



## PART 1: GOVERNANCE ISSUES FOR CONSIDERATION Autumn Term 2018

**Academies may find some of the information which is for maintained schools a useful guide but they will need to be aware of the specific requirements for academies and your trust for MATs.**

This information is particularly relevant for agenda setting - the table on the following pages lists items/updates for consideration/review in the light of statutory requirements and local decisions. They may be considered by the full governing board/committees/working groups or named governors, depending on individual schools' arrangements for the management of governing board business.

**Many Local Authority documents and resources mentioned in the table below are available on the Learn Together Cambridgeshire Hub** – an online collaborative platform for sharing documents, toolkits, thoughts and ideas. Based on the widely used and well established public sector platform, Knowledge Hub, The Learn Together Hub is our Cambridgeshire focussed and branded version, tailored specifically for Cambridgeshire schools and governors.

The Learn Together Hub has a network of groups on Knowledge Hub and Cambridgeshire headteachers, governors and clerks are invited to register and join the **'Cambridgeshire School Governance Hub'** – available to schools subscribing to the **School Governance Team SLA**. Please click on the link to register and join our group: <https://khub.net/learntogether>, a **'How to Guide'** has also been produced to help you register and make the most of the Hub.

We hope you will join the **'Cambridgeshire School Governance Hub'** and make use of the resources available to support you in your role in school governance.

**This document should be read in conjunction with Part 2: Reminders/Additional Information and Part 3: Yearly Planner documents located on the Cambridgeshire School Governance Hub - available to schools subscribing to the School Governance Team SLA.**

### School Governance Team

For Governor Training/Briefing Bookings and Training Queries

Email: [governor.training@cambridgeshire.gov.uk](mailto:governor.training@cambridgeshire.gov.uk)

For Procedural Advice and Other School Governance Related Enquiries

Email: [schoolgovernance@cambridgeshire.gov.uk](mailto:schoolgovernance@cambridgeshire.gov.uk)

## NATIONAL & LOCAL UPDATES : FOR ACTION OR INFORMATION FOR THE AUTUMN TERM

### Statutory Guidance - Keeping Children Safe in Education (KCSiE) 2018

**Relevant to** All Schools, Colleges and Management Committees of Pupil Referral Units (PRUs)

#### Supporting Information

This guidance applies to all schools and is for headteachers, teachers and staff, governing boards, proprietors and management committees. It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges. The revised guidance replaced KCSiE 2016 and commences from 3 September 2018. Governors/Trustees must familiarize themselves with the new document, and its revisions and additions including the new Part 5 – child on child sexual violence and/or harassment:  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2> (Annex H refers to Table of Substantive Changes from September 2016).

The Designated Safeguarding Lead in school will have received an updated Model Safeguarding and Child Protection Policy which will need to be adopted by the governing board and published on the school website. Please note: The 'Disqualification under the Childcare Act' as under the 2018 Regulations has been amended and schools are no longer required to establish whether a member of staff providing, or employed to work in, childcare is disqualified by association. Regulation 9 does not apply to staff in a relevant school setting; disqualification by association is only relevant where childcare is provided in domestic settings (eg where childminding is provided in the home) or under registration on domestic premises. Accordingly, schools should not ask their staff questions about cautions or convictions of someone living or working in their household. This amendment came in to force on 31 August 2018.

#### Contact/Links for Further Information/Advice

Jackie Cannell, Safeguarding Children Adviser,  
 Education Safeguarding Team  
 Tel: 01223 475916  
 Email: [jackie.cannell@cambridgeshire.gov.uk](mailto:jackie.cannell@cambridgeshire.gov.uk)

Statutory Guidance: Disqualification under the Childcare Act 2006 (updated 31 August 2018):  
<https://www.gov.uk/government/publications/disqualification-under-the-childcare-act-2006/disqualification-under-the-childcare-act-2006>

### Section 128 Check for Governors – Requirement for New Governors

**Relevant to** All Maintained Schools

#### Supporting Information

A Section 128 direction prohibits or restricts a person from taking part in the management of an academy. It also disqualifies a person from holding office as a governor in a maintained school. This is already a requirement for Academy Trustees, Members and LGB Members.

Checks can be completed through the Teaching Regulation Agency (TRA):  
<https://teacherservices.education.gov.uk/>.

#### Contact/Links for Further Information/Advice

Keeping Children Safe in Education (KCSiE) (pages 32-34 and 47-48):  
<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

**Available to schools subscribing to the School Governance Team SLA** - Governor Guidance Note 6: Pre-Appointment Checks for Governors and Register of Pecuniary Interests (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).

### Working Together to Safeguard Children 2018

**Relevant to** All Organisations and Agencies who have Functions Relating to Children

#### Supporting Information

This document replaces Working Together to Safeguard Children 2015. The new guidance covers legislative requirements placed on individual services to work together to safeguard and promote the welfare of children including identifying and responding to their needs:  
<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

#### Contact/Links for Further Information/Advice

Jackie Cannell, Safeguarding Children Adviser,  
 Education Safeguarding Team  
 Tel: 01223 475916  
 Email: [jackie.cannell@cambridgeshire.gov.uk](mailto:jackie.cannell@cambridgeshire.gov.uk)

Safeguarding Practitioners Information Sharing Advice	
<b>Relevant to</b>	<b>All Educational Settings</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>This advice is for practitioners and senior managers. It helps them decide when and how to share personal information legally and professionally. It might also be helpful for practitioners working with adults who are responsible for children who may be in need. This replaces 'Information sharing: advice for practitioners providing safeguarding services (2015)': <a href="https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice">https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice</a></p>	<p>Jackie Cannell, Safeguarding Children Adviser, Education Safeguarding Team Tel: 01223 475916 Email: <a href="mailto:jackie.cannell@cambridgeshire.gov.uk">jackie.cannell@cambridgeshire.gov.uk</a></p>
Proposed Changes to Early Years – New Baseline Assessment and Early Years Foundation Stage Framework Trials	
<b>Relevant to</b>	<b>Primary Phase</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The Government is trialling a new standardised assessment tool for Reception Year children during the 2018-19 academic year. The new Baseline Assessment will be computer based and focus on communication and language and early maths skills. For further information - Baseline Pilot: <a href="https://www.gov.uk/guidance/reception-baseline-assessment">https://www.gov.uk/guidance/reception-baseline-assessment</a>. The new Baseline Assessment is planned to be introduced nationally in Autumn 2020.</p> <p>In parallel, the Department for Education is trialling a revised framework for the Early Years Foundation Stage (EYFS) from September 2018. Documentation, including the framework and handbook pilot schools will use can be located at - EYFS Profile Pilot: <a href="https://www.foundationyears.org.uk/2018/06/the-eyfs-profile-pilot/">https://www.foundationyears.org.uk/2018/06/the-eyfs-profile-pilot/</a>.</p>	<p>Jane Vass, Early Years Service Email: <a href="mailto:jane.vass@cambridgeshire.gov.uk">jane.vass@cambridgeshire.gov.uk</a></p>
Prepare for Forthcoming Statutory Status of Relationships Education, Relationships and Sex Education and Health Education	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The draft guidance for RE/RSE and Health Education, which will become statutory in Sept 2020 has now been released: <a href="#">Relationships Education, Relationships and Sex Education and Health Education –Draft Guidance</a>. The DfE urge schools to begin preparation now and begin delivering as soon as they are ready. Governors should ask about progress in the following areas:</p> <ul style="list-style-type: none"> <li>• Planning –what progress is being made towards delivering the content required for statutory RE/RSE and Health Education and mapping the curriculum for PSHE and RSE across year groups.</li> <li>• Timetabling - ensuring that provision is regular and that lessons are assigned curriculum time, not one-off sessions</li> <li>• Curriculum progression - that pupils have the opportunity to revisit topics on a regular basis, at an appropriate age</li> <li>• Staffing – that there are sufficient staff in place to deliver the statutory curriculum and that staff are well trained</li> <li>• Inclusivity – what steps are being taken to ensure the RSE curriculum meets the needs of pupils and the wider community and that needs of all students (LGBT+, SEND, faith backgrounds, etc) are met.</li> </ul>	<p>The PSHE Service, Education Wellbeing Team, offers training, guidance and resources to support schools with implementing these requirements.</p> <p>Please contact <a href="mailto:pshe@cambridgeshire.gov.uk">pshe@cambridgeshire.gov.uk</a> or Cathy Murphy, RSE/PSHE Adviser, Cambridgeshire PSHE Service Tel: 01480 376256 Email: <a href="mailto:cathy.murphy@cambridgeshire.gov.uk">cathy.murphy@cambridgeshire.gov.uk</a></p> <p>The consultation about the draft regulations and statutory guidance (regarding the content) is currently on the DfE website. It closes on 7 November 2018.</p>

<b>Make sure relevant school staff are aware of the new Locally Agreed Syllabus for Religious Education</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
From September 2018 there is a new Agreed Syllabus for Religious Education for all Cambridgeshire Schools. RE is a statutory subject in all schools up until the end of year 11. The new syllabus includes all statutory and non-statutory guidance for the teaching and assessing of Religious Education - <a href="https://www.cambslearntogether.co.uk/religious-education/">https://www.cambslearntogether.co.uk/religious-education/</a> .	Amanda Fitton, RE & SACRE Adviser Email: <a href="mailto:amanda.fitton@cambridgeshire.gov.uk">amanda.fitton@cambridgeshire.gov.uk</a> or <a href="mailto:RE.SACRE@cambridgeshire.gov.uk">RE.SACRE@cambridgeshire.gov.uk</a>
<b>School Admissions Annual Consultation</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
The Cambridgeshire County Council Admissions Consultation will take place between Monday 19 November 2018 and Sunday 20 January 2019, a period of 6 teaching weeks.  <b>Note for own admission authority schools:</b> Should you wish proposed changes to the admission arrangements for your school to be published by Cambridgeshire County Council, we will need copies of the proposed admission arrangements to be received no later than Friday 19 October 2018.  All the proposals can be emailed to <a href="mailto:Admission.Policies@cambridgeshire.gov.uk">Admission.Policies@cambridgeshire.gov.uk</a> . We will not be able to include any proposals received after Friday 19 October 2018.	School Admissions Team Tel: 0345 045 1370 Email: <a href="mailto:Admission.Policies@cambridgeshire.gov.uk">Admission.Policies@cambridgeshire.gov.uk</a>  Guidance for own Admission Authority Schools: School Admissions Code 2014 <a href="https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School_Admissions_Code_2014_-_19_Dec.pdf">https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/389388/School Admissions Code 2014 - 19 Dec.pdf</a>
<b>Ofsted School Inspection Update</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
Issue 14: School Inspection Update (July 2018): <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723268/School_inspection_update_060718.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/723268/School_inspection_update_060718.pdf</a>  Ofsted Inspections: Myths (July 2018): <a href="https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015/ofsted-inspections-mythbusting">https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015/ofsted-inspections-mythbusting</a>	School Inspection Handbook: Section 5 <a href="https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015">https://www.gov.uk/government/publications/school-inspection-handbook-from-september-2015</a>  Section 8 <a href="https://www.gov.uk/government/publications/handbook-for-short-monitoring-and-unannounced-behaviour-school-inspections">https://www.gov.uk/government/publications/handbook-for-short-monitoring-and-unannounced-behaviour-school-inspections</a>
<b>DfE Academies Financial Handbook 2018</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
New edition of the DfE Academies Handbook 2018, effective from 1 September 2018 <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714474/Academies_Financial_Handbook_2018.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/714474/Academies_Financial_Handbook_2018.pdf</a>	Contact DfE direct

<b>DfE Guidance on What Schools Must Publish Online</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The DfE have revised the guidance for what schools publish online.</p> <p>Maintained Schools:  <a href="https://www.gov.uk/guidance/what-maintained-schools-must-publish-online">https://www.gov.uk/guidance/what-maintained-schools-must-publish-online</a></p> <p>Academies:  <a href="https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online">https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online</a></p>	Contact DfE direct
<b>DfE Guidance for Schools on Equality Act</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The DfE have updated this guidance to help schools understand how the Equality Act affects them and how to fulfil their duties under the Act:  <a href="https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools">https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools</a></p>	Contact DfE direct
<b>DfE Supporting Excellent School Resource Management</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>DfE guidance for schools: <a href="https://www.gov.uk/government/publications/supporting-excellent-school-resource-management">https://www.gov.uk/government/publications/supporting-excellent-school-resource-management</a></p>	Contact DfE direct
<b>National Funding Formula for schools</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The DfE have updated this guidance (July 2018). Two key changes contained within the guidance are the DfE are changing the way in which LA are given funding for additional school places to meet growth in pupil numbers and have extended LA local determination of school budgets into 2020-21:  <a href="https://www.gov.uk/government/publications/national-funding-formula-for-schools-and-high-needs">https://www.gov.uk/government/publications/national-funding-formula-for-schools-and-high-needs</a></p>	Contact DfE direct
<b>DfE Staffing and Employment Advice for Schools Guidance</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The DfE have revised this guidance:  <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/738024/Staffing_and_employment_advice_for_schools-18.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/738024/Staffing_and_employment_advice_for_schools-18.pdf</a></p>	Contact DfE direct

<b>DfE Data Protection Toolkit for Schools</b>																	
<b>Relevant to</b>	<b>All Schools</b>																
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>																
The DfE have released a BETA version (August 2018) to support schools to manage data protection and implement the new data protection regulations: <a href="https://www.gov.uk/government/publications/data-protection-toolkit-for-schools">https://www.gov.uk/government/publications/data-protection-toolkit-for-schools</a>	Contact DfE direct																
<b>GOVERNING BODY TRAINING INFORMATION</b>																	
<b>Cambridgeshire and Peterborough County Councils Combined Annual Governance Training Programme (September 2018 – July 2019)</b>																	
<b>Relevant to</b>	<b>All Schools – for governing boards, headteachers, principals and clerks of maintained schools and academies</b>																
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It would be helpful if the link governor for training (or clerk) makes the training programme available to every member of the governing board.  September 2018 Guide to Booking on a School Governance Course: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>	School Governance Team To view the Joint Annual Governance Training Programme 2018-19 or book a course online: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>																
<b>Decide on GB representative(s) to attend the next Termly Governance Briefing and Networking Sessions and report back to the governing board</b>																	
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These sessions are aimed at all governors – governors are invited to attend a session at the location most convenient to them. It is recommended that all governing boards should aim to send at least one representative.  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: center;">Autumn Term 2018</th> </tr> <tr> <th style="text-align: center;">Date/Time</th> <th style="text-align: center;">Venue</th> </tr> </thead> <tbody> <tr> <td>Tuesday 18 September 2018 (7.00pm-9.00pm)</td> <td>Wood Green Animal Shelter, Godmanchester (PE29 2NH)</td> </tr> <tr> <td>Thursday 20 September 2018 (7.00pm-9.00pm)</td> <td>Westwood Primary School, March (Maple Site) (PE15 8JT)</td> </tr> <tr> <td>Monday 24 September 2018 (6.30pm-8.30pm)</td> <td>Hampton Gardens School, Peterborough (PE7 8HR)</td> </tr> <tr> <td>Tuesday 25 September 2018 (1.00pm-3.00pm)</td> <td>Ely City Golf Club (CB7 4HX)</td> </tr> <tr> <td>Tuesday 2 October 2018 (1.00pm-3.00pm)</td> <td>University of Cambridge Primary School (CB3 0QZ)</td> </tr> <tr> <td>Thursday 4 October 2018 (7.00pm-9.00pm)</td> <td>Cambridge Professional Development Centre (CB2 9NL)</td> </tr> </tbody> </table>	Autumn Term 2018		Date/Time	Venue	Tuesday 18 September 2018 (7.00pm-9.00pm)	Wood Green Animal Shelter, Godmanchester (PE29 2NH)	Thursday 20 September 2018 (7.00pm-9.00pm)	Westwood Primary School, March (Maple Site) (PE15 8JT)	Monday 24 September 2018 (6.30pm-8.30pm)	Hampton Gardens School, Peterborough (PE7 8HR)	Tuesday 25 September 2018 (1.00pm-3.00pm)	Ely City Golf Club (CB7 4HX)	Tuesday 2 October 2018 (1.00pm-3.00pm)	University of Cambridge Primary School (CB3 0QZ)	Thursday 4 October 2018 (7.00pm-9.00pm)	Cambridge Professional Development Centre (CB2 9NL)	School Governance Team To view this term's programme, the Joint Annual Governance Training Programme 2018-19 or book a course online: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>  For schools who subscribe to the Cambridgeshire/ Peterborough Governor Service Level Agreement the sessions are included at no additional cost. For non-subscribing schools there is a charge as detailed in the relevant Service Level Agreements.
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Termly Clerks' Briefing and Networking Sessions															
<b>Relevant to</b>	<b>All Schools</b>														
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>														
<p>Each term clerks to governing boards are invited to attend a two hour briefing session held at venues across the county. The sessions enable clerks to keep abreast of any new initiatives and emerging issues. They aim to inform clerks about the latest developments affecting governing boards, share best practice about the role of the clerk and facilitate networking with other clerks. Please note that the content of the sessions will vary between Cambridgeshire and Peterborough.</p> <table border="1"> <thead> <tr> <th colspan="2">Autumn Term 2018</th> </tr> <tr> <th>Date/Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Monday 1 October 2018 (10.00am-12.00pm)</td> <td>Huntingdonshire Football Association (PE29 6XU)</td> </tr> <tr> <td>Thursday 4 October 2018 (10.00am-12.00pm)</td> <td>March Community Centre (PE15 8LE)</td> </tr> <tr> <td>Monday 8 October 2018 (1.00pm-3.00pm)</td> <td>Cambridgeshire Football Association (CB24 9PH)</td> </tr> <tr> <td>Tuesday 9 October 2018 (1.00pm-3.00pm)</td> <td>Ely City Golf Club (CB7 4HX)</td> </tr> <tr> <td>Thursday 8 November 2018 (9.30am-12.00pm)</td> <td>Peterborough United Football Ground (PE2 8AL)</td> </tr> </tbody> </table>	Autumn Term 2018		Date/Time	Venue	Monday 1 October 2018 (10.00am-12.00pm)	Huntingdonshire Football Association (PE29 6XU)	Thursday 4 October 2018 (10.00am-12.00pm)	March Community Centre (PE15 8LE)	Monday 8 October 2018 (1.00pm-3.00pm)	Cambridgeshire Football Association (CB24 9PH)	Tuesday 9 October 2018 (1.00pm-3.00pm)	Ely City Golf Club (CB7 4HX)	Thursday 8 November 2018 (9.30am-12.00pm)	Peterborough United Football Ground (PE2 8AL)	<p>School Governance Team To view the Joint Annual Governance Training Programme 2018-19 or book a course online: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a></p> <p>For schools who subscribe to the Cambridgeshire/ Peterborough Governor Service Level Agreement the sessions are included at no additional cost. For non-subscribing schools there is a charge as detailed in the relevant Service Level Agreements.</p>
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<b>Conducting Headteacher Appraisal and Monitoring Staff Performance</b>															
<b>Relevant to</b>	<b>All Maintained Schools (those governors who are members of the Headteacher's Appraisal/Performance Management Committee)</b>														
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>														
<p>Governing boards are advised to ensure arrangements are in place to review the performance of the Headteacher in the Autumn Term:</p> <ul style="list-style-type: none"> <li>• Selecting performance management or appraisal governors</li> <li>• Making arrangements for an external adviser to assist the performance management governors</li> <li>• Undertake appropriate training</li> </ul> <p><b>PLEASE NOTE THAT CONTENT WILL VARY BETWEEN THE CAMBRIDGESHIRE AND PETERBOROUGH SESSIONS</b></p> <table border="1"> <thead> <tr> <th colspan="2">Cambridgeshire Sessions - Autumn Term 2018</th> </tr> <tr> <th>Date/Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Wednesday 3 October 2018 (1.00pm-3.00pm)</td> <td>South Fens Business Centre (PE16 6TT)</td> </tr> <tr> <td>Tuesday 9 October 2018 (7.00pm-9.00pm)</td> <td>Swavesey Village College (CB24 4RS)</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="2">Peterborough Session - Autumn Term 2018</th> </tr> <tr> <th>Date/Time</th> <th>Venue</th> </tr> </thead> <tbody> <tr> <td>Wednesday 19 September 2018 (6.00pm-8.00pm)</td> <td>Peterborough United Football Ground (PE2 8AL)</td> </tr> </tbody> </table> <p>Associated guidance: New Cambridgeshire Podcast available: <a href="https://youtu.be/baYsw0pCGOs">https://youtu.be/baYsw0pCGOs</a> NGA research exploring headteacher appraisal in English schools - Taking Headteacher Appraisal Seriously: <a href="https://www.nga.org.uk/Guidance/Research/Taking-Headteacher-Appraisal-Seriously-A-report-on.aspx">https://www.nga.org.uk/Guidance/Research/Taking-Headteacher-Appraisal-Seriously-A-report-on.aspx</a></p>	Cambridgeshire Sessions - Autumn Term 2018		Date/Time	Venue	Wednesday 3 October 2018 (1.00pm-3.00pm)	South Fens Business Centre (PE16 6TT)	Tuesday 9 October 2018 (7.00pm-9.00pm)	Swavesey Village College (CB24 4RS)	Peterborough Session - Autumn Term 2018		Date/Time	Venue	Wednesday 19 September 2018 (6.00pm-8.00pm)	Peterborough United Football Ground (PE2 8AL)	<p>School Governance Team To view the Joint Annual Governance Training Programme 2018-19 or book a course online: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a></p> <p>For schools who subscribe to the Cambridgeshire/ Peterborough Governor Service Level Agreement the sessions are included at no additional cost. For non-subscribing schools there is a charge as detailed in the relevant Service Level Agreements.</p> <p><b>Available to schools subscribing to the School Governance Team SLA</b> - Governor Guidance Note 10: Key Points for Governors who are Members of the Headteacher Appraisal Committee (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).</p>
Cambridgeshire Sessions - Autumn Term 2018															
Date/Time	Venue														
Wednesday 3 October 2018 (1.00pm-3.00pm)	South Fens Business Centre (PE16 6TT)														
Tuesday 9 October 2018 (7.00pm-9.00pm)	Swavesey Village College (CB24 4RS)														
Peterborough Session - Autumn Term 2018															
Date/Time	Venue														
Wednesday 19 September 2018 (6.00pm-8.00pm)	Peterborough United Football Ground (PE2 8AL)														

<b>Early Years Governor Network Briefings</b>	
<b>Primary Phase (Early Years Governor)</b>	
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
Your school may well have taken out Early Years Membership for the current year. This membership includes termly Early Years Governor Network meetings, an excellent opportunity to widen your knowledge and get input on specific early years issues. The Spring Term 2019 theme is “New to the Early Years Foundation Stage”, a great introduction for any early years governor wanting to increase or refresh their knowledge.	Early Years Workforce Development To book online – selection Forums, Networks and Briefings – calendar for Wednesday 13 March 2019: <a href="https://cambridge.council.bookingbug.com/home/w2488907">https://cambridge.council.bookingbug.com/home/w2488907</a>
<b>NGA Leading Governance – Development for Chairs and Clerks Programmes</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
Development for Chairs Programme - This programme is funded by the Department for Education and provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance.  Development for Clerks Programme - This accredited programme is designed for new and experienced clerks currently working in all school and trust settings. It results in a Level 3 Certificate in Clerking of School and Governing Boards.	Further information about the two development programmes is available: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>
<b>RELEVANT INFORMATION AND OTHER ITEMS</b>	
<b>Packages of Support to Improve Governance</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
Good governance is recognised as being a vital factor for improving and maintaining high standards in schools. A range of options to meet the different needs of schools are offered in this package:  <ul style="list-style-type: none"> <li>Governance consultation (two hour session aimed to have a sharp focus on a specified topic, to drive improvement in your governing board and to identify areas for improvement)</li> <li>An external review of governance (including interviews and review of governing board documentation, a report providing context, finding and recommendations for improvement and an impact evaluation)</li> </ul>	School Governance Team Email: <a href="mailto:schoolgovernance@cambridgeshire.gov.uk">schoolgovernance@cambridgeshire.gov.uk</a>  Further information is available on the School Governance page of the Learn Together Cambridgeshire (LTC) website: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>



<b>National Leaders of Governance (NLG)</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
In Cambridgeshire, we currently have a number of NLGs and further information is available on the NLG East of England web-page: <a href="https://nlgeastofengland.wordpress.com/nlgs-in-the-region/cambridgeshire/">https://nlgeastofengland.wordpress.com/nlgs-in-the-region/cambridgeshire/</a> .	If you want to find out what support they can offer and make contact please contact the School Governance Team Email: <a href="mailto:schoolgovernance@cambridgeshire.gov.uk">schoolgovernance@cambridgeshire.gov.uk</a>  <b>Available to schools subscribing to the School Governance Team SLA</b> - Governor Guidance Note 12: Governance Support: National Leaders of Governance (NLGs) (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).
<b>Get Information About Schools Service (GIAS) – replaced Edubase</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
An updated version of the Get Information About Schools (GIAS) service was released to all users in July 2018. You do not need to take any specific action. The release fixes known bugs and includes a number of major improvements to the service. Some changes relate to the governance page – specifically in relation to new chairs of governors, as well as a new federation tool and suggested privacy notices.  GIAS also want to know what you think of the GIAS service. They make frequent changes to the service – not all of which are obvious to all users – but every change comes from feedback from their users. The survey is available by <a href="#">clicking here</a> .	Associated guidance: <a href="https://www.get-information-schools.service.gov.uk/News">https://www.get-information-schools.service.gov.uk/News</a>
<b>Review of Early Years Foundation Stage Data for last academic year</b>	
<b>Relevant to</b>	<b>Primary Phase</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
In the annual consideration of pupil attainment data, the early years results are critical. Although they generally only represent one year of school teaching, these outcomes are a huge determinant of future success. This is especially true for children experiencing disadvantage in their home life, as indicated by receipt of Early Years Pupil Premium (equivalent to free school meals entitlement). Ofsted now includes a specific Early Years judgement in its school inspections.  A factsheet for governors on the key data that should be available, and some of the questions to ask, is available on the EYFS page: <a href="https://www.cambslearntogether.co.uk/early-years/eyfs-in-schools/">https://www.cambslearntogether.co.uk/early-years/eyfs-in-schools/</a> .	Jane Vass/Jenn Barker, Early Years Service <a href="mailto:jane.vass@cambridgeshire.gov.uk">jane.vass@cambridgeshire.gov.uk</a> <a href="mailto:jenn.barker@cambridgeshire.gov.uk">jenn.barker@cambridgeshire.gov.uk</a>

<b>Teacher's Pay Increase</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>Information update:</p> <ul style="list-style-type: none"> <li>• <a href="https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Lords/2018-07-24/HLWS886/">https://www.parliament.uk/business/publications/written-questions-answers-statements/written-statement/Lords/2018-07-24/HLWS886/</a></li> <li>• <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728384/CCS207_CCS0518679568-002_Executive_Summary_WEB_ACCESSIBLE.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/728384/CCS207_CCS0518679568-002_Executive_Summary_WEB_ACCESSIBLE.pdf</a></li> </ul> <p>The government consults on its response to the STRB recommendation for a period of six weeks, after which the School Teachers' Pay and Conditions Document (STPCD) 2018 will be published confirming the pay award for September 2018.</p>	<p>Contact DfE direct</p>
<b>Measures announced to help schools reduce teacher workload</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>The Education Secretary announces new online resources for teachers to reduce time spent on 'unnecessary' tasks and support to focus on teaching: <a href="https://www.gov.uk/government/news/measures-announced-to-help-schools-reduce-teacher-workload">https://www.gov.uk/government/news/measures-announced-to-help-schools-reduce-teacher-workload</a></p>	<p>Reducing Workload in your School Guidance: <a href="https://www.gov.uk/guidance/reducing-workload-in-your-school">https://www.gov.uk/guidance/reducing-workload-in-your-school</a></p> <p>Tips from School Leaders: <a href="https://www.gov.uk/government/publications/ways-to-reduce-workload-in-your-school-tips-from-school-leaders">https://www.gov.uk/government/publications/ways-to-reduce-workload-in-your-school-tips-from-school-leaders</a></p>
<b>Having difficulty recruiting a Clerk to Governors?</b>	
<b>Relevant to</b>	<b>All Schools</b>
<b>Supporting Information</b>	<b>Contact/Links for Further Information/Advice</b>
<p>We have started once again to recruit to the Camclerks Service and after a successful recruitment round we now have Camclerks available across the county.</p>	<p>If you are interested and want to find out more please contact please contact School Governance Team Email: <a href="mailto:schoolgovernance@cambridgeshire.gov.uk">schoolgovernance@cambridgeshire.gov.uk</a></p>

The Key for Governors & School Leaders	
Relevant to	All Schools
Supporting Information	Contact/Links for Further Information/Advice
The Key is providing an exclusive membership offer to Cambridgeshire schools. The Key is an invaluable resource that provides online support, articles, knowledge and tools for governors and school leaders.	Further information about the exclusive offer <i>which is only available until the end of September 2018</i> is available on the School Governance page of the Learn Together Cambridgeshire (LTC) website: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>
Governor Contact Details and Security of Confidential or Sensitive Information Sent by Email	
Relevant to	All Schools and PRUs
Supporting Information	Contact/Links for Further Information/Advice
<p>The governing board is responsible in law for ensuring that all confidential or sensitive information is held securely. This includes when information is sent electronically. Governing boards need to ensure that they have secure arrangements in place for emails including secure email addresses and who can access them. This will ensure effective communication and exchange of information. When governors review the performance of their headteacher it is important that if the review statement is sent electronically all reasonable efforts must be made to ensure it remains confidential. Governing boards are recommended to have:</p> <ul style="list-style-type: none"> <li>governors referred to in the school's Acceptable Use Policy (ICT)</li> <li>conducted a risk assessment for the use of email by governors</li> <li>agreed to use the County or other secure email system for confidential information</li> </ul>	<p>Information Governance Team - data protection/FOI queries: Tel: 01223 699137 Email: <a href="mailto:data.protection@cambridgeshire.gov.uk">data.protection@cambridgeshire.gov.uk</a></p> <p><b>Available to schools subscribing to the School Governance Team SLA</b> – Governor Guidance Note 24: Electronic Storage of Information (<i>currently being updated</i>) (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).</p>
LA Communications – Schools Newsletter	
Relevant to	All Schools
Supporting Information	Contact/Links for Further Information/Advice
A weekly newsletter for schools was launched in March 2018 and features news relevant to schools, as well as training opportunities and key dates. The LA wants to use this as a vehicle for information to get into schools rather than the school receiving many separate emails – access to the document library: <a href="https://www.cambslearntogether.co.uk/schools-newsletter-archive/school-newsletter-document-library/">https://www.cambslearntogether.co.uk/schools-newsletter-archive/school-newsletter-document-library/</a> .	Email: <a href="mailto:Schools.news@cambridgeshire.gov.uk">Schools.news@cambridgeshire.gov.uk</a>

Governor Recruitment Updates	
Relevant to	All Schools
Supporting Information	Contact/Links for Further Information/Advice
<p>A Guide to Recruiting and Retaining School Governors and Trustees, designed to support governing boards and clerks in their vital role of ensuring that the board has the right blend of knowledge and skills to enable it to govern effectively.</p> <p>The School Governance Team work closely with the following organisations and schools can register their vacancies direct:</p> <ul style="list-style-type: none"> <li>Inspiring Governance: <a href="http://inspiringgovernance.org/">http://inspiringgovernance.org/</a> - the national online matchmaking service which connects skilled volunteers interested in serving as governors and trustees with schools and colleges</li> <li>SGOSS: Governors for Schools: <a href="https://www.governorsforschools.org.uk/about-us/">https://www.governorsforschools.org.uk/about-us/</a> - recently re-launched and now known as Governors for Schools, help recruit professional, skilled governors</li> </ul> <p>There are also other organisations available:</p> <ul style="list-style-type: none"> <li>Academy Ambassadors: <a href="https://www.academyambassadors.org/">https://www.academyambassadors.org/</a> - hosted by the New Schools Network, recruit senior business leaders to serve on the boards of multi-academy trusts</li> <li>Inspiring the Future: <a href="http://www.inspiringthefuture.org/">http://www.inspiringthefuture.org/</a> - enables schools and colleges to search and identify online people from the world of work who are willing to offer support in a variety of ways, including as a governor</li> <li>Education &amp; Employers Taskforce (EET): <a href="http://www.educationandemployers.org/">http://www.educationandemployers.org/</a>. Education and employers working together for young people</li> </ul>	<p>Associated guidance: The Right People Around The Table: A Guide to Recruiting and Retaining School Governors and Trustees <a href="https://www.nga.org.uk/thenga/media/NGA-Image-Library/Staff/NGA-The-Right-People-Around-the-Table-2018_1.pdf">https://www.nga.org.uk/thenga/media/NGA-Image-Library/Staff/NGA-The-Right-People-Around-the-Table-2018_1.pdf</a></p> <p>New campaign to tackle “historic underrepresentation” as governors of ethnic minorities and younger people has been launched. 'Everyone on Board' has been jointly created by the National Governance Association (NGA) and Inspiring Governance. It centres on a film which features six governors explaining how volunteers from "different places who think different things" can bring "diverse perspectives and a balance of views to conversations so that barriers, biases and stereotypes do not go unchallenged". <a href="https://www.inspiringgovernance.org/everyone-on-board/">https://www.inspiringgovernance.org/everyone-on-board/</a></p>
SEN Support Toolkit	
Relevant to	All Schools
Supporting Information	Contact/Links for Further Information/Advice
<p>A new toolkit has been produced for primary and secondary schools on Special Educational Needs (SEN) Support for children and young people who have or may have disability and/or SEN but do not necessarily meet the criteria for an Education, Health and Care Plan. It is an introductory resource for governors, head teachers, class teachers, parents and carers, and other professionals. It will be kept under review and developed further with stakeholders.</p> <p>The toolkit can be found on the Local Offer web pages <a href="#">here</a>.</p>	<p>Teresa Grady, SEND Development Manager Tel: 01223 714569 Email: <a href="mailto:teresa.grady@cambridgeshire.gov.uk">teresa.grady@cambridgeshire.gov.uk</a></p> <p>A similar SEN Support Toolkit will follow for Early Years providers and for Further Education by the end of the calendar year 2018.</p>

Headteacher Recruitment	
Relevant to	LA Maintained Schools
Supporting Information	Contact/Links for Further Information/Advice
<p>Governing bodies of maintained schools need to be aware that if the Headteacher resigns that they need to notify the Local Authority (LA) as the LA has the statutory duty to provide advice on the appointment of the new Headteacher. It is important that schools get in touch as soon as possible so an Adviser can be arranged to support the school in the process from the beginning and guidance can be provided. Also the Adviser needs to be included in discussions about setting dates for the process to ensure their availability.</p> <p><b>Available to schools subscribing to the School Governance Team SLA</b> - The Appointing a Headteacher: Guide for Governors document is located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access. The appendices forms and electronic toolkit of further information and pro-formas are available to help you through the process.</p> <p>Further Recruiting a Headteacher guidance available from the DfE/NGA:  <a href="https://www.gov.uk/government/publications/recruiting-a-headteacher">https://www.gov.uk/government/publications/recruiting-a-headteacher</a></p>	<p>For notification of resignations:  Rosemarie Sadler, Head of Service: Schools Intervention Service  Tel: 01223 728376  Email: <a href="mailto:rosemarie.sadler@cambridgeshire.gov.uk">rosemarie.sadler@cambridgeshire.gov.uk</a></p> <p><b>Available to schools subscribing to the School Governance Team SLA</b> - Governor Guidance Note 36: Recruiting a Headteacher: Quick Guide (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).</p>
Governance Advisory Panel (GAP) – Opportunity extended to become a member	
Relevant to	All Schools
Supporting Information	Contact/Links for Further Information/Advice
<p>The Governance Advisory Panel (GAP) has a broad ranging portfolio including supporting the setting of school improvement priorities, raising issues of interest or concern of governors and trustees, supporting the Local Authority's School Governance Team and commenting upon the Local Authority's and Government's documents, plans or policies. The membership of GAP is drawn from those involved in school governance from all phases of schools and different governance structures. There are two face-to-face meetings per annum with remote participation possible. Between meetings, business is conducted electronically. We welcome expressions of interest in joining GAP so we can ensure a good coverage of the different involvement in school governance in Cambridgeshire.</p>	<p>School Governance Team  Email: <a href="mailto:schoolgovernance@cambridgeshire.gov.uk">schoolgovernance@cambridgeshire.gov.uk</a></p> <p>Further information in regard to the Terms of Reference for the Panel and an application form to become a member can be located at: <a href="https://www.cambslearntogether.co.uk/school-improvement/school-governance/">https://www.cambslearntogether.co.uk/school-improvement/school-governance/</a>.</p>

## School Governance Team Governance Consultations



These two hour sessions aim to:

- Have a sharp focus on driving improvement in your governing body
- Identify ideas for improvement

and will include:

- A report for the governing body
- A phone call to discuss impact and next steps the following term
- You choose your topic from the list below

### Topics for Governance Consultations:

#### Governor monitoring visits

- Preparation for a classroom visit
- Identification of questions and what to look for during a visit
- The visit to the classroom – including looking at books
- Feedback on visits and how it fits into the work of the governing body

#### Making Governance Work

- Looking at vacancies and governor recruitment
- Meeting cycle and your school's improvement cycle
- Committees and named governors
- Clerking

#### School Vision Driving the Work of the School

- Discussion of school vision and aims
- Preparation for tour of school to identify evidence – seeing your vision in action
- Feedback on observations of visit and link to school improvement priorities

#### Working with the Head's Report

- Consider your last head's report and minutes of the meeting
- Consider the questions that were asked and could have been asked?
- Do governors use the information to monitor effectively?

#### Your Governing Body Meeting

- Attendance at your meeting to observe
- Constructive feedback

Cost £400 to subscribing schools or £600 to non-subscribing schools

Contact [schoolgovernance@cambridgeshire.gov.uk](mailto:schoolgovernance@cambridgeshire.gov.uk) for more details and to arrange

## School Governance Team Governance Reviews



This one day review aims to:

- Drive improvement in your governing body
- Identify strengths and areas for development
- Recommend actions for improvement

and will include:

- A report for the governing body
- An action plan to implement the recommendations
- An impact meeting to assess progress and identify next steps the following term

### Preparing for the review

Suggested timetable for the day of the review:

- Review of GB documentation by adviser (1 hour)
- Discussion of 1 hour with Headteacher
- Discussion of 1 hour with Chair of Governors
- Discussion of 30 minutes with Clerk (if Clerk is able to attend)
- Discussion of 1 hour with governors (as many governors who can attend)

The discussions can happen in any order, so can be arranged to allow as many governors to be involved who wish to be.

To be made available to the Adviser by the governing body on the day of the review:

- Minute book (agendas/minutes from FGB and committees)
- Headteacher reports
- Records of governor monitoring activities including calendar and visit reports
- Governor training records
- Any other documentation the governing body would like to present

### Producing the report

The External Review of Governance will be emailed to the Headteacher and Chair of Governors within 14 days of the Review.

### Evaluating the impact

The Headteacher and Chair of Governors will be contacted approximately 3-4 months following the Review to arrange an impact evaluation visit to review the improvements in governance.

Cost £1,000 to subscribing schools or £1,300 to non-subscribing schools

Contact [schoolgovernance@cambridgeshire.gov.uk](mailto:schoolgovernance@cambridgeshire.gov.uk) for more details and to arrange

# LIST OF GOVERNOR GUIDANCE NOTES

*for school governors and clerks in Cambridgeshire Maintained Schools*

Available to schools subscribing to the School Governance Team SLA – located on the Cambridgeshire School Governance Hub > search under Governor Guidance Notes (refer to page 1 to register/access)

(Please note that the legislation in the Governor Guidance Notes applies mainly to Cambridgeshire Maintained Schools but the principles may be useful for Academies and Free Schools)

Guidance Note No.	Title	Last Updated	Guidance Note No.	Title	Last Updated
1	Model Standing Orders for the Governing Body and Committees of the Governing Body	Available from 24 September 2018	20	Terms of Reference for Committees	Available from 24 September 2018
2	Information to be made available on School Website	Available from 24 September 2018	21	Reporting to Parents 2017 – 2018	January 2018
3	Constitution Regulations	Available from 24 September 2018	22	The Learn Together Hub	Available from 24 September 2018
4	How do Governors Monitor what the School is doing to Support Children with SEND?	September 2017	23	Questions Ofsted May Ask Governors	September 2018
5	Safeguarding Children – Safer Recruitment Training	Available from 24 September 2018	24	Electronic Storage of Information	Awaiting Update - September 2017
6	Pre-Appointment Checks for Governors and Register of Pecuniary Interests (also includes DfE Edubase National Governors Database information)	Available from 24 September 2018	25	School Policies	Available from 24 September 2018
7	Appointment Procedure for Local Authority Governors	Available from 24 September 2018	26	Confidential Minutes	September 2018
8a	Procedures for the Election of Parent Governors	Available from 24 September 2018	27	Introduction to Safeguarding	September 2018
8b	Procedures for the Election of Staff Governors	Available from 24 September 2018	28	Clerking Appeal Hearings	September 2018
9	A Model Induction Policy for New Governors	Available from 24 September 2018	29	School Improvement Planning	September 2018
10	Key Points for Governors who are Members of the Headteacher Appraisal Committee	September 2018	30	Vulnerable Groups and the Use of Pupil Premium for Governing Bodies	October 2017
11	The Headteacher's Report to the Governing Body	September 2018	31	Monitoring School Improvement by Governor Visits	Available from 24 September 2018
12	Governance Support: National Leaders of Governance (NLGs)	Available from 24 September 2018	32	The Role of an Interim Executive Board (IEB)	Available from 24 September 2018
13	Managing Educational Visits and Outdoor Learning	September 2017	33	Model Audit for Governors	Available from 24 September 2018
14	School Attendance	September 2017	34	What are the Effective Qualities of your Governing Body?	September 2017
15	Work Cycle of the Governing Body	Available from 24 September 2018	35	SEND Requirements – Children and Families Act 2014 and SEND Code of Practice	September 2017
16	The Governors' Role in Implementing the Equality Act (2010)	September 2017	36	Recruiting a Headteacher: Quick Guide	September 2017
17	A Model Code of Conduct for Governing Bodies	Available from 24 September 2018	37	Terms of Reference for a Joint Committee for Hearings Between Two or More Schools	Available from 24 September 2018
18	Associate Members	Available from 24 September 2018	38	System Leadership: Headteachers and School-to-School Support	September 2017
19	Governor Recruitment	Available October 2018	39	Guidance for Governors on Newly Qualified Teachers (NQTs)	September 2016
			40	Recruiting and Retaining a Clerk	September 2018
			41	An Overview of Alternative Models of School Leadership and Organisation	September 2017
			41a	Exploring Joining a MAT or Federation	September 2017
			41b	Executive Headteachers (EHTs)	October 2016
			42	Model Governing Body Self-Evaluation Tool	June 2017