

The Grapevine



Issue 17 - Spring 2018



IPC SERVICES

Experience and Reliability

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Welcome to our termly bulletin for governors and trustees in IPC Services schools and academies.

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IPC Website

Following some technical problems, our website is back up and running - apologies for any inconvenience.

We are currently reviewing the site to ensure that all content is back up to date.

Please let us know if there is anything you would like us to add to the website.

www.ipc-services.co.uk

The Role of the Link Governor for Training

If you were appointed as Link Governor/Trustee for Training in the Autumn term, you might find this "role description" useful:-

- To assist with the recruitment of new governors.
- To play a lead role in welcoming new governors and ensuring effective induction (incorporating a visit to the school, receipt of key documentation and attendance at relevant initial training).
- To act as or nominate a mentor or buddy to new governors at their initial meetings/training and ensure they are properly introduced to existing governors.
- To ensure governor development is discussed regularly at governing board meetings.
- To co-ordinate skills audits and self-evaluation to identify training and development needs.
- To promote a culture of ongoing self-evaluation based on the governing board's contribution to effective school leadership and management.
- To ensure governor development is reflected in the school improvement plan.
- To organise training and development activities in response to identified needs.
- To encourage governor participation in training and development activities.
- To maintain a record of training and development activities, including attendance registers.
- To encourage individual governors to share what they have learned with other governors.
- To ensure training and development activities inform practice.

The General Data Protection Regulation

The General Data Protection Regulation (GDPR) comes into force on 25 May 2018 and will affect the way schools process people's personal data. It is important governors/trustees understand the school's obligations under the GDPR and hold leaders to account to ensure their preparations for the changes are effective. The following are the key areas of data protection where schools may have to change their practices:

Privacy Notices

The GDPR is more detailed about what must be included in privacy notices and schools will have to add items such as their legal basis for processing, the individual's right to make a complaint to the ICO and other rights in relation to access and correcting inaccurate data.

All privacy notices should be in clear and plain language, particularly those that refer to children's data - so that a child can easily understand.

Subject Access Requests

Currently, schools have 40 days to comply with a subject access request and in some circumstances may charge for the cost of complying. Under the GDPR, charge will not be allowed in most cases, and there will normally be just a month to comply.

Consent

The GDPR will require that consent for processing someone's personal data must be freely given, specific, informed and unambiguous, and there must be a positive affirmation of the individual's agreement.

Protections for Children

The GDPR will bring in special protection for children's personal data, although only in the context of commercial internet services such as social networking.

Schools will need to consider whether parental consent is required for the data processing carried out with regards to things such as using apps in the classroom.

Data Breaches

The ICO will have to be notified within 72 hours of data breaches where an individual is likely to suffer some form of damage, such as through identity theft or a confidentiality breach.

Data Protection Impact Assessments

It will be a legal requirement in some circumstances to carry out a privacy impact assessment when the school is considering using data in new and innovative ways, or implementing new technology to monitor pupils in some way.

Data Protection Officers

Under the GDPR, schools will have to designate a data protection officer to take responsibility for data protection compliance.

The Information Commissioner's Office website contains a range of documents about the GDPR - ico.org.uk

Recruiting a New Headteacher

In December 2017, the DfE and NGA jointly published new non-statutory guidance on the recruitment of a headteacher. The appointment of a high quality leader is under the direct control of governing boards and is critical to the success of the school; it also is one of the most important decisions the governing board will make. The guidance aims to advise governors through the legal context and principles of recruitment.

The guidance outlines the different stages of the process including:

- planning and setting up a selection panel;
- preparing the application pack;
- advertising and promotion; and
- the interview itself and the actions to be taken once an appointment is made.

Important information relating to an employer's responsibilities under the 2010 Equality Act and guidance around flexible working options has also been included for the first time.

To help governors further, a toolkit has been developed, which includes practical checklists and templates to support the recruitment process, including shortlisting templates, suggested interview questions and a checklist of things to consider when using a recruitment agency.

The guidance and toolkit can be found at www.gov.uk/government/publications/recruiting-a-headteacher

What You Must Publish Online

The governing boards of **maintained schools** must publish:

- details of the structure and responsibilities of the governing board and its committees;
- information about each governor's business interests, financial interests and governance roles in other schools.

The governing boards of **academy trusts** must publish:

- the structure and remit of the members, board of trustees, its committees and local governing bodies (the trust's scheme of delegation for governance functions), and the full names of the chair of each (where applicable);
- for each member who has served at any point over the past 12 months, their full names, date of appointment, date they stepped down (where applicable), and relevant business and pecuniary interests including governance roles in other educational institutions;
- for each trustee and local 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 trust's articles), and relevant business and pecuniary interests including governance roles in other educational institutions. If the trust's accounting officer is not a trustee their relevant business and pecuniary interests must still be published;
- for each trustee their attendance records at board and committee meetings over the last academic year; and
- for each local governor their attendance records at local governing board meetings over the last academic year.

PE and Sports Premium

The latest rate of funding for the PE and sports premium in primary schools has doubled compared to 2016. Schools now receive £1,000 per pupil (if there are 16 or fewer in a school) or £16,000 (with 17 or more pupils) and an additional £10 per pupil. Funding is based on the number of pupils in Years 1 to 6. In cases where schools do not follow year groups (for example, in some special schools), pupils aged 5 to 10 attract the funding. In most cases the number of pupils who attract the funding is gathered from the January 2017 school census.

The funding can be used for a range of sporting and exercise activities in schools but cannot be used to teach the minimum requirements of the national curriculum or employ coaches or specialist teachers to cover planning preparation and assessment (PPA). The funding must be used to improve existing provision.

Schools must publish details of how the PE and sport premium funding is spent, including:

- how much funding has been received;
- a full breakdown of how the funding is/will be spent;
- the effect on pupils' PE and sport participation and attainment; and
- how the school will ensure improvements are sustainable.

Governors and trustees are responsible for ensuring that the funding is well spent and may wish to consider the following questions to ask their headteachers/principals:

1. Who reviews the school's PE provision and what areas for development have been identified?
2. Does the school have a designated subject leader for PE and how is s/he involved in deciding how the premium should be spent?
3. What are the specific outcomes which the school aims to achieve with the funding?
4. In what way is the premium being used to enhance, rather than maintain, existing provision?
5. How will improvements be sustained in the long term and what will be the impact of the changes being made now on future pupils?
6. Is a breakdown of how the premium is being spent and report on its impact included on the school website?
7. When planning how the funding will be spent have the new grant conditions and guidance been considered?
8. To support effective use of the funding have all appropriate resources been accessed?
9. Are external specialist coaches, when being used in curriculum time, working alongside class teachers to improve their skills to secure long-term impact?
10. How is the school assessing the quality and impact of the delivery by external providers being used in PE lessons or extra-curricular activities?

Changes to the Short Inspection System

Ofsted has changed the short inspections system so that there are now four possible outcomes:

- if inspectors are confident the school remains good, the school will receive a letter confirming this and another short inspection will take place in approximately three years;
- if there are serious concerns about safeguarding, behaviour or the quality of education, the school will receive a full inspection within 48 hours;
- if inspectors suspect there has been a decline and the school is no longer good, the school will receive a letter setting out the findings and a full inspection will take place typically within one to two years but no later than five years since the previous section 5 inspection";
- if inspectors believe that there has been an improvement towards outstanding, the school will receive a letter setting out the findings and a full inspection within two years.

Termly Planner - Spring 2018

18 January 2018	School census day
19 January 2018	Deadline for academy trusts to submit 2016-2017 accounts return
31 January 2018	Deadline for resignation for headteachers wishing to leave at the end of the Spring term (trustees may set a different date for schools in a MAT) Deadline for academy trusts to publish 2016-2017 audited financial statements on website
28 February 2018	Deadline for resignation for teachers wishing to leave at the end of the Spring term Deadline for academy trusts to determine admission arrangements for September 2019 Deadline for admissions authorities to publish admission appeals timetable for 2018 on website
1 March 2018	National offer day for secondary schools (maintained schools)
15 March 2018	Deadline for admissions authorities to send admission arrangements to the local authority
31 March 2018	Deadline for submission of the Schools Financial Value Standard (SFVS) assessment (maintained schools) Deadline for admissions authorities to publish admission arrangements for 2019 on website
30 April 2018	Deadline for resignation for headteachers wishing to leave at the end of the Summer term (trustees may set a different date for schools in a MAT)

IPC Professional Development

IPC is committed to ensuring our staff are well trained and up to date.

All IPC clerks are accredited by the National College for Teaching and Leadership.

Training/events attended:

Eunice Evans - Introduction to Governance (refresher training)

Mary Gibson - AET Clerks' Briefing

Wendy Watson - AET Clerks' Briefing

Training for Governors and Trustees

The following courses will be available during the Spring term:-

“Introduction to Governance” - Friday 2 February 2018

“Effective Governance” - Saturday 10 March 2018

“Role of the Chair” - Friday 16 March 2018

The training is free to governors and trustees in IPC Services schools and academies. Please see our training programme for full details of venues, timings and how to book.

How to Contact Us

Tel: 01482 661925 from 6.00am to 6.00pm 7 days a week (except Christmas Day!)

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A Fond Farewell

We are both happy and sad to announce that Eunice will officially retire from her position with IPC Services at the end of the Spring term. Eunice has been with us since the beginning of our journey/adventure and involved in school governance for more years than she will care to remember. To say she will be sadly missed is an understatement.

We wish her best wishes and good health for a well-deserved rest.

If you have any comments or suggestions about this bulletin, please let us know!