

Agenda Handbook Summer 2017

For Action

The Constitution of Governing Bodies of Maintained Schools

School Places

For Information

Governing Body Best Practice

Careers Education Development

Termly Schools Forum Report

GOVERNOR SUPPORT SERVICE TEAM HOW TO CONTACT US

		Office	Email
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RELEVANT TO – All governing bodies of maintained schools.

CONTEXT – There is a requirement for all schools to publish information on their governors. Although this information has previously been shared, there have been queries which require clarification:

Publication of Governor's Details and the Register of Interests

Governors hold an important public office and their identity should be known to their school and wider communities. In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. This should include:

- the structure and remit of the governing body and any committees, and the full names of the chair of each;
- for each governor who has served at any point over the past 12 months:
- their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government),
- relevant business and pecuniary interests (as recorded in the register of interests) including:
 - governance roles in other educational institutions;
 - any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
- their attendance record at governing body and committee meetings over the last academic year.

Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.

Your clerk will provide information on attendance for those meetings clerked by Governor Support for the last academic year which can be used to assist with attendance records, however, the information regarding governor membership must be regularly updated to ensure it is current.

WHAT DOES THE GOVERNING BODY HAVE TO DO?

Consider the information provided and ensure the school complies with the statutory requirements.

For further information please contact your Governor Support Officer/Clerk who can provide information and guidance on the latest requirements.

School Places – The National Picture For Action	Summer 2017
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RELEVANT TO - All governing bodies.

CONTEXT

Recent data on school capacity by the Department for Education revealed that nationally there were an additional 104,000 primary school places and 32,000 secondary school places created between May 2015 and May 2016 to cope with increased demand with an additional 211,000 places to be created by 2018/19 academic year.

The local context within Gateshead is that the Council's local plan is to deliver around 11,000 new homes in Gateshead over the next 10 years and will need to plan appropriately for the future to ensure the sufficiency of school places to meet the Council's duty to promote choice, diversity and fair access within the school admission system.

WHAT DOES THE GOVERNING BODY HAVE TO DO?

When setting out their strategy for the next three to five years, governing bodies should consider forecast numbers in their local area to ensure the sustainability of their school.

QUESTIONS GOVERNORS MIGHT LIKE TO ASK...

The impact of local regeneration on the school and the local area.
The future sustainability of a school in light of housing developments in the area.
The potential need for expansion.
The potential impact on other local schools.

<p>For further information please contact: Ian Stewart Exclusion and Admissions Officer Tel no.4338591 ianstewart@gateshead.gov.uk</p>

RELEVANT TO - All governing bodies.

CONTEXT – To support governing bodies in developing outstanding practice. These points may or may not be relevant to your governing body.

Chairing - The DfE guidance states a Chair should be elected on the basis of skills for the role and not just willingness to stand. The National Governance Association suggests that the Chair's length of service should be considered alongside the school's strategic plan and should be limited to six years except for exceptional circumstances and to upskill other governors to enable the governing body to have a higher proportion of effective governors who are able to share the workload. New chairs can bring different leadership styles, keeping things fresh and ensuring one individual does not stamp their own identity on things for too long. An experienced chair should also think about joining other schools that may be in more challenging circumstances to help spread best practice.

Getting the Right People Around the Table - Getting the right people around the table in order to build a successful team is about achieving the right balance and diversity of skills and experiences. Governing bodies should continually evaluate and make decisions on appointments on their individual needs, based on skills audits which should be carried out on a regular basis.

Committee Minutes - Committees have work delegated to them to lessen the burden on the full governing body. Committee minutes should therefore be received by the full governing body for information only. The full governing body only need to consider decisions they may need to make following recommendations from committees.

Length of Meetings - An effective meeting is sharp and focused. If you feel your meetings sometimes are not, try timing your agenda prior to the meeting to ensure you know how long each item should take. Don't be afraid to call a halt or defer conversation if it becomes inappropriate, off the point, related to an individual's child or best kept for a committee meeting. Most governing bodies have agreed a two hour limit for meetings. If meetings regularly stray over two hours, look at the minutes to identify where the bulk of the conversation was focused. If this was valuable and necessary, all is well and good, however if time was wasted reviewing minutes or reading reports verbatim then this is where you can sharpen the focus.

<p>For further information please contact your Governor Support Officer/Clerk</p>
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RELEVANT TO – All governing bodies.

CONTEXT – To provide governors with information about scheduled revision of statutory guidance on careers education

In response to repeated criticism of schools and colleges careers education and the diverse quality of provision, the Government is expect to release revised statutory guidance.

Building on the research of the Gatsby foundation and the pilot of the Gatsby Benchmark project across the North East, future guidance may be heavily structured around the Gatsby Model.

The Gatsby Benchmarks offer a structural approach to designing a comprehensive approach to careers education based on eight key areas.

The 38 regional local enterprise partnerships will be supporting schools to develop links with industry through the Enterprise Adviser Network initiative. The types of industry engagement this encourages greatly support schools in achieving three of the eight benchmarks.

As facilitator of the regional pilot, the North East Local Enterprise Partnership has developed tools to support secondary schools to achieve all aspects of the Gatsby Benchmarks. The tools and support from staff are available freely to schools within the North East Combined Authority area.

These developments concern schools and colleges that deliver education to students from Key stage three onwards. Support will be rolled out to the primary sector in due course.

The skills team at the NE Local Enterprise Partnership are available to school leaders and governors to assist the development of higher quality careers education, information and guidance programmes. They can provide further information around the Gatsby Benchmarks and provide free industry links via the Adviser Network.

Governors are encouraged to engage with school leaders about the nature and quality of their careers education programme. Although schools are not formally expected to be implementing a Gatsby based careers curriculum, they are expected to have an established programme of careers education.

WHAT DOES THE GOVERNING BODY HAVE TO DO?

- Consider the information provided and determine if and how this applies to your governing body and any action required.

**For further information please contact Andrew Mills 0191 3387431 or
Andrew.mills@nelep.co.uk**

RELEVANT TO – All governing bodies.

CONTEXT – To provide governors with an update on the work of the Schools' Forum in Gateshead

The role of The Schools' Forum

To have a Schools Forum is a statutory requirement for all Local Education Authorities, and there are specific regulations that govern the form and function of Schools Forum.

Representatives from maintained schools, academies trade union and diocese make up the schools forum. There is also some representation from non-school organisations, such as nursery and 16-19 education providers.

The forum acts as a consultative body for some issues and a decision making body on others.

The forum acts in a consultative role for:

- changes to the local funding formula (the local authority makes the final decision)
- proposed changes to the operation of the minimum funding guarantee
- arrangements for pupils with special educational needs, in pupil referral units and in early years provision

The forum decides:

- how much funding may be retained by the local authority within the dedicated schools grant (e.g. for providing an admissions service or providing additional funding for growing schools)
- any proposed carry forward of deficits on central spend from one year to the next
- proposals to de-delegate funding from maintained primary and secondary schools (e.g. for staff supply cover, insurance, behaviour support)
- changes to the Scheme for Financing Schools.

In Gateshead we also consult with and provide information to Schools Forum on a range of other areas that have a direct impact on schools.

In order to more ensure that all schools are aware of the work that Schools Forum undertakes on behalf of all schools, a termly report will be provided to all schools and settings on the work Schools Forum has undertaken the previous term.

Not all areas will be of interest to all schools and settings and a copy of all papers and minutes are available on the Council's website.

Spring Term 2017

Three meetings of Schools Forum were held in the spring term, 12th January, 9th February and 9th March.

January 2017

- De-delegation for the EMTAS service was agreed
- Schools Forum was presented with the DSG settlement
 - Gateshead will receive an estimated £138.5m Dedicated Schools Grant (DSG) for 2017/18 which is an increase in funding of £4.4m from £134.1m for 2016/17.
 - For 2017/18 there is a new hourly rate of £4.53 per hour for 3 and 4 year olds, which is an equivalent of £4,303.50 per FTE funding, (this is funding to the LA and not settings).
 - 2 year old funding, the hourly rate has been increased from £4.85 to £5.20
 - The schools block unit of funding (SBUF) is £4,570.86, an increase from £4,551 to reflect the inclusion of the retained duties element of the Education Services Grant (ESG) from September 2017 and funding for newly qualified teachers (totalling £0.033m).
 - The mainstream block has been calculated at £107.07m, an increase of £1.49m from 2016/17 allocation of £105.58m, due to an increase of 236 pupils (+£1.107m) and the inclusion of the retained duties element of the ESG (£0.383m)
 - The 2017/18 high needs block allocation is £21.78m, which is an increase of £0.739m from 2016/17, £0.414m increase in relation to post 16 responsibilities transferred from the Department for Education to Local Authorities and £0.325m in relation to an increased 2 to 18 population
- There were no proposed formula changes for mainstream schools apart from the IDACI rates which were changed to reflect the DfE change in data profile.
- Reports on the proposals of Mainstream Schools National Funding Formula and High Needs National Funding Formula stage 2 consultations were presented. The outcome of the consultation is expected Summer 2017
- The National Audit Office published a report on the financial viability of schools, questioning the DfE's ability to understand, support and challenge schools in these difficult financial times.

February 2017

- Proposals for the new Early Years Single Funding Formula were presented to Schools Forum together with the proposed consultation document to be sent out to all providers.
- The outcome of the Special Schools Funding Review was presented and approved. The weightings for Social Emotional and Mental Health, Autistic Spectrum Disorder and Cognition and Learning were amended to balance funding more fairly between Gateshead's six special schools
- Mainstream school top up bandings were reduced by 1.5% in line with regulations.
- A report detailing the estimated commissioned high needs places for Gateshead schools for 2017/18. The number of places could change depending on the changing needs of Gateshead children.

March 2017

- The responses to the Early Years consultation were brought to Schools Forum together with the proposed funding rates. The new rates are:-
 - Base rate of £3.85 per child hour (90% of available funding)
 - Acorn deprivation rate £0.005 per weighted Acorn hour
 - Quality rate £0.496 per quality weighted hour
 - Disability Access Fund is £615 per child per year
 - Special Education Inclusion Fund
- A report on the progress made on the setting up and application process for the mandatory early year's inclusion fund was presented. An officers group continues to work on proposals before consulting with all settings and stakeholders.
- Draft responses on the mainstream schools and high needs blocks national funding formulas were presented to Forum. After much discussion Forum devised its own response to the mainstream schools consultation and agreed to use the proposed response for the high needs block consultation.
- A report was brought to Schools Forum to request to change the Private Finance Initiative to include the Post 16 costs for Lord Lawson of Beamish after much discussion with both the school and the DfE. Schools Forum agreed to this and to increasing the Mainstream Schools budget by using £227K of DSG reserves.

Other School News

- The apprenticeship levy is now live for all mainstream community schools. This is 5% of the total pay bill.
- Help Paying for Childcare - The government is introducing new ways to help parents with childcare costs. Whether you have toddlers or teens, you could get support. For further information please follow the Childcare Choices link [Childcare Choices](#), or email fis@gateshead.gov.uk, or telephone 0191 4335118.
- On 24th March the DfE published a consultation on proposed changes to Local Authorities Schemes for Financing Schools. The changes are specifically aimed at tightening up loan arrangements between LA's and maintained schools and licenced deficits. The consultation window was 24th March to 21st April.

Copies of all the reports and minutes are available on the Councils website.

WHAT DOES THE GOVERNING BODY HAVE TO DO?

- Note the contents of the report and discuss where relevant and appropriate to do so.

For further information please contact Carole Smith – Business Partner,
0191 433 2747 or email CaroleSmith@Gateshead.Gov.Uk