PART 1: GOVERNANCE ISSUES FOR CONSIDERATION
Summer 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 body/committees/working groups or named governors, depending on individual schools’ arrangements for the management of governing body 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. Here you will be able to easily access all of the school governance information previously located on the Cambridgeshire Education Portal. 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

For Procedural Advice and Other School Governance Related Enquiries
Email: schoolgovernance@cambridgeshire.gov.uk
**NATIONAL & LOCAL UPDATES : FOR ACTION OR INFORMATION FOR THE SUMMER TERM**

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>General Data Protection Regulation (GDPR) – review progress towards compliance</th>
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</thead>
<tbody>
<tr>
<td>Relevant to</td>
<td>All Schools/Academies</td>
</tr>
</tbody>
</table>

**Supporting Information**

<table>
<thead>
<tr>
<th>Supporting Information</th>
<th>Contact/Links for Further Information/Advice</th>
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</thead>
</table>
| Schools should have appointed a Data Protection Officer and be reviewing policy and procedure relevant to Data Protection to ensure it is compliant with the new regulation. | The ICT Service: [https://theictservice.org.uk/service/is-your-school-gdpr-ready/](https://theictservice.org.uk/service/is-your-school-gdpr-ready/)  
Tel: 0300 300 0000  
Email: support@theictservice.org.uk. |

**Agenda Item** | Budget 2018-19 |
<table>
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<tr>
<th></th>
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<tbody>
<tr>
<td>Relevant to</td>
<td>LA Maintained Schools</td>
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</tbody>
</table>

**Supporting Information**

| Budget Submissions must be with the LA by the 4 May 2018. Meetings of the Finance Committee and the Full Governing Body will need to be scheduled to enable the budget to be approved by this legal deadline. It is very important that the decision to approve the budget is clearly minuted. The following wording could be used for the decision:  
Resolution: That the Governing Body approves the School Budget Plan for the financial year 2018/2019 total spend of £xxx. | For budget building advice and support please contact Ray Byford or your nominated Schools Financial Adviser  
Tel: 01223 699753  
Email: ray.byford@cambridgeshire.gov.uk  
For formula budget information: Email: school.funding@cambridgeshire.gov.uk |

**Agenda Item** | Child Protection: Carry out an annual review of Safeguarding and the Child Protection Policy to ensure compliance with governing bodies, trustees and proprietors responsibilities (the Annual Child Protection and Safeguarding Monitoring Report) |
<table>
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<tbody>
<tr>
<td>Relevant to</td>
<td>All Schools</td>
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</table>

**Supporting Information**

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<tr>
<th>Supporting Information</th>
<th>Contact/Links for Further Information/Advice</th>
</tr>
</thead>
</table>
| Governing bodies, trustees and proprietors must have regard to ‘Keeping Children Safe in Education, 2016’ to ensure that the policies, procedures and training in their schools, academies, colleges, etc are effective and comply with statutory Government guidance at all times.  
To support the review and reporting process, the Education Child Protection Service (ECPS), in conjunction with the Local Safeguarding Children’s Board, have developed the Annual Child Protection and Safeguarding Monitoring Report. The survey for academic year 2017-18 will be emailed along with a covering letter to the Designated Safeguarding Lead and Designated Personnel in each establishment by Monday 21 May 2018.  
The deadline for completing the Annual Child Protection and Safeguarding Monitoring Report 2017-18 is Friday 19 October 2018.  
(Please ensure that the 2017-18 on-line return is used as this will include the most up-to-date questions relevant to the Safeguarding Children’s Board, Ofsted safeguarding requirements and ‘Keeping Children Safe in Education 2016’). | Jackie Cannell, Safeguarding Children Adviser,  
Education Child Protection Service  
Email: jackie.cannell@cambridgeshire.gov.uk |
### Agenda Item
Make sure all school staff are aware of where to access information about school to school and other CPD

**Relevant to**: All Schools

**Supporting Information**
All of the CPD on offer from Cambridgeshire’s Teaching School Alliances and the Local Authority, can be located at: [https://www.teachincambs.org.uk/cpd/](https://www.teachincambs.org.uk/cpd/).

**Contact/Links for Further Information/Advice**
Lynne Birch, Schools Engagement Adviser
Email: lynne.birch@cambridgeshire.gov.uk

### Agenda Item
Build apprenticeships into your recruitment planning

**Relevant to**: All Schools

**Supporting Information**
All schools are paying into the apprenticeship levy – think about what your staffing needs are, and if you could recruit an apprentice, or upskill an existing employee by making them into one. Information on the process for recruiting an apprentice and accessing the providers’ fees via your Digital Apprenticeship Service (DAS) account, can be located at: [https://www.cambslearntogether.co.uk/services-to-schools/apprentices/](https://www.cambslearntogether.co.uk/services-to-schools/apprentices/).

**Contact/Links for Further Information/Advice**
Helen Manley: Senior Adviser, Curriculum, Teaching & Leadership
Email: helen.manley@cambridgeshire.gov.uk

### GOVERNING BODY TRAINING INFORMATION

#### Summer Term 2018 Governance Training Programme

**Relevant to**: All Schools

**Supporting Information**
It would be helpful if the link governor for training (or clerk) makes the training programme available to every member of the governing body.

The School Governance Team have produced the following guidance - A Handy Guide to Booking Courses: [https://www.cambslearntogether.co.uk/school-improvement/school-governance/](https://www.cambslearntogether.co.uk/school-improvement/school-governance/)

#### Decide on GB representative(s) to attend the next Termly Governance Briefings and report back to the governing body

**Relevant to**: All Schools

**Supporting Information**
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 bodies should aim to send at least one representative. Please note these sessions are briefings not training sessions. Dates for the Summer Term as follows:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 8 May 2018 (7.00pm-9.00pm)</td>
<td>Westwood Primary School, March (Maple Site) (PE15 8JT) (Note - change of normal venue)</td>
</tr>
<tr>
<td>Tuesday 15 May 2018 (1.00pm-3.00pm)</td>
<td>Cambridge Professional Development Centre (CB2 9NL)</td>
</tr>
<tr>
<td>Tuesday 15 May 2018 (7.00pm-9.00pm)</td>
<td>Cambridge Professional Development Centre (CB2 9NL)</td>
</tr>
<tr>
<td>Thursday 17 May 2018 (7.00pm-9.00pm)</td>
<td>Wood Green Animal Shelter, Godmanchester (PE29 2NH)</td>
</tr>
<tr>
<td>Thursday 24 May 2018 (1.00pm-3.00pm)</td>
<td>Ely City Golf Club (CB7 4HX)</td>
</tr>
</tbody>
</table>

**Contact/Links for Further Information/Advice**
School Governance Team
To view the Summer Term 2018: Governance Training Programme or book a course online [https://www.cambslearntogether.co.uk/school-improvement/school-governance/](https://www.cambslearntogether.co.uk/school-improvement/school-governance/)

For Cambridgeshire schools who subscribe to the School Governance Team Service Level Agreement the Termly Briefing for Governors sessions are included at no additional cost. For Cambridgeshire non-subscribing schools there is a charge as detailed in the Service Level Agreement.
## Termly Clerks’ Briefings

**Relevant to:** All Schools

### Supporting Information

Each term clerks to governing bodies are invited to attend a two hour briefing session held at venues across the county. The sessions are informal in nature and provide an opportunity for the School Governance Team to bring to the attention of clerks any new initiatives and to discuss items of current interest to clerks and governors. The briefings are suitable for clerks of all schools. Dates for the Summer Term as follows:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 8 May (10.00am-12.00pm)</td>
<td>Stanton Training &amp; Conference Centre, Huntingdon (PE29 6XL)</td>
</tr>
<tr>
<td>Wednesday 9 May (1.00pm-3.00pm)</td>
<td>Ely City Golf Club (CB7 4HX)</td>
</tr>
<tr>
<td>Thursday 10 May (10.00am-12.00pm)</td>
<td>Cambridgeshire Football Association, Histon (CB24 9PH)</td>
</tr>
<tr>
<td>Thursday 17 May (1.00pm-3.00pm)</td>
<td>South Fens Business Centre, Chatteris (PE16 6TT)</td>
</tr>
</tbody>
</table>

### Contact/Links for Further Information/Advice

School Governance Team  
To view the Summer Term 2018: Governance Training Programme or book a course online  
https://www.cambslearntogether.co.uk/school-improvement/school-governance/

For Cambridgeshire schools who subscribe to the School Governance Team Service Level Agreement the Termly Briefing for Governors sessions are included at no additional cost. For Cambridgeshire non-subscribing schools there is a charge as detailed in the Service Level Agreement.

## Safer Recruitment in Schools

**Relevant to:** All Schools

### Supporting Information

It is a statutory requirement for every selection panel to have at least one trained person. This course will accredit successful participants to sit on appointment panels. To be awarded accreditation you will need to undergo a written assessment as part of the course. Training dates for the Summer Term as follows:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday 18 May (9.30am-1.30pm)</td>
<td>Stanton Training &amp; Conference Centre, Huntingdon (PE29 6XL)</td>
</tr>
<tr>
<td>Monday 18 June (1.30pm-5.30pm)</td>
<td>Oliver Cromwell Hotel, March (PE15 9LH)</td>
</tr>
</tbody>
</table>

Training dates are also available for the Refresher Course for the Summer Term as follows:

### Safer Recruitment in Schools Refresher

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 7 June (10.00am-12.30pm)</td>
<td>Stanton Training &amp; Conference Centre, Huntingdon (PE29 6XL)</td>
</tr>
</tbody>
</table>

### Contact/Links for Further Information/Advice

School Governance Team  
To view the Summer Term 2018: Governance Training Programme or book a course online  
https://www.cambslearntogether.co.uk/school-improvement/school-governance/

(Please note charges apply to these training sessions – please refer to the School Governance Team Service Level Agreement or Governance Training Programme for further information).

## NGA Leading Governance – Development for Chairs and Clerks Programmes

**Relevant to:** All Schools

### Supporting Information

**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.

### Contact/Links for Further Information/Advice

Further information about the two development programmes is available:  
https://www.cambslearntogether.co.uk/school-improvement/school-governance/
Conducting Headteacher Appraisal and Monitoring Staff Performance

Relevant to All Schools

Supporting Information
Governing bodies are advised to start planning and making their arrangements to review the performance of the headteacher in the Autumn Term:

- Selecting performance management or appraisal governors
- Making arrangements for an external adviser to assist the performance management governors
- Undertake appropriate training
- Further information in the yearly planner

Training dates for the Summer Term as follows:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 21 June (7.00pm-9.00pm)</td>
<td>Wood Green Animal Shelter, Godmanchester (PE29 2NH)</td>
</tr>
<tr>
<td>Wednesday 4 July (7.00pm-9.00pm)</td>
<td>Cambridge Professional Development Centre (CB2 9NL)</td>
</tr>
</tbody>
</table>

Associated guidance:

Contact/Links for Further Information/Advice
School Governance Team
To view the Summer Term 2018: Governance Training Programme or book a course online
https://www.cambslearntogether.co.uk/school-improvement/school-governance/

For Cambridgeshire schools who subscribe to the School Governance Team Service Level Agreement these training sessions are included at no additional cost. For Cambridgeshire non-subscribing schools there is a charge as detailed in the Service Level Agreement.
# RELEVANT INFORMATION AND OTHER ITEMS

## Packages of Support to Improve Governance

<table>
<thead>
<tr>
<th>Relevant to</th>
<th>All Schools</th>
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### Supporting Information

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:

- Governance consultation (two hour session aimed to have a sharp focus on a specified topic, to drive improvement in your GB and to identify areas for improvement)
- An external review of governance (including interviews and review of governing body documentation, a report providing context, finding and recommendations for improvement and an impact evaluation)

### Contact/Links for Further Information/Advice

School Governance Team  
Email: schoolgovernance@cambridgeshire.gov.uk  
Further information is available on the School Governance page of the Learn Together Cambridgeshire (LTC) website: https://www.cambslearntogether.co.uk/school-improvement/school-governance/

## National Leaders of Governance (NLG)

<table>
<thead>
<tr>
<th>Relevant to</th>
<th>All Schools</th>
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### Supporting Information

In Cambridgeshire, we currently have eight NLGs:

- Anne Campbell, Chair of The Parkside Federation Academies
- Penny Conway, Chair of Little Paxton Primary School
- Liz Gibson, Chair of Icknield Primary School
- Jeannette Knights, Chair in a NE London School (available to work as an NLG with schools in Cambridgeshire)
- Nicky Odgers, Chair of Morley Memorial Primary School
- Tony Sharpe, Chair of Teversham CoE Primary School
- Barry Smethurst, Chair of The Horizons Learning Federation
- Amy Weatherup, Chair of Swaffham Bulbeck CoE Primary School

Associated guidance: https://nlgeastofengland.wordpress.com/nlgs-in-the-region/cambridgeshire/

### Contact/Links for Further Information/Advice

If you want to find out what support they can offer and make contact please contact the School Governance Team  
Email: schoolgovernance@cambridgeshire.gov.uk  
Available to schools subscribing to the School Governance Team SLA: Governance Support: National Leaders of Governance (NLGs) (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).

## Cambridgeshire School Improvement Board (CSIB)

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<th>Relevant to</th>
<th>All Schools</th>
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</table>

### Supporting Information

The Cambridgeshire School Improvement Board (CSIB) brings together representatives of all phases with FE, the Teaching School Alliances, school partnerships, the Diocesan Authorities, the universities, elected members, governors, the teacher unions and the Regional Schools Commissioner. The aim of the Board is to ensure that all of these groups work together to meet the County’s priorities.

- How does the work of our school link with the priorities of the Cambridgeshire School Improvement Board?
- Is there anything we would like to draw the Board’s attention to?

### Contact/Links for Further Information/Advice

Helen Manley, Senior Adviser: Curriculum, Teaching & Leadership  
Email: helen.manley@cambridgeshire.gov.uk  
CSIB digests of meetings and documents tabled at meetings can be located at: https://www.cambslearntogether.co.uk/school-improvement/cambridgeshire-school-improvement-board/
### School to School Support in Cambridgeshire

**Relevant to**  All Schools

**Supporting Information**

Details of how school to school support works across the county can be located here: [https://www.cambslearntogether.co.uk/school-improvement/school-to-school-support/](https://www.cambslearntogether.co.uk/school-improvement/school-to-school-support/).

**Contact/Links for Further Information/Advice**

Available to schools subscribing to the School Governance Team SLA - Governor Guidance Note 38: System Leadership: Headteachers and School-to-School Support (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).

### Ofsted School Inspection Update

**Relevant to**  All Schools

**Supporting Information**

Update on information about Ofsted inspections, including clarification on inspecting exempt schools, the inspection of schools with a religious character, and what inspectors should look for in relation to careers provision in schools. Paragraph 17 of the School Inspection Handbook has been updated to clarify the position for inspecting exempt schools.

**Contact/Links for Further Information/Advice**

Associated guidance:

### Ofsted Inspections Myths

**Relevant to**  All Schools

**Supporting Information**

The purpose of this document is to confirm facts about the requirements of Ofsted and to dispel myths that can result in unnecessary workloads in schools. It should be read alongside the School inspection handbook.

**Contact/Links for Further Information/Advice**

Associated guidance:

### Ofsted Bold Beginnings - The Reception curriculum in a sample of good and outstanding primary schools

**Relevant to**  All Schools

**Supporting Information**

Ofsted have published Bold Beginnings, a report that looks at the Reception curriculum in a sample of 41 good and outstanding primary schools.

**Contact/Links for Further Information/Advice**

Associated guidance:
- Foundation Years [https://www.foundationyears.org.uk/](https://www.foundationyears.org.uk/)
## Promoting Positive Mental Health

**Relevant to:** All Schools  

**Supporting Information:**

The governing body has a vital role to play when it comes to pupil and staff mental health and well-being.

A new website Mentally Healthy Schools: [https://www.mentallyhealthyschools.org.uk/](https://www.mentallyhealthyschools.org.uk/) has also been launched to support pupils’ mental health in primary schools. The website offers online resources and practical ideas for use in the classroom.

Mental Health in Personal Social Health Education (PSHE) Films - The PSHE Service, with commissioned funding from Public Health, has produced 5 films in partnership with Bottisham Primary School, Bottisham Village College and Burwell House. These demonstrate good practice in teaching and learning about different aspects of mental health.

Governors can ask if the school is aware of these resources and if they find them useful.

**Contact/Links for Further Information/Advice:**

Associated NGA guidance:  
https://www.nga.org.uk/Guidance/Pupils-and-parents/Pupil-wellbeing/Promoting-positive-mental-health.aspx

Keep Your Head website, and will also be linked from the PSHE Service pages on Learn Together:
http://www.keep-your-head.com/cyp/CP-MHS/teachers-and-school-staff/pshe-films

## Governor Contact Details and Security of Confidential or Sensitive Information sent by Email

**Relevant to:** All Schools and PRUs  

**Supporting Information:**

The governing body is responsible in law for ensuring that all confidential or sensitive information is held securely. This includes when information is sent electronically. Governing bodies 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 bodies are recommended to have:

- governors referred to in the school’s Acceptable Use Policy (ICT)
- conducted a risk assessment for the use of email by governors
- agreed to use the County or other secure email system for confidential information

**Contact/Links for Further Information/Advice:**

Information Governance Team - data protection/FOI queries:  
Tel: 01223 699137  
Email: data.protection@cambridgeshire.gov.uk

Available to schools subscribing to the School Governance Team SLA – Governor Guidance Note 24: Electronic Storage of Information (currently being updated) (located on the Cambridgeshire School Governance Hub - refer to page 1 to register/access).

## Working Together to Safeguard Children

**Relevant to:** All Schools  

**Supporting Information:**

Following consultation on proposed revisions to statutory guidance Working Together to Safeguard Children, the DfE has published its response. Updated guidance will be published in due course with a 12 month lead in time for local areas to develop their safeguarding arrangements, and an additional three months for full implementation of those arrangements.

**Contact/Links for Further Information/Advice:**

Associated guidance:  
Government Consultation Response  
### Being Strategic: A Guide for Governing Boards

**Relevant to:** All Schools

**Supporting Information**

Ensuring clarity of vision and strategic direction is one of the three core functions of governing boards. To assist governors and trustees in their strategic role, the National Governance Association and Wellcome have published guidance.

**Contact/Links for Further Information/Advice**


### Governor Recruitment Updates

**Relevant to:** All Schools

**Supporting Information**

Updated guidance - 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.

The School Governance Team work closely with the following organisations and schools can register their vacancies direct:

- Inspiring Governance: [http://inspiringgovernance.org/](http://inspiringgovernance.org/) - the national online matchmaking service which connects skilled volunteers interested in serving as governors and trustees with schools and colleges
- SGOSS: Governors for Schools: [https://www.governorsforschools.org.uk/about-us/](https://www.governorsforschools.org.uk/about-us/) - recently relaunched and now known as Governors for Schools, help recruit professional, skilled governors

There are also other organisations available:

- Academy Ambassadors: [https://www.academyambassadors.org/](https://www.academyambassadors.org/) - hosted by the New Schools Network, recruit senior business leaders to serve on the boards of multi-academy trusts
- Inspiring the Future: [http://www.inspiringthefuture.org/](http://www.inspiringthefuture.org/) - 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

**Contact/Links for Further Information/Advice**

Associated guidance: The Right People Around The Table: A Guide to Recruiting and Retaining School Governors and Trustees [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)

### Changes to Disqualification Rules which will take effect from 1 August 2018

**Relevant to:** Trustees as well as CEO’s and CFOs

**Supporting Information**

The Charity Commission has announced changes to disqualification rules, affecting trustees as well as CEO’s and CFO’s which take effect from 1 August 2018.

**Contact/Links for Further Information/Advice**

Associated guidance: [https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities](https://www.gov.uk/guidance/automatic-disqualification-rule-changes-guidance-for-charities)
<table>
<thead>
<tr>
<th>Information about the changes to Funded Twos, Early Years Pupil Premium (EYPP) and Free School Meals (FSM) for families on or going on to Universal Credit as from 1 April 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Relevant to</strong></td>
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<tr>
<td><strong>Supporting Information</strong></td>
</tr>
<tr>
<td>As from 1 April 2018, more families will be eligible. Information has been shared with EY settings and schools.</td>
</tr>
<tr>
<td>The new income threshold for families on Universal Credit for Early Years Pupil Premium (EYPP) will be £7,400 net (take home pay).</td>
</tr>
<tr>
<td>The new income threshold for families on Universal Credit for Free early education for two year olds (Funded Twos) will be £15,400 net (take home pay).</td>
</tr>
<tr>
<td><strong>Reducing Teacher Workloads</strong></td>
</tr>
<tr>
<td><strong>Relevant to</strong></td>
</tr>
<tr>
<td><strong>Supporting Information</strong></td>
</tr>
<tr>
<td>On 10 March 2018, the Secretary of State for Education gave a speech about the importance of removing unnecessary workload. A video has also been published explaining how the department is working with the profession, the teaching unions, Ofsted and others to reduce unnecessary teacher workload.</td>
</tr>
<tr>
<td><strong>Careers Guidance</strong></td>
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<tr>
<td><strong>Relevant to</strong></td>
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<tr>
<td><strong>Supporting Information</strong></td>
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<tr>
<td>LA Communications – Schools Newsletter</td>
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<td>----------------------------------------</td>
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<tr>
<td>Relevant to All Schools</td>
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<tr>
<td>Supporting Information</td>
</tr>
<tr>
<td>A new 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>.</td>
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<thead>
<tr>
<th>Governance Advisory Panel (GAP) – Opportunity extended to become a member</th>
<th>Contact/Links for Further Information/Advice</th>
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<tbody>
<tr>
<td>Relevant to All Schools</td>
<td></td>
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<tr>
<td>Supporting Information</td>
<td></td>
</tr>
<tr>
<td>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 will be two face-to-face meetings per annum with remote participation possible. Between meetings, business will be conducted electronically. We would welcome expressions of interest in joining GAP so we can ensure a good coverage of the different involvement in school governance in Cambridgeshire.</td>
<td>School Governance Team Email: <a href="mailto:schoolgovernance@cambridgeshire.gov.uk">schoolgovernance@cambridgeshire.gov.uk</a></td>
</tr>
</tbody>
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**INFORMATION FOR THE CHAIR OF THE GOVERNING BODY ONLY**

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<thead>
<tr>
<th>National Leaders of Governance (NLG) – A Guide for Potential Applicants</th>
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<td>NLGs are highly effective chairs of governors who use their skills and experience to support other chairs and governing bodies to improve school governance and performance. If you are an experienced chair of governors who is interested in supporting chairs of governors in other schools, you might want to apply to be a National Leader of Governance. This is part of the government’s plan to give schools a central role in developing a self-improving and sustainable school-led system.</td>
<td>Further information on the role, including the eligibility criteria and how to apply, is available: <a href="https://www.gov.uk/guidance/national-leaders-of-governance-a-guide-for-potential-applicants">https://www.gov.uk/guidance/national-leaders-of-governance-a-guide-for-potential-applicants</a></td>
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The application round is currently closed. Anyone interested in the role should contact the National College directly. **Interest from Chairs of Governors in the East Cambridgeshire and Fenland area is particularly welcomed.**
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 £500 to non-subscribing schools
Contact 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 for more details and to arrange

www.cambridgeshire.gov.uk
# 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)

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