with:

- The genuine open and trusting relationship between senior staff and governors, enabling governors to be highly effective in their role in providing challenge and scrutiny;
- The engagement of the Chair of Governors in directly observing the monitoring of teaching, showing a high degree of professionalism and engagement with this important issue in the right context.

School Budgets for 2011-12

School budgets for the 2011-12 financial year were published in March.

Every governor, whether on the finance committee or not, should be familiar with it. Some major changes have been made to the format this year to make this critical document simpler and clearer to understand.

The new one-page format of the budget summary statement is supplemented by a range of other documents. But the summary itself should now make it much clearer to all those involved with school management what the main elements are, and why there are differences between schools.

There is one other new element in 2011-12 that is not a part of Kent's funding formula – the government's new Pupil Premium. This is a grant that applies to all schools across England. It allocates £430 for each pupil with a registered free school meal entitlement.

There are additional allocations also for looked after children and children from military families. The funding, although not earmarked, is intended to be used to help close the gap and the government has said it intends to monitor schools' progress in raising the attainment of these pupils.

The budget notification and supporting documents can be accessed at www.kenttrustweb.org.uk/Finance-Assessment/cfe_fin_schbudgets08-09.cfm



Action point:

- Governors are asked to note the information contained above

Training and Development Summer Update

Following the amalgamation of Governor Support and Governor Training and Development, we will now be including any updates to our training programme in the Governor. To book a session visit www.kenttrustweb.org.uk/cpdonline.

If you do not have access to the internet, you may book your courses through your designated training and development governor and/or clerk.

Timetable for Induction of New Governors

Date	Time	Venue
Saturday 7 May	9.30am to 3.30pm	Hythe Imperial Hotel, Folkestone
Wednesday 18 May	7pm to 9pm	Oakwood House, Maidstone Session 1/3
Wednesday 25 May	7pm to 9pm	Oakwood House, Maidstone Session 2/3
Wednesday 8 June	7pm to 9pm	Oakwood House, Maidstone Session 3/3
Wednesday 18 May	9.30am to 3.30pm	Manor Hotel, Gravesend
Tuesday 24 May	9.30am to 3.30pm	Court Stairs Country Club, Ramsgate
Monday 6 June	9.30am to 3.30pm	The Russell Hotel, Maidstone
Monday 13 June	9.30am to 3.30pm	Thistle Hotel (Brands Hatch), Dartford
Thursday 16 June	9.30am to 3.30pm	Ashford Enterprise Centre, Ashford
Saturday 18 June	9.30am to 3.30pm	The Canterbury High School, Canterbury
Saturday 25 June	9.30am to 3.30pm	Ramada Jarvis, Pembury
Wednesday 29 June	9.30am to 3.30pm	Holiday Inn Maidstone/Sevenoaks
Wednesday 6 July	9.30am to 3.30pm	Oakwood House, Maidstone
Saturday 9 July	9.30am to 3.30pm	Thistle Hotel (Brands Hatch), Dartford

Kent Schools Trade Exhibition

Following last year's success, the Kent Schools Trade Exhibition will be held at the Kent County Showground, Detling.

Governors are invited to attend between 9am and 4pm on Tuesday 21 June. This is a great opportunity for governors to help their schools widen the choice of support services and suppliers and to get better value for money from purchases and contracts.

Last year, there were more than 80 exhibitors, both external and from Kent County Council and this year even more are expected. The invitation is also for headteachers, teachers, site managers, caretakers, ICT technicians and librarians – anyone who helps make purchasing decisions for the school.

Entry is free and includes complimentary lunch and refreshments.

For more information, or to book a place, please contact Siobhan Cheeseman on 01227 284525 or email siobhan.cheeseman@kent.gov.uk



new Governor

An overview of the governing body for new governors

The governing body has general responsibility for the conduct of the school with a view to promoting high standards of educational achievement. This gives rise to a wide range of specific responsibilities, which in turn require the governing body to establish a range of procedures:

Governors should have a policy on payment of governors' **expenses**. For more information see chapter 4 of *A guide to the law for school governors*.

Each year the governing body must publish a **school prospectus** for parents and prospective parents. For further information see chapters 12 and 25 of *A guide to the law for school governors*.

The governing body is required to have procedures in place for **handling complaints** of a general nature and for applying KCC's procedure for complaints about the curriculum.

Constitution of the governing body. Chapters 2 and 3 of *A guide to the law for school governors* provide detailed information on how the governing body is **constituted**, the different types of governors and how they are appointed.

Committees formation, delegation and operation. Although there are no statutory requirements for **committees** other than in relation to staff grievance and pupil discipline, many of the governing body's responsibilities and functions can be delegated to committees or individuals. For more information see chapter 3 of *A guide to the law for school governors*.

Detailed information on **meetings** of the governing body and its committees is available in chapter 3 of *A guide to the law for school governors*. This includes information on quorum and when it is necessary to withdraw due to conflict of interest.

The governing body is required to keep a **register of business interests** of its members. Further information about business and monetary interests can be found in annex 2 of *A guide to the law for school governors*.

Many of the requirements and responsibilities placed on governing bodies are covered by legislation and well defined by guidance and recommended procedures. The Department for Education recommends that for other procedures, the governing body develops a set of **standing orders**. These should clearly define how the governing body intends to establish and review these additional procedures.

Guidance

Chapter 3 of the Guide to the law for school governors provides detailed information about governing body procedures.

(Source – www.education.gov.uk)

If you found this helpful and would like to recommend a topic for the next edition of the Governor, please email helen.taylor@kent.gov.uk.

Clerks' corner

School Governors' One-Stop Shop is here to help your school for free.

This is a charity that recruits skilled volunteers to be school governors in England. They work with a network of employers and community organisations to raise awareness of school governance and attract new volunteers.

All you need to do is contact them to register your governor vacancies. They then work to find a suitable candidate and pass on the volunteer's details for your governing body's consideration.

To register your vacancies, please visit www.sgoss.org.uk/schools or call 020 7354 9805.

Lending Library

Following the amalgamation of Governor Support and Governor Training and Development, the facility for using the lending library has been withdrawn. However, information that you may find useful is available on the following sites:

- Department for Education www.education.gov.uk
- National Governors Association www.nga.org.uk

Date for your diary:

The Clerks' Conference will take place on 2 November at the Ramada Jarvis in Hollingbourne, near Maidstone. Full details will be published soon.

Clerks development - did you know?

If your school buys into the Governor Services package, you can also attend the governor training sessions as well as the dedicated clerks training. These training courses are available to help you and governors improve your skills. The training can also be revisited to refresh and update. You are welcome to attend the KGA district meetings and are encouraged to do so.

Governor E-learning (GEL) – a new module has been added

Action point:

- Make sure your governors are aware that they can access this online training system and encourage them to use it.
- Make sure you register as a clerk on GEL as there are resources and information available to assist you in your role.

Independent Safeguarding Authority Checks

The mechanism for Independent Safeguarding Authority Barred List checks (previously list 99 checks) is changing, and the Schools Personnel Service will no longer be able to carry out the checks.

With effect from 1 April 2011 it will be necessary for clerks to liaise with the authorised officer in school (the CRB Liaison Officer), to make sure that ISA checks for all categories of governor, including authority governors, are processed through the school's online facility. This needs to be done both when new governors are appointed or elected, and when existing governors are re-appointed or re-elected. Schools Personnel Service advise that a charge is made for both Criminal Records Bureau and Independent Safeguarding Authority checks. More information can be found on their website at the following address: www.the-sps.co.uk/public/crb-disclosures/index.html

Each check requires a completed application from the governor (or management committee member in the case of Pupil Referral Units) and revised forms, taking account of the changes are available to download from both the SPS site quoted above or the clerk's model documents located within the Governor Services pages of Kent Trust Web: www.kenttrustweb.org.uk/Advisory/govclerksmodel.cfm

Kent Governors' Association District Meetings

The first round of the Kent Governors' Association (KGA) district meetings have been well received and we are pleased to be able to publish the dates for the next set of meetings.

We would like to encourage all governors and clerks to attend the meeting in their district. They provide the opportunity to meet the district head and other key officers, as well as being able to network with fellow governors.

District	District Head	Date of meeting	Time	Venue
Ashford	Jean Mosley	24 May	7pm to 9pm	Great Chart Primary School, Hoxton Close, Ashford, TN23 5LB
Canterbury	Mitch Moore	14 June	7pm to 9pm	Whitstable Community College, Bellevue Rd, Whitstable, CT5 1PX
Dartford	Jim Eshelby	23 June	6pm to 7.30pm	The Brent Primary School, London Rd, Stone, Dartford, DA2 6BA
Dover	Sheila Wilding	7 June	7pm to 9pm	The Ark, Noahs Ark Rd, Dover, CT17 0DD
Gravesend	Sue Tunnicliffe	22 June	4pm to 6pm	Community Hall, Westcourt School, Silver Rd, Gravesend, DA12 4JB
Maidstone	Veronica Smith	15 June	7pm to 9pm	East Borough Primary School, Vinters Rd, Maidstone, ME14 5DX
Sevenoaks	Caroline Pitt	29 June	6pm to 7.30pm	Training room 1 - Thistle Hotel - Brands Hatch, J3, M25, Dartford, DA3 8PE
Shepway	Val Walton	9 June	7pm to 9pm	St Augustines Primary School, St John's Rd, Hythe, CT21 4BE
Swale	John Truman	21 June	7pm to 9pm	The Abbey School, London Rd, Faversham, ME13 8RZ
Thanet	Simon Molony	20 June	7pm to 9pm	St George's CE Foundation School, Westwood Rd, Broadstairs, CT10 2LH
Tonbridge/Malling	Rosemary Ferguson	13 June	6pm to 8pm	(The) Malling School, Beech Rd, East Malling, ME19 6DH
Tunbridge Wells	Keith Ransom	15 June	3.30pm to 6pm	Ramada Tunbridge Wells, 8 Tonbirdge Rd, Pembury, Tunbridge Wells, TN2 4QL

Kent Governors' Association County Governor Briefings

These meetings are arranged by the executive of the KGA and attended by the director of Education, Learning and Skills or his representative. The next meetings are on 20 June and 10 October from 7-9pm in the John Wigan Room at Oakwood House, Oakwood Park, Maidstone, ME16 8AE. All governors, headteachers and clerks are encouraged to attend.

The Governor is available in alternative formats and can be explained in a range of languages. Please call 01622 203800 for details.