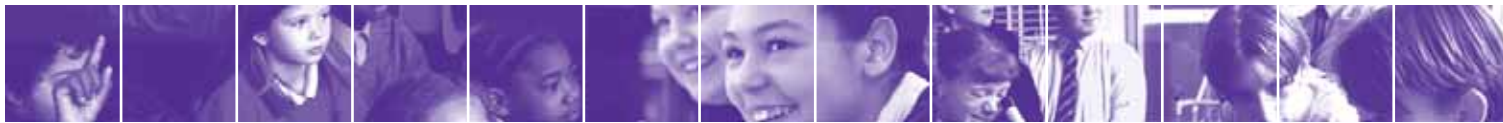


# The Bristol Governor



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Issue 22 - SPRING 2007

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- Recommended Agendas
- Focus for Action
- Getting it Right – Guidance
- Training, Forums and Conferences

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## Focus for Action – centre spread

**New reforms from the DFES for secondary schools.**

Our centre spread looks at the 14-19 Implementation Plan and how the biggest shake-up in secondary education since 1945 will affect Bristol.

## Dear Governor Colleagues

I hope you all had a good break. Welcome back to the new term. As you will no doubt have heard, there has been some very encouraging news since the last "Bristol Governor" newsletter in the form of the national test results.

We have made a significant move up the Key Stage 2 league tables. At level 4+ we gained nine places in English, seven places in maths and seven places in science. At level 5+ we saw further gains: English up 24 places, maths up 9 places and science up 39 places. This progress should encourage us all.

The Key Stage 4 tables confirm that, ranked out of 149 Local Authorities, Bristol was 148th on five A\*-C, rising to 142nd when English and Maths GCSEs are included. On the contextual value added (CVA) measure, we were 127th. Fairfield and City Academy were amongst the top 100 schools in England on the CVA measure.

While of course there is still a lot to be done, we are definitely moving in the right direction. Well done to all the governors who have contributed to this improvement.

We have another busy year ahead embedding the good work already being done in our schools and developing the new CYPs structure. Full details of our priorities for the next three years are set out in the Children &

Young People's Plan (circulated to all Chairs and Headteachers, with copies available from the Governor Development Service). Development of our Extended Schools Partnerships is progressing well and over the months ahead we will also get a better picture of how the new Education and Inspections Act, the majority of which becomes law on 1 April, will impact on our schools and services. We will keep you posted on developments.

Finally, 2007 is the 200th anniversary of the passing of the Abolition of the Slave Trade Act and schools and services clearly have an important role to play in helping children and young people to understand the history and legacy of the transatlantic slave trade. A range of support programmes and materials are being developed by the council, led by the Culture and Leisure Department, to support colleagues in this endeavour and in improving black achievement. I do hope that governors will encourage schools to see 'Abolition 200' as a unique opportunity to enrich the curriculum for our students in 2007.

**Heather Tomlinson**

**Director of Children & Young People's Services**



# BME Governors' Conference 2006

*"The recruitment of Black and Minority Ethnic Governors in Bristol has been very low and equally very hard to retain. The percentage of BME students in schools stands at approximately 22%, whereas BME governors total approximately 9% and staff less than 3%.*

*A BME Governors' Conference took place on 4 November 2006 to establish if there was a need for an on-going support network. This was also an opportunity to meet others to discuss common issues.*

*Governors past and present were asked to speak on the following subjects:*

- *why we became governors*
- *the positive benefits of being a governor*
- *any key successes/achievements we feel we have had*
- *any concerns/drawbacks/problems*
- *any support that would have helped us in our role.*

*The conference was very well attended with up to 40 people giving up valuable weekend time. You could definitely feel the exciting need to share views and development issues.*

*Workshop sessions took place in the form of mind-mapping where each group was asked a number of questions regarding key issues about being a governor, what they would like to see more of with regards to support and how BME governor development could be moved forward.*

*The desire and need to establish a BME Governors' support network was very clear from discussions that took place.*

*A small steering group has been meeting to establish a BME Governors' Support*

*Network, and this will be launched in March 2007.*

*The BME Governors Support Network is supported by Bristol Governors Forum.*

*Thanks to all who came and supported the BME Governors' Conference"*

**Beresford Lee, Governor at Broomhill Junior School**

## Editor's Note

The Local Authority is actively committed to promoting the recruitment of and support for, governors from BME backgrounds, so that our governing bodies are able to meet the needs of their school communities more effectively. If you have friends, (family, work colleagues...) who would be interested in serving as a school governor, please do share your experience with them, tell them why you volunteered for the role, and pass on our contact details for further information (no obligation!) Although we have vacancies across the whole city, south of the river, primary and special schools, remain our most challenging areas of need.

News and Updates



## BME Governors' Support Network

It is envisaged that the Network will provide on-going mutual support to BME governors, be a discussion forum, and work with a view to raising awareness of BME governors in the Local Authority and the wider community of Bristol.

If you consider yourself of BME origin, membership of the BME Support Network is open to you, and that includes staff governors, and potential governors.

- Please let us know if you can come to this meeting
- If you cannot attend on this occasion, please still register your interest in the BME Governors Support Network, and we will keep you informed of progress and tell you about future meetings.

**Contact Louise Bale at Governor Development Service on 0117 903 1396 or email [louise.bale@bristol.gov.uk](mailto:louise.bale@bristol.gov.uk)**

## Inaugural meeting

To elect a Chair and agree the aims of the Network

**Thursday 29 March 2007  
7.00 – 9.00pm**

**Council House, College Green**

- Keynote speaker
- Refreshments

## Programme of positive action support for BME Governors in Bristol

Are you a Black or Minority Ethnic governor?

Would you like to know more about these initiatives?

A programme of positive action initiatives is being developed, to include the BME governors support network, training opportunities, BME governor recruitment campaign, and more.

Please give us your permission to contact you directly about these initiatives by emailing or phoning GDS, and we will note this with your contact details on our governor database.

Data protection regulations prevent us from contacting you unless you directly have given us your express permission to do so.

**Don't miss out!**

## Miss it...Miss out!

A date for your diary... Don't miss this year's Annual Governors' Conference.

The conference this year is on the 7th July. Our keynote speaker this year is Professor John West-Burnham. John works as a teacher, writer and consultant in leadership development, and is Senior Research Adviser at the National College for School Leadership. His current research and writing interests include transformational leadership, leadership learning and development and educational

leadership in the community. He is working with Bristol LA officers and headteachers on a number of projects relating to leadership development in the City.

There will be opportunities to meet other Bristol governors over coffee and a buffet lunch. Presentation of awards for long serving governors will also be made during the morning.

To make a booking, please complete and return the tear off slip on the invitation enclosed.

**Contact: Governor Development Service on 0117 903 1396 or email [gds@bristol.gov.uk](mailto:gds@bristol.gov.uk)**

Ever thought of taking up a second governorship?

Have you got a few hours to spare each month?

If you feel you could join this elite band, please contact Louise Bale at GDS on 0117 903 1396 or email [louise.bale@bristol.gov.uk](mailto:louise.bale@bristol.gov.uk) to find your perfect (school) match!

## Helping Children in Care

School governors can make a powerful contribution in helping schools to break the cycle of disadvantage often associated with looked after children.

On 9 October, the Government published its green paper Care Matters. This sets out a comprehensive set of proposals to transform the lives of children and young people in care. The majority of children come into care as a result of abuse or neglect and, as their corporate

parent, we cannot and must not accept any less for them than we would for our own children.

While some children in care do well in their education, as a group they under perform significantly in relation to their peers. Governors, working with their headteachers, learning support staff and designated teachers, can help change this by helping to put in place policies that ensure that children in care are given the

support they need to make their educational experience positive, and to help them flourish.

**For more info:** Care Matters is available online at [www.teachernet.gov.uk/publications](http://www.teachernet.gov.uk/publications)

For more on supporting Looked After Children in our schools see Spring Terms' Q & As on page 14.



# Performance Management

Changes have been made to the performance management process for assessing teachers' and headteachers' overall performance and planning their future development.

The changes streamline the process of planning and assessment so teachers and heads understand what is expected of them. They also create clearer links between performance management and school improvement and pay.

## When do these changes come into effect?

The new Regulations will not come into force until September 2007. This means that the new planning and review statements will have to be completed by:

- 31 October 2007 for teachers and
- 31 December 2007 for headteachers.

## What implications do these changes have for governors?

The role of governors will not be significantly different. There are, for example, few changes to the way governing bodies conduct headteacher performance management or the way pay decisions are made;

- The headteacher's performance review will still be conducted by two or three performance management governors together with the School Improvement Partner (SIP), or where no SIP is yet in place an external adviser appointed by the governing body.
- Unlike at present, the new Regulations allow for the governing body to scrutinise and suggest amendments to the headteacher's review statement. Guidance recommends that this is the Chair of Governors or where the Chair is already a member of the performance review panel another named

member of the governing body. This governor should also undergo performance management training.

- The governing body must annually review the schools' performance management policy, consulting staff and recognised trade unions where revisions are necessary.
- The governing body must have regard to the work/life balance of the headteacher when drafting their planning and review statement.

A new model Performance Management Policy for schools is being prepared, which all governing bodies will be recommended to adopt. A governors training session on Performance Management, which will include guidance on the new regulations, has been arranged;

**Wednesday 4th July  
9.30am-12 noon**

**at The Southville Centre, Southville**

**For more info:  
[www.teachernet.gov.uk/  
performancemanagement](http://www.teachernet.gov.uk/performancemanagement)**

# Education and Inspection Act 2006

The new Education and Inspections Act came into force on 8 November 2006. The provisions are wide ranging and seek to secure higher standards for all through increasing diversity and choice in the education system. Some of the provisions came into force immediately; others are due imminently.

The Act covers:

- Trust schools – what they are, how they can be established
- A changed role for Local Authorities as 'commissioners' rather than 'providers' of services. (Various provisions coming into force February, April and May 2007)
- A new admissions code, which schools are required to observe. (Came into force February 2007)
- New powers and duties for Local Authorities to intervene earlier to prevent school failure, and to challenge underperforming schools. (Due to come into force April 2007)
- Changes to the powers and responsibilities of schools, Local Authorities and parents with regard to behaviour, discipline and exclusions. (Comes into force April 2007)
- A new framework for 14 – 19 education with significant implications for secondary schools, other parties and Local Authorities
- Extension to the scope of Ofsted's remit to include the inspection of social care provision for Children and Young People. (Comes into force April 2007).

There is also a new specific duty on governing bodies to promote well-being and community cohesion, and have regard for the Children and Young People's plan, due to come into force in April 2007. A feature article on the Act will be included in our Summer "Bristol Governor" Newsletter.

**Governornet website link:  
<http://www.governornet.co.uk>**

**Contact: Governor Development Service on 0117 903 1396 or email [gds@bristol.gov.uk](mailto:gds@bristol.gov.uk)**

# School profile time again!

The School Profile caused a great deal of consternation amongst governing bodies and schools during the summer terms 2006. Schools had difficulty accessing their profile, the data was not loaded by the promised dates and in some cases the information relating to schools was inaccurate. The National Governors Association, along with the headteacher unions and others, made a series of representations to the DfES. As a result it agreed to revise the School Profile, send a letter to schools apologising for the problems and suspended the School Profile site. The site has now re-opened, following a number of revisions;

- A new pictorial format for expressing pupil progress at Key Stages 2-4. The DfES believes that this will be more accurate than the previous 'big arrow' display.

- Clarification that the narrative sections of your profile should report on the current academic year.
- Date last published – this will now appear in the heading of the document. The previous version included a reference to the academic year which was felt to be confusing.
- An ability to update your Profile after it has been published if you wish.

All maintained schools need to publish a school profile, once in each academic year, by 31 July. The only exceptions are maintained nursery schools, which will continue to produce a governors' annual report.

## What role does the governing body play in producing the profile?

While it is for each governing body to decide who drafts the text, it is ultimately the responsibility of the governors to ensure that the profile is completed and published.

It's now time to start preparing this year's profile for publication. We recommend that you begin preparations sooner rather than later!

**Guidance on completing the School Profile can be found at:**

<http://www.teachernet.gov.uk/management/newrelationship/schoolprofile>

The "Frequently Asked Questions" section is particularly useful.

# Don't forget the new Financial Management Standard

A reminder that support and training on achieving the Financial Management Standard in Schools (FMSiS) is available from the LA's Schools Finance Team.

The Standard reviews financial practice in the school in relation to 5 key areas;

- Leadership and governance
- People management
- Policy and strategy
- Partnerships and resources
- Processes.

Schools cannot opt out of the Financial Standard. It requires staff and governors to have

shared understanding of their roles and responsibilities regarding finance and is designed to ensure the head, governors and bursar are able to fulfil their financial roles and responsibilities and act with financial integrity.

The timetable for introduction is as follows;

- All secondary schools must achieve the Standard by March 2007
- 40% of schools by March 2008
- 80% of schools by March 2009
- All schools EXCEPT Nursery by March 2010.

Which group of schools are you in? Have you already made a start on the preparations needed before being assessed for the Standard?

If you require any further information about assessment for the Standard, please do not hesitate to contact the Schools Finance Team:

**Carol Searle or Josie Church,**  
Tel 0117 922 2464

or email  
[carol.searle@bristol.gov.uk](mailto:carol.searle@bristol.gov.uk)  
or  
[josie.church@bristol.gov.uk](mailto:josie.church@bristol.gov.uk).



# Calling All Long Serving Governors...

At this year's Annual Governors' Conference we will be presenting awards to long serving governor colleagues. Any governor who has served continuously for 15 years or more in a Bristol school (or schools) and has not previously received an award can be nominated.

If this is you, or if you know of someone else who qualifies, please let us know.

Please contact Governor Development Service on 0117 903 1396 or email [gds@bristol.gov.uk](mailto:gds@bristol.gov.uk)



## Do you have your Governors' Handbook?

Don't forget to ensure that any governor who leaves your governing body, returns their copy of The Governors' Handbook to the clerk. It can then be passed on to the new governor who replaces him/her.

## ROLL OF HONOUR FOR THOSE GOVERNING BODIES SHOWING NO VACANCIES ON 8 FEBRUARY 2007

Air Balloon Hill Infant School	Easton CE VA Primary School	SS Peter & Paul Catholic Primary School
Air Balloon Hill Junior School	Gay Elms Primary School	St Anne's Park Primary School
Ashley Down Junior School	Greenfield Primary School	St Bede's Catholic College
Ashton Park Secondary School	Headley Park Primary School	St Patrick's Catholic Primary School
Ashton Vale Primary School	Henbury Court Primary School	St Teresa's Catholic Primary School
Avonmouth CE VC Primary School	Henleaze Junior School	Summerhill Junior School
Begbrook Primary School	Holy Cross Catholic Primary School	Victoria Park Community Infant School
Broomhill Infant School	Luckwell Primary School	West Town Lane Primary School
Chester Park Infant School	Our Lady of the Rosary Catholic Primary School	Westbury-on-Trym CE VC Primary School
Chester Park Junior School	Parson Street Primary School	
Christ Church CE VC Primary School	Sea Mills Junior School	
Cotham School	South Street Primary School	

**Congratulations to all these governing bodies!  
Will your governing body make the list next time?**

## All change for GCSE coursework

Sweeping changes to the GCSE coursework system have been announced. The changes are a response to widespread concerns about the reliability of coursework.

As of September 2007, there will be no coursework for GCSE maths. Further changes to GCSE maths as a whole will be made in 2010, once the role and assessment of functional skills becomes clearer.

For other subjects, from September 2009, existing coursework tasks and assessments will be replaced by controlled assessments, the detail of which is still under consultation. However, the guiding principle of the new coursework assessments is that unsupervised coursework assessments should no longer contribute towards final GCSE grades. This means that students might carry out research and investigation outside the classroom, but the actual essay would be written under controlled supervised conditions.

For more info: [www.qca.org.uk](http://www.qca.org.uk)

## Welcome and Congratulations

Kairen Smith has been recently appointed Senior School Improvement Officer (Early Years) to help deliver our early years strategy across services and teams in CYPs. Michele Farmer has been appointed Strategy Leader, Learning Partnerships and Collaboration and will be taking up her post later this year.

## Healthy Schools update



We are pleased to announce 22 schools were awarded the new Healthy School status at a Celebration Event on 30 November, with a further five awarded the Bristol Inclusion Standard. The Celebration Event provided an opportunity to showcase all their hard work as well as share good practice, and received very positive press coverage.



A further 43 schools who worked on the original scheme will also be awarded Healthy School status and will be celebrating their on-going commitment to enhancing the health and wellbeing of the whole school community.

A testament to the achievement of all these schools has been the inclusion of the Bristol Healthy Schools Programme in reaching the regional final of the Beacon Award, along with our colleagues in South Gloucestershire. This reflects everyone's commitment to the work. The National Team has visited and already given very positive feedback about all sections within the award, included pupil participation, partnership working and equalities and diversity. Following a presentation in London in January, the results will be announced at a gala dinner in March.

In addition, the Bristol Healthy Schools Programme's website has just been launched with a range of local materials and links to associated areas of work.

To find out more, go to [www.bristolhealthyschools.nhs.uk](http://www.bristolhealthyschools.nhs.uk)

or contact: Sarah Young on 0117 900 2216 or email [sarah.young@bristolnorth-pct.nhs.uk](mailto:sarah.young@bristolnorth-pct.nhs.uk)

## The Big Change 2007

Bristol City Council has introduced new simplified web and e-mail addresses as follows –

Website address;  
[www.bristol.gov.uk](http://www.bristol.gov.uk)

Email addresses follow a new format;  
[firstname.surname@bristol.gov.uk](mailto:firstname.surname@bristol.gov.uk)

The new email address for the Governor Development Service is;  
[GDS@bristol.gov.uk](mailto:GDS@bristol.gov.uk)

### Why change?

The addresses are changing to make them easier for customers to remember, help with publicity of Council services and to follow standard conventions. The old website address and emails will continue to work for the next 18 months.



# Full Governing Body Meeting 4 – Spring 2007

Recommended Agendas

SHOULD HAVE	COULD HAVE
<p><b>Apologies and declarations of pecuniary interest</b></p> <p><b>Head's report</b> – written and circulated in advance – giving information, contextualisation, offering recommendations for action if appropriate, and likely to include some of the following:</p> <ul style="list-style-type: none"> <li>■ Standards achieved (may be presented by curriculum committee)</li> <li>■ Pupils attitudes, values and personal developments (including attendance, exclusion and other pupil data) (may be presented by curriculum committee)</li> <li>■ Effectiveness of teaching and learning (including staff development activities and other staffing data)</li> <li>■ Curriculum provision – (including extra-curricular activities, visits and visitors, accommodation and resources)</li> <li>■ Guidance, care and support for pupils (including reporting racist incidents)</li> <li>■ Partnership with parents, other schools and the community leadership, management and governance including budgetary position (may be presented by the finance committee)</li> </ul>	<p><b>Report from curriculum committee on:</b></p> <ul style="list-style-type: none"> <li>■ Adoption of policies</li> </ul>
	<p><b>Report from staffing committee on:</b></p> <ul style="list-style-type: none"> <li>■ Staffing priorities and developments (including review of effectiveness of provision for workforce remodelling)</li> <li>■ Report on implications for staffing structure resulting from review of curriculum needs</li> </ul>
	<p><b>Report from premises committee on:</b></p> <ul style="list-style-type: none"> <li>■ Priorities and possible implications for the term (health, safety and welfare update)</li> </ul>
	<p><b>Report from governors:</b></p> <ul style="list-style-type: none"> <li>■ Outcomes of visits to school, and implications for governance</li> <li>■ Outcomes of training and implications for governance</li> <li>■ Identification of training opportunities for coming term</li> </ul>
<p><b>Proposed budget 2007/2008</b> – discussions leading to decisions and adoption of a Budget model 2007/2008 to include:</p> <ul style="list-style-type: none"> <li>■ Links to key school development priorities</li> <li>■ Carry forward</li> <li>■ Proposed impact of each model on pupils learning</li> <li>■ Reasons for the adoption of proposed budget related to outcomes</li> </ul>	<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>■ Specific to school</li> <li>■ LA monthly bulleting / termly newsletter</li> <li>■ DFES information</li> </ul>
<p><b>Report of the self-evaluation monitoring visit:</b> Including key outcomes from the School Improvement Officer's (SIO), School Improvement Partner's (SIP) note of visit on:</p> <ul style="list-style-type: none"> <li>■ School's own judgements</li> <li>■ SIO's judgement on these judgements</li> <li>■ SIO's judgement on the quality of the self-evaluation process</li> <li>■ Implications and recommendations for the school</li> </ul>	<p><b>Agree arrangements for publication of school prospectus</b></p>
<p><b>School Self-Evaluation Position Statement</b> (presented by co-ordinating governors)</p> <p>Discussion leading to identification of possible priorities for 2007/2008 Development Plan .</p>	<p><b>Agree arrangements for production and publication of school profile</b></p>
<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>■ Receive report from clerk detailing governors end of terms of office, consider implications for recruitment</li> </ul>	
<p><b>Next term's school self-evaluation focus – Leadership, Management and Governance</b> (or Quality of Provision in secondary schools who have agreed to vary their focus.)</p> <ul style="list-style-type: none"> <li>■ Discussion leading to decisions on when, what activities, and evidence will be used by the governing body to determine a judgement on leadership, management and governance,</li> <li>■ Which committee or governor will co-ordinate this activity?</li> </ul>	
<p><b>Report on progress towards achievement of Financial Management Standard</b></p>	
<p><b>Minutes of the last meeting:</b></p> <ul style="list-style-type: none"> <li>■ Approval of minutes and matters arising</li> </ul>	

# Full Governing Body Meeting 5 – Summer 2007

SHOULD HAVE	COULD HAVE
<p><b>Apologies and declarations of pecuniary interest</b></p>	<p><b>Report from curriculum committee on:</b></p> <ul style="list-style-type: none"> <li>■ Policy update / adoption</li> <li>■ Monitoring reports if appropriate</li> </ul>
<p><b>Head's report</b> – written and circulated in advance – giving <b>information, contextualisation</b> and <b>offering recommendations for action</b> if appropriate, and likely to include some of the following:</p> <ul style="list-style-type: none"> <li>■ Standards achieved (may be presented by curriculum committee)</li> <li>■ Pupils attitudes, values and personal developments (including attendance, exclusion and other pupil data)</li> <li>■ Effectiveness of teaching and learning (including staff development activities and other staffing data)</li> <li>■ Curriculum provision – including extra-curricular activities, visits and visitors, accommodation and resources</li> <li>■ Guidance care and support for pupils (including reporting any racist incidents)</li> <li>■ Partnership with parents, other schools and the community</li> <li>■ Leadership, management and governance including budgetary position</li> </ul>	<p><b>Report from staffing committee on:</b></p> <ul style="list-style-type: none"> <li>■ Staffing priorities and developments and possible implications for the term ahead (remodelling the workforce implications)</li> </ul>
<p><b>Outcomes of school self-evaluation activities on Leadership, Management and Governance (or Quality of Provision, in secondary schools who have elected to vary their focus)</b></p> <ul style="list-style-type: none"> <li>■ Discussion leading to corporate judgement on leadership, management and governance and evidence that confirms these judgements</li> <li>■ Decision on which governor will attend formal monitoring meeting with School Improvement Officer</li> </ul>	<p><b>Report from premises committee on:</b></p> <ul style="list-style-type: none"> <li>■ Priorities and possible implications for the term (health, safety and welfare update)</li> <li>■ Health and safety annual review</li> </ul>
<p><b>Budget 2007/2008</b> (presented by Finance Committee)</p> <ul style="list-style-type: none"> <li>■ Brief item to formally adopt the budget for 2007/2008.</li> </ul>	<p><b>Report from governors:</b></p> <ul style="list-style-type: none"> <li>■ Outcomes of visits to school, and implications for governance</li> <li>■ Outcomes of training and implications for governance</li> <li>■ Identification of training opportunities</li> </ul>
<p><b>School Profile</b></p> <ul style="list-style-type: none"> <li>■ Receive progress report</li> </ul>	<p><b>Report from H&amp;S governor:</b></p> <ul style="list-style-type: none"> <li>■ Annual report</li> </ul>
<p><b>School Development Plan</b></p> <ul style="list-style-type: none"> <li>■ Review progress made 2006/07</li> <li>■ Agree priority areas for 2007/08</li> </ul>	<p><b>Annual Report to Parents (nursery schools only)</b></p> <ul style="list-style-type: none"> <li>■ Receive, revise, adopt the Annual Report to Parents</li> </ul>
<p><b>Clerk's report</b></p> <ul style="list-style-type: none"> <li>■ Receive report from clerk detailing governors' ends of term of office, consider implications for recruitment and reconstitution</li> </ul>	<p><b>Agree school prospectus</b></p>
<p><b>Minutes of the last meeting:</b></p> <ul style="list-style-type: none"> <li>■ Approval of minutes and matters arising</li> </ul>	
<p><b>Correspondence</b></p> <ul style="list-style-type: none"> <li>■ Specific to school</li> <li>■ LA monthly bulletin / termly newsletter</li> <li>■ DfES information</li> </ul>	



# New reforms in 14-19 education

The DfES 14-19 Implementation Plan follows up the 14-19 Education and Skills White Paper published in February 2005. It has been described as the biggest shake-up of the secondary curriculum and delivery since 1945 and certainly its impact will be enormous. In particular it proposes: -

Specialised Diplomas – new styles of learning, in different settings, providing more opportunities for practical and applied learning at levels 1, 2 and 3 will be a National Entitlement for all 14-19 students from 2013. Industry is helping to design the new qualifications.

- Available from September 2008 – ICT, Engineering, Construction and the Built Environment, Society Health and Development, Creative and Media.
- Available from September 2009 – Land Based & Environment, Hospitality & Catering, Manufacturing, Business Administration & Finance, Hair & Beauty.
- Available from September 2010 – Public Services, Sport & Leisure, Retail, Travel & Tourism.

No single institution will be capable of delivering all the new specialised Diplomas alone. Collaboration will therefore be essential for success. It is clear that schools and colleges are expected to work together to plan and deliver high quality provision in a collaborative approach to providing more opportunities for all, including the most able students.

The size of the new qualification in terms of delivery hours will require that collaborative groups of schools and colleges will need to harmonise their timetables, probably involving a common delivery day or days in which to

offer the qualifications. This will have far-reaching implications for timetabling, joint staffing, planning, transport and the monitoring of quality.

A Local Area 14-19 Prospectus – local authorities and local Learning and Skills Councils are leading on drawing up a 14-19 prospectus, ensuring that all young people know about all the opportunities open to them throughout their area together with new guidelines on impartial information, advice

## What's happening in Bristol

In Bristol, schools and colleges have formed into three local area partnerships, North, East Central and South. Of these, East Central and South have both applied for the Gateway process to deliver all five of the Diplomas available from 2008, and are currently being considered. The result is expected in March. The North partnership intends to submit its proposal for 2009. All three partnerships are planning additional collaborative vocational courses.

Meetings are currently taking place in all three partnerships to begin to harmonise timetabling and to consider the student offer throughout the areas. Schools can no longer expect to operate in isolation and need to plan a curriculum which will fit the wider area offer to students.

It is likely that the Area Partnerships will take on an increasingly important role in terms of increasing student provision, funding, delivery, links with industry, quality and raising standards as well as areas including special needs, gifted and talented, enterprise education and other provision.

and guidance to ensure that students have access to a full range of choices available.

Partnerships who want to offer the new qualifications for September 2008, and to bid for additional funding, were expected in December 2006 to apply to go through the Gateway Process to assess their readiness to work in collaboration to deliver high quality qualifications. Applications had to be made for each Diploma.

The local web-based Area Prospectus is being designed by the Bristol organisation, S-Cool, and developed ready for trialling by students, staff and parents from September 2007. New Information, Advice and Guidance standards are being piloted and will be in use for September 2007.

See [www.dfes.gov.uk/14-19](http://www.dfes.gov.uk/14-19) and [www.qca.org.uk](http://www.qca.org.uk) for further information on the national picture.

The draft Bristol 14-19 prospectus can be seen at [www.futures4me.com/woc](http://www.futures4me.com/woc) (password:success)



Contact; Kevin Bown,  
14-19 Partnership Co-ordinator  
on 0117 377 3244 or email  
[kevin.bown@bristol.gov.uk](mailto:kevin.bown@bristol.gov.uk)

# The New Changes at a Glance

- The new Diplomas are being designed to appeal to students across the whole ability range.
- The new qualifications have been designed partly by representatives of industry and business through the Sector Skills Councils.
- Every student will have an entitlement by 2013 to access any of the 14 Diploma lines at any level.
- The range of Diplomas can be delivered only by schools and colleges working together in partnerships.
- Partnerships have to apply to go through the Gateway process in order to deliver the new Diplomas.
- It is likely that some students will need to travel to other schools or to college for part of the week to study for Diplomas.
- The Government also plans to increase the number of apprenticeships to make them an entitlement for 14-16 year olds who want them.
- Each Bristol partnership now holds regular meetings to discuss joint planning of the curriculum, timetabling and finance.
- Joint delivery of courses will require some discussion and decisions about harmonising the times of the school day.



Maruis Frank, Headteacher at Bedminster Down, shares his views on this transformation in 14-19 Education;

*"...The new Diplomas are both exciting and challenging in equal measures. They have the potential to transform outcomes for the young people of Bristol, giving them a far more engaging and motivating work-related qualification set than more traditional pathways.*

*The challenges, however, are many: schools will have to work in partnership at 14+ more closely than ever before to deliver the provision (no one school on its own could possibly offer every opportunity by 2010); students will need effective and timely information, guidance and support, and be equipped with the personal skills (and self-confidence) to travel to another school for a significant part of their 14-16 curriculum.*

*This means we should be planning NOW: with timetablers, to co-ordinate local curriculum delivery and student movements; with staff, so that they can collaborate across the city to develop a world class curriculum; and with current Year 7 and 8 students, to introduce them to working in mixed school groups away from their familiar school environments (perhaps some activity days as early as this summer).*

*Exciting times, but there is a huge amount of work to do, and Governors will need to bear this in mind as resource allocation for 2007-8 is discussed and planned!..."*

## THE AREA PARTNERSHIPS

The South Bristol Area Partnership includes:

- |  |  |
|--|--|
| Ashton Park Secondary School                     | St. Bernadette Catholic Secondary School           |
| Bedminster Down Secondary School                 | St. Mary Redcliffe & Temple CE VA Secondary School |
| Hartcliffe Engineering Community College         | Florence Brown Community School                    |
| Withywood Community School                       | The Park Education Centre                          |
| Brislington Enterprise College                   | City of Bristol College                            |
| Hengrove Community Arts College & Post 16 Centre |  |

The North Bristol Area Partnership includes:

- |                          |                              |
|--------------------------|------------------------------|
| Henbury Secondary School | North Bristol Post-16 Centre |
| Portway Community School | St. Bede's Catholic College  |
| Cotham School            | Monks Park Secondary School  |
| Redland Green School     | City of Bristol College      |

The East Central Bristol Area Partnership includes:

- |                                       |                         |
|---------------------------------------|-------------------------|
| Speedwell Technology College          | City Academy of Bristol |
| Whitefield Fishponds Community School | Fairfield High School   |
| The Meriton Centre                    | City of Bristol College |



## Year Planner

An updated version of the DfES Year Planner is now available for download from Governornet. The planner contains tasks, categorised by the term to which they relate. To get the most out of the planner, users who are logged in and registered (free) can personalise the planner to suit their needs.

**For more info:**  
[www.Governornet.co.uk](http://www.Governornet.co.uk)  
(click on year planner)

## School Term and Holiday Dates for the School Year 2008/2009

The school term and holiday dates for the academic year 2008/2009 have been agreed in line with other South West Local Authorities as follows;

- **Term 1**  
Wednesday 3 September to Friday 24 October 2008
- **Term 2**  
Wednesday 5 November to Friday 19 December 2008
- **Term 3**  
Monday 5 January to Friday 13 February 2009
- **Term 4**  
Monday 23 February to Friday 3 April 2009
- **Term 5**  
Monday 20 April to Friday 22 May 2009
- **Term 6**  
Monday 1 June to Friday 24 July 2009

**Proposed return date:**  
1 September 2009.

**Contact:** Jane Penrose,  
School Admissions Manager  
on 0117 903 7680 or email  
[jane.penrose@bristol.gov.uk](mailto:jane.penrose@bristol.gov.uk)

## How to Recruit Headteachers!

Appointing a headteacher is arguably the most important job a governing body will have to tackle and it is not getting any easier. Schools nationally are already experiencing problems attracting candidates for headship and the situation is going to get worse over the next few years as existing heads retire. School governors can play a crucial role in safeguarding the future of leadership in schools by taking a more systematic approach to the recruitment and appointment of headteachers.

The recruitment process needs to be part of longer-term planning that ensures your school always has the best leadership – such as finding ways of speeding up the career development of staff.

The National College for School Leadership (NCSL) undertook a research project on headteacher recruitment and appointment. It found that governors need to underpin the process with some key principles: do not base expectations of a new head solely

on what has worked in the school in the past; and assess their leadership needs in the light of their leadership needs in the light of their school's goals, environment and capabilities of the current leadership team.

NCSL has produced a guide – Recruiting Headteachers and Senior Leaders: Step Up to the Challenge – to help school governors with the process.

We recommend that you read this guidance even if you are not immediately about to recruit a new headteacher. It is important to have a long term succession plan in place and for governing bodies to develop a good understanding of the recruitment and appointment process.

Detailed guidance for governors on the headteacher recruitment process is being prepared by the LA's Recruitment and Retention Team.

**The NCSL Guide is available at:**  
[www.ncsl.org.uk/publications/publications-r.cfm](http://www.ncsl.org.uk/publications/publications-r.cfm)

## Procuring School Lunches

New DfES guidance is available to headteachers and governors to help them meet the new food-based standards.

The "Procuring School Lunches" document sets out some of the key issues that need to be considered when reviewing the school's current meal service. It looks at options available to schools, including contracting the service out to a different provider, improving the service provided by the existing contractor or bringing the service in-house and managing it entirely within the school.

**For more info:**  
[www.teachernet.gov.uk/wholeschool/healthyliving/foodanddrink/procuringmeals](http://www.teachernet.gov.uk/wholeschool/healthyliving/foodanddrink/procuringmeals)



# You're on the Finance Committee – So what do you have to do?

## Review of your Scheme of Delegation

This should be reviewed **annually** to ensure that the levels of financial delegation are appropriate, for example the financial limits of orders and invoices that the head teacher may authorise. This is also a good time to review who you wish to be authorised signatories to the school bank account and other formal documents, as there may have been staff changes.

## Income

Schools may not make any charges without a Charging Policy in place, which should be reviewed **annually**. This will include charges for lettings, music tuition and school trips. Financial planning for extended school activities must ensure sufficient income can be generated.

## School Fund

Governors should receive the audited accounts of the School Fund **annually**. Most School Funds operate on an academic year basis.

## Monthly (or at least at every committee meeting) budget monitoring

Your head teacher should provide you with a finance report. This should be requested during the second week after the month end to ensure all relevant information has been posted to the accounts.

## Benchmarking

The Department for Education & Skills (DfES) benchmarking website is updated with information from every school each **October** to enable you to compare information with schools in similar circumstances. Similarly the Local Authority Budget Statement and Outturn Statement is published each **March** and **August** respectively to enable you to compare your own local authority budget and expenditure with others.

## Local Authority budget monitoring

The Local Authority requires an annual return at the start of **December** whereby the school will also forecast their year end position. If a deficit is projected, the Local Authority must be informed at the earliest opportunity.

## Managing Balances

Schools which carry forward a surplus balance from the previous financial year (the method of determining a surplus balance is contained in the Bristol Scheme for Financing Schools) will be asked to confirm the use of the surplus balance during **September**.

## Budget Preparation

The Local Authority is required to provide schools with their annual School Budget Share by **31 March**. The school budget must be approved by the Governing Body, signed by the Chair of Governors and sent to the Local Authority by **31 May**. However, a good time to start looking at your budget for next financial year is now! It is never too soon to start looking at future priorities.

## Financial Management Standard in Schools

Information on the introduction of the new Financial Management Standard is set out on page 5. Governors will be asked to sign a Control Assurance document and will need to demonstrate that they have adequate financial skills within the governing body so will need direct involvement in the assessment.

## Close of Accounts

Close of accounts for schools take place in **April** each year.

Help is at hand with this lengthy list of responsibilities. As well as websites such as [www.governornet.co.uk](http://www.governornet.co.uk) you can contact your School Finance Officer, who will always be happy to help.

# Children Looked After – Frequently Asked Questions

## Q1 How does my school know if a child is looked after?

When a child on your school roll comes into care your school should be contacted by the child's social worker. If a child has been placed through a care order, interim care order or accommodated (section 20 order) the child is "looked after". In addition, the Education of Children Looked After Service (ECLAS) sends a list from their database to the designated teacher in your school three times a year.

It can be complicated sometimes as when a child lives with their relatives they may, or may not be, looked after. If this is a private arrangement they are not classed as "looked after" by the Local Authority. If the carer has been approved (by the Fostering Panel) as a Kinship Carer they are "looked after".

ECLAS is always willing to help you and can check on your behalf.

As a governor you will only need to know how many children looked after attend your school, not who they are.

## Q2 What should we do differently in our school for children who are looked after?

There are many systems in school which may need to be more flexible to better meet the needs of these children. Your designated teacher for children looked after should have attended training run by ECLAS and be aware of what needs to be done in your school. A job description and further guidance for your designated teacher is available on the CYPS intranet.

## Q3 What is a PEP?

A PEP is a Personal Education Plan and every looked after child in your school should have one. A PEP is a record of what needs to happen for children looked after to enable them to fulfil their potential and reflects any existing education plans, such as a Statement of Special Educational Needs (SEN) and an Individual Education Plan (IEP). The key people involved in the

child's life should agree what is recorded on the PEP.

The PEP should reflect the importance of a personalised approach to learning which secures good basic skills, stretches aspirations and builds life chances. PEPs are reviewed in line with the care planning for a child.

## Q4 What support is available for looked after children with gaps in their learning?

Children in care have poor results in Key Stage tests at age 7, 11 and 14. Just 1% go to university. ECLAS supports schools to help children catch up by working to improve joint planning between schools, foster carers and social care staff as well as offering direct teaching sessions to individual pupils.

## Q5 The behaviour of a child who is looked after is causing my school concern. What help is available?

The Behaviour Support Service (BSS) fast tracks children looked after in primary and secondary schools to reduce the number of school days lost due to fixed term or permanent exclusion from school. They have a protocol for working with children looked after which gives details of how BSS works and its referral process.

## Q6 Attendance may be an issue for a child looked after at my school. What help is available?

We are measured differently by central government for the attendance of children looked after. We must not let them miss more than 24 days of school in an academic year for any reason. This includes both authorised and unauthorised absence. Currently more than 20% of Bristol's children looked after miss 25 days or more of school. Given that they are already likely to be behind in their learning this can have a very poor effect on their future life chances.

Bristol currently pays a company called Welfare Call to check daily on the attendance of our children looked after.

## Q7 A looked after child in my school has special educational needs. What is best practice in this situation?

A good Individual Education Plan is essential to support the PEP process for children looked after with special educational needs. The SEN Co-ordinator or teaching assistants may have an important role in attending and contributing to the PEP meeting.

An important element of the SEN framework is regular involvement with parents. Active parents alert the school to problems, help set and review targets and back up school support at home. Carers may need extra information and support, especially if their own children are grown up or if they have no experience of the SEN process.

When governors review the school's SEN policy they should ensure that carers and social workers are routinely involved and engaged with the process, particularly during statutory assessment reviews of individual education plans and annual reviews of statements.

## Q8 How can my school best support a looked after child when they transfer from primary to secondary school?

Change is never easy for any child and for children looked after lack of stability and attachment issues make change a particularly difficult and stressful time.

One of the changes that is predictable (and therefore can be planned and well managed) is the transfer from primary to secondary school. For secondary transfer to work best for children looked after, all the key adults need to be clear about their responsibility and know how each individual's role supports and builds on the work of colleagues.

**All these questions are answered more fully, including case studies and model documents on the very useful ECLAS pages of the Bristol CYPS intranet at [intranet.bristol-cyps.org.uk/services/eclas](http://intranet.bristol-cyps.org.uk/services/eclas).**

**Contact: Pippa John on 0117 377 3056 or email [pippa.john@bristol.gov.uk](mailto:pippa.john@bristol.gov.uk)**

# School Improvement through ICT – Guidance for Governors

At the conference on 4 November Niel McLean (Executive Director for Education Practice – BECTA) launched the new joint National Governors Association/BECTA publication **School improvement through ICT – guidance for governors**. Spending on ICT is often the second highest call on the budget after staffing costs, but the most recent research shows that few schools use ICT effectively. This short publication provides guidance for governing bodies on the questions to ask in relation to ICT spending and use in schools.

Two copies of the publication were sent to the Chair of Governors of every school in early January.

If you would like additional copies please contact NGA by email at: [gillian.windass@nga.org.uk](mailto:gillian.windass@nga.org.uk) or by phone at 0121-643-5787. Copies are free of charge. You can also download a pdf version of the document from the NGA website.



## School Improvement Partner Brief

The School Improvement Partner Brief is the reference document for headteachers and governors seeking information about the role of SIPs.

The new guidance can be viewed and downloaded by following the link below.

[www.teachernet.gov.uk/docbank/index.cfm?id=8508](http://www.teachernet.gov.uk/docbank/index.cfm?id=8508)

A SIP for each school will be appointed by the LA from a pool of nationally accredited people. SIPs act for and are accountable to the LA.

The role of the SIP is to build the schools capacity to improve the attainment of pupils and to achieve other key outcomes for pupils that bear on achievement.

In undertaking this role the SIP acts as a critical professional friend to the school, supporting and challenging the leadership to:

- Evaluate the school's performance
- Identify priorities for improvement
- Plan effective change.

From summer 2007 Bristol will have a full complement of SIPs. A vigorous quality assurance process will apply to all SIPs working in Bristol to ensure consistency as well as high quality practice.

SIPs will either be internal (SIO trained and accredited to act as SIP) or external. Where schools are allocated an external SIP, they will also have a named SIO to act as their LA link.

Headteachers' views on the implementation of the programme to date are being taken into account in planning for future development.

## Is Bigger Always Better?

Have you got vacancies on your governing body that remain stubbornly empty?

Is your governing body working well with the current governors in post?

If the answer is "yes" to both questions, it may be time to lose those empty seats by formally reviewing the size of your governing body.

Follow this step by step guide:

1. Decide on preferred size and make up of governing body, by majority vote of full governing body. The framework of size and make up options is the same one used when you reconstituted (Statutory Guidance on (Constitution) (England) Regulations 2003).
2. Email your decision through to the Governor Development Service, with the date you wish this to take effect (at least 4 weeks thereafter).
3. You will receive a new instrument of government reflecting your new size and make up (within 6-8 weeks).
4. Don't forget you can vary the term of office for a category of governors (e.g. parents, staff, community etc.).
5. No serving governor is affected by a change in size and make up of the governing body i.e. they are fully entitled to remain in post to the end of the term.
6. Only vacant seats surplus to your new size and make up are deleted. If a surplus seat is currently occupied, it will only be deleted at the governor's natural end of term of office.

### The result?

A fully functioning active governing body maintained, and a recruitment challenge solved.

Don't forget, if in the future circumstances change, you can always review your instrument again.

**For further information/support please contact Louise Bale at GDS on 0117 903 1396 or email [louise.bale@bristol.gov.uk](mailto:louise.bale@bristol.gov.uk)**

# Want to know who's who?

The Governor Development Service was established to meet the Local Authority's duty to provide to provide a core information and support service to school governing bodies.

Although we receive some revenue from the centrally retained budget, governing bodies elect to buy in an enhanced support and training service through a subscription. Further details are included in the chair and clerks' mailing.

The GDS team comprises:

- **Katherine Baker**  
Administrator (Recruitment, Finance and Communications)
- **Louise Bale (P/T)**  
Co-ordinator (Recruitment)
- **Beckie Fleming (P/T)**  
Co-ordinator (Training)
- **Claire Foxwell (P/T)**  
Co-ordinator (Communications)
- **Linda Maskell (P/T)**  
Administrator (Communications and Training)
- **Susie Pannell**  
Interim Team leader
- **Ana Tsoucalas (P/T)**  
Clerk (Bristol Governors' Forum, Admissions Forum, Schools Forum, Standing Advisory Religious Education (SACRE))

We say thank you and goodbye to **Amanda Derham** who had the role of Clerk during Ana's maternity leave. We will miss Amanda's energy, vibrancy and "nothing's too much trouble" approach. The good news is that Amanda is currently still working in Children and Young People's Services, within the Standards and Achievement Directorate.

# Bristol Governors Forum

Are you interested in helping to drive forward the new strategy of the Bristol Governors' Forum? Do you believe you can support schools and the Local Authority in raising attainment of Bristol children?

We are keen that every school in Bristol is represented at the Forum. Does your school have a named representative?

The March meeting agenda includes a session looking at the LA's Human Resources Service. Mark Williams, HR Manager is coming to facilitate a discussion on **how HR and schools can work together better, and how governors can maximise support from HR**. The session will provide governors with some practical hints and tips to use back at school.

The full agenda will be issued to the Chair or nominated Forum

representative at each school nearer the time.

The next round of meetings is planned as follows:

Term	Date
TERM 4	Thursday, 15 March 2007
TERM 5	Thursday, 10 May 2007
TERM 6	Thursday, 5 July 2007

All meetings 7.15 – 9.00 pm

Venue – Create Centre, Cumberland Basin

Contact: Ana Tsoucalas, Clerk to the Forum on 0117 903 1396 or email [ana.tsoucalas@bristol.gov.uk](mailto:ana.tsoucalas@bristol.gov.uk)

# Briefing Chairs and Headteachers

Three times a year the Governor Development Service arranges a briefing session for Chairs of Governors. Headteachers are also very welcome to come along. The purpose of the briefings is to keep chairs and headteachers up to date on key national and local developments that will impact on your school and provide an opportunity for you to share your views and contribute to setting the strategic direction of the local authority.

We consider these briefings essential for all chairs to attend, and hopefully those that come along on a regular basis will agree they are useful and informative sessions.

The next briefings will be held on:

**Thursday, 26 April 2007, 7.00 – 9.15 pm**  
at The Council House

**Friday, 27 April 2007, 9.30 am – 12.00 noon**  
at Gatehouse Centre, Withywood

The agenda for the summer session will be published in the April edition of the monthly Governor Bulletin.

Contact: Governor Development Service, [gds@bristol.gov.uk](mailto:gds@bristol.gov.uk).

Telephone: 0117 903 1396

# Remaining Spring Training Programme February 2007 – March 2007

A summary of the remaining training courses running in the Spring Terms is set out below, while full details of our Summer programme are listed on the following pages.

Course Title	Level	This course will cover...	Venue	Date	Time
<b>CHAIRS' TRAINING</b>					
Taking the Chair: Module 3 (NEW THIS YEAR)	3	This module focuses on establishing positive working relationships particularly the unique working relationship with your headteacher.	Fonthill Centre Southmead	Tuesday 27/3/07	9.30am to 12 noon
Taking the Chair: Module 3 (NEW THIS YEAR)	3	As above.	Fonthill Centre Southmead	Thursday 29/3/07	7.00pm to 9.30pm
<b>CLERKS' TRAINING</b>					
Clerks: National Training Programme Module 2	2	Supporting good governance.	Create Centre Cumberland Basin	Thursday 1/3/07	7.00pm to 9.30pm
Clerks: National Training Programme Module 3	3	Role of the clerk as advisor to the governing body.	Create Centre Cumberland Basin	Thursday 22/3/07	7.00pm to 9.30pm
<b>GOVERNORS' TRAINING</b>					
Every Child Matters (NEW THIS YEAR)	1	Ensuring the ECM outcomes for pupils: a focus on the role of governor and an update on local developments.	Southville Centre Southville	Friday 23/3/07	7.00pm to 9.30pm
Extended Services/ Schools Agenda (NEW THIS YEAR)	2	A briefing for all governors on local development and governors' responsibilities in ensuring service provision.	Gatehouse Centre Withywood	Wednesday 21/3/06	7.00pm to 9.30pm
Finance	1	An introduction to governors' responsibilities in managing the school's finances	Gatehouse Centre Withywood	Friday 9/3/07	7.00pm to 9.30pm
Roles & Responsibilities Module 4 – Maintaining a Strategic Role	3	The governors' role in implementing plans & policies, and school improvement planning.	Southville Centre Southville	Monday 5/3/07	7.00pm to 9.30pm
Roles & Responsibilities Module 5 – Acting as a Critical Friend	3	The governors' role in monitoring and evaluation and in visiting the school.	Southville Centre Southville	Monday 26/3/07	9.30am to 12 noon
Roles & Responsibilities Modules 3, 4 & 5	3	A condensed all day course bringing together the three key duties of a governing body: ensuring accountability; maintaining a strategic view and acting as a critical friend.	Council House College Green	Saturday 31/3/07	9.30am to 3.30pm
School Self Evaluation: Developing effective practice	2	How governors can ensure that self-evaluation processes are rooted in evidence and lead to school improvement.	Gatehouse Centre Withywood	Wednesday 14/3/07	9.30am to 12 noon
Staffing – Effective Staff Recruitment	2	Essential training for all governors in order to promote effective staff recruitment in line with employment and other statutory requirements.	Southville Centre Southville	Monday 19/3/07	7.00pm to 9.30pm



# Training April 2007 – July 2007

Training, Forums and Conferences

Course Title	Level	This course will cover...	Venue	Date	Time
<b>ESSENTIAL COURSES FOR CHAIRS OF GOVERNORS</b>					
Director's Briefing for Chairs of Governors		Strategic briefing, discussion and networking. Essential for all Chairs.	Council House College Green	Thursday 26/4/07	7.00pm to 9.30pm
Director's Briefing for Chairs of Governors		As above.	Gatehouse Centre Withywood	Friday 27/4/07	9.30am to 12 noon
Taking the Chair: Module 1	2	Chairing governing body meetings effectively: New Chairs and Chairs of Committee particularly welcome.	Southville Centre Southville	Monday 21/5/07	9.30am to 12 noon
Taking the Chair: Module 2 (NEW THIS YEAR)	3	The role of the Chair as leader, focusing on effective recruitment, induction and development of individual governors within the governing body.	Southville Centre Southville	Monday 18/6/07	7.00pm to 9.30pm
Taking the Chair: Module 3 (NEW THIS YEAR)	3	This module focuses on establishing positive working relationships particularly the unique working relationship with your headteacher.	Southville Centre Southville	Monday 16/7/07	9.30am to 12 noon
<b>COURSES FOR NEW GOVERNORS</b>					
Roles & Responsibilities Module 1	1	An introduction to how schools are organised and the constitution of the governing body, particularly designed for new governors who have had little recent experience of the education system.	Gatehouse Centre Withywood	Thursday 3/5/07	7.00pm to 9.30pm
Roles & Responsibilities Module 2	2	An overview of all governors' key duties and areas of responsibility. Essential training for those who have already attended Module 1 above, or new governors with some experience of the education system.	Create Centre Cumberland Basin	Wednesday 16/5/07	7.00pm to 9.30pm
<b>ESSENTIAL COURSES FOR ALL GOVERNORS</b>					
Roles & Responsibilities Module 3	3	The role of the governing body in ensuring effective accountability to and from stakeholders. Essential for all governors.	Fonthill Centre Southmead	Wednesday 13/6/07	7.00pm to 9.30pm
Roles & Responsibilities Module 4	3	The role of the governing body in setting the strategic direction of the school. Essential for all governors.	Fonthill Centre Southmead	Wednesday 27/6/07	7.00pm to 9.30pm
Roles & Responsibilities Module 5	3	The role of the governing body in supporting and challenging the school. Essential for all governors.	Fonthill Centre Southmead	Wednesday 11/7/07	7.00pm to 9.30pm
Roles & Responsibilities Modules 3, 4, 5	3	The governing body's role in ensuring accountability, strategic planning, and supporting and challenging school performance. Essential for all governors. Condensed all day course.	Council House College Green	Saturday 9/6/07	9.30am to 3.30pm

Course Title	Level	This course will cover...	Venue	Date	Time
Promoting Attendance: Governors' Responsibilities (NEW THIS YEAR)	2	Identifying the barriers to good attendance and the effects of poor attendance on pupil achievements. How governors can promote good attendance from pupils and the support available to schools.	Create Centre Cumberland Basin	Monday 4/6/07	9.30am to 12 noon
Promoting Positive Behaviour (NEW THIS YEAR)	2	Governors' role in promoting effective behaviour management.	Southville Centre Southville	Thursday 7/6/07	9.30am to 12 noon
RAISE online (NEW THIS YEAR)	3	Using data to help governing bodies understand the school's strengths and weaknesses and inform improvement planning.	Monks Park City Learning Centre Horfield	Tuesday 19/6/07	7.00pm to 9.30pm
<b>ESSENTIAL COURSES FOR GOVERNORS SERVING ON COMMITTEES</b>					
Exclusions	3	The role of the governing body in reviewing pupil exclusion. Essential training for all governors and clerks involved in the process. Headteachers also welcome.	Fonthill Centre Southmead	Thursday 24/5/07	9.30am to 12 noon
Improving Staff Performance: a Guide for Governors (NEW THIS YEAR)	3	An introduction to the new Performance Management regulations and the relationship with other staff performance procedures.	Southville Centre Southville	Wednesday 4/7/07	9.30am to 12 noon
Finance: Module 2	2	Ensuring appropriate financial control, equipping governors to monitor effectively.	Gatehouse Centre Withywood	Friday 18/5/07	9.30am to 12 noon
Financial Management Standard (NEW THIS YEAR)	3	Governors' responsibilities in achieving the Financial Management Standard.	Create Centre Cumberland Basin	Tuesday 12/6/07	7.00pm to 9.30pm
<b>SPECIALIST COURSES</b>					
Governance in the Foundation Stage	2	Developing Governors' understanding of good practice in Early Years education, and how governing body decisions impact on standards and achievement in nursery, infant and primary schools.	Fonthill Centre Southmead	Tuesday 15/5/07	9.30am to 12 noon
Child Protection (NEW THIS YEAR)	2	An introduction to governors' responsibilities in safeguarding children and young people.	Create Centre Cumberland Basin	Monday 2/7/07	7.00pm to 9.30pm
Governors' Conference			Fairfield High School (TBC)	Saturday 7/7/07	9.30am

If you need advice on which course to choose, please contact us.

There is no charge for centrally based training for governors from subscribing schools.

**Making a booking:**

To reserve a place on any of our training courses please complete and return the enclosed booking form which can also be found at:

[www.bristol-cyps.org.uk/services/gds/pdf/training\\_applic.pdf](http://www.bristol-cyps.org.uk/services/gds/pdf/training_applic.pdf)

**Cancellation Policy:**

If, for any reason, you are unable to attend a training session you have booked please let the Governor Development Service know as soon as possible.

Non-attendance without prior notice will mean your school incurs a £30 charge.

# Useful addresses and websites

## Local Contacts and Helplines

**Bristol Governor Development Service**  
0117 903 1396  
GDS@bristol.gov.uk

**Bristol Children & Young People's Services website**  
www.bristol-cyps.org.uk

From the home page, go to **Governor Development Service** under G in the A-Z index

**Children & Young People's Services Contacts**  
From the home page, go to **Index of Services** under I in the A-Z Index

**Diocese of Bristol Board of Education**  
Jane Brookman  
0117 927 7454

**Clifton Diocese Department for Schools**  
Peter Bradshaw / David Byrne  
0117 9025 593

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## Other sources of information

**Department of Education and Skills**  
www.dfes.gov.uk/index

**Governornet**  
www.governornet.co.uk

**DfES Publications Centre**  
Prolog, PO Box 5050  
Sherwood Park, Mansfield Road,  
Nottingham NG15 0DS  
Tel: 0845 602 2260  
Fax: 0845 603 3360  
email: dfes@prolog.uk.com

**Office for Standards in Education (OFSTED)**  
www.ofsted.gov.uk  
Publications Centre  
0700 263 7833  
Free publications email:  
freepublications@ofsted.gov.uk  
Priced publications from  
Stationery Office

**Governorline – Free support for school governors**  
You can contact Governorline on 08000 722 181 – 9am to 10pm Monday to Friday (excluding public holidays) 11am to 4pm at weekends  
www.governorline.info

**National Governors Association (NGA)**  
2nd Floor SBQ1, 29 Smallbrook, Queensway, Birmingham B5 4HG  
Tel: 0121 643 5787  
email: governorhq@nga.org.uk  
www.nga.org.uk

**Governor organisations**  
ISCG (Information for School and College Governors) at Avondale Park School, Sirdar Road, London W11 4EE  
Tel: 0207 229 0200  
Fax: 0207 229 0651  
email: iscg@governors.fsnet.co.uk  
www.governors.fsnet.co.uk

**School Policies**  
For a source of example School Policies in use in other schools see  
www.school\_policy.co.uk

**Every Child Matters**  
Leading cross-government site for all partners, from local leaders to practitioners.  
www.ecm.gov.uk

**Need2Know**  
Everything 13 to 19-year-olds need to know, from health and relationships to money, work and the environment.  
www.need2know.co.uk

**Times Educational Supplement**  
www.tes.co.uk/governors – articles from current TES; "Ask the Expert" for queries on governance; and TES's governors Information Network

**Govern your School**  
www.governyourschool.co.uk – information and guidance from fellow governors. Free membership and newsletter

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## Thank You

Thank you to all those who have contributed articles for this edition of the BRISTOL GOVERNOR.

If you would like to respond to any of the items or submit an article to be considered for the next edition, or you require this document in a different format, please contact:

Governor Development Service,  
Bristol Education Centre, Sheridan Road, Horfield, Bristol BS7 0PU  
Tel: 0117 903 1396.