

Monthly Governor Bulletin

ESSENTIAL READING FOR CHAIRS, HEADS AND CLERKS

In October 2007's Bulletin...No. 48

DIRECTOR'S ITEMS *(items and appendices on PINK paper)*

Item	Title	Attention
1.	Message from the Director	All Governors

ACTION ITEMS *(items and appendices on PINK paper)*

Item	Title	Action by date	Attention
2.	Wanted! One Junior and one Primary Governor to represent Bristol Schools on the Bristol Schools' Forum	19 October 2007	Primary and Junior Governors
3.	Are you a governor with a disability?	End of Term 1	All governors with a disability
4.	Reading electricity and gas meters	On-going	Chair of Governors Headteachers

CONSULTATION ITEMS *(items and appendices on GREEN paper)*

Item	Title	Action by date	Attention
	There are no consultation items this month.		

INFORMATION & GUIDANCE ITEMS

(items and appendices on YELLOW paper)

Item	Title	Attention
5.	RAISEonline Update from DCSF	Chair of Governors
6.	Improving Behaviour and Attendance Guidance on Exclusion from Schools & PRU's September 2007	Chair of Governors Headteacher, Exclusions Appeals Panel Members
7.	Safe to Learn: Embedding Anti-Bullying Work in Schools	Chair of Governors Headteachers, Child Protection Governor
8.	Safe to Learn: Preventing and Responding to Homophobic bullying in schools	Chair of Governors Headteacher, Child Protection Governor
9.	Target Setting Guidance	Chair of Governors Headteachers
10.	Letter from Secretary of State	Chair of Governors Headteacher
11.	Charging for Music Tuition	Chair of Governors Headteacher
12.	Guidance on Education Related Parenting Contracts	Chair of Governors
13.	Top Tips for Sustainable School Travel	Chair of Governors
14.	Health & Safety: Smoking Law and CYPS Policy	Chair of Governors, Health & Safety Governor

15.	New school meal provider, contract specifications and new school meal prices	Chair of Governors, Schools in Bristol School Meals Contract.
16.	Rogue Traders	Chair of Governors, Finance Committee Members
17.	New Human Resources Newsletter launched	Chair of Governors, Personnel Committee Members

TRAINING AND CONFERENCE ITEMS

(items and appendices on BLUE paper)

Item	Title	Attention
18.	E safety – Are our children and young people safe on-line?	Chair of Governors, Child Protection Governor
19.	Director’s Briefing for Chairs/Headteachers	Chair of Governors Headteacher
20.	Bristol Governors’ Forum	All Governors
21.	Out of School Hours Learning for Children in Care - Conference	Looked After Children Governor
22.	Healthy Schools Training Sessions	Chair of Governors
23.	Governor Training Programme Autumn 2007	All Governors

NB. Please could clerks ensure that those governors mentioned as the target audience, for example finance committee members, health and safety governor, receive a copy of that item.

Governor Development Service
 Bristol Education Centre, Sheridan Road, Horfield, Bristol, BS7 0PU
 Tel: 0117 903 1396 Email: gds@bristol.gov.uk
 THIS DOCUMENT IS AVAILABLE ON LINE AT:
 Website: <http://www.bristol-cyps.org.uk/services/gds/gds.html>

DIRECTOR'S ITEMS

1. MESSAGE FROM THE DIRECTOR

Dear Governor colleagues,

I am delighted to report that we were very encouraged by our Annual Performance Assessment of children's services inspection visit, which took place on 13 September. In their verbal feedback inspectors said that they were "struck by the amount of distance travelled" and how "things are changing rapidly". We are very encouraged by their assessment that we are "absolutely moving in the right direction" and look forward to receiving our inspection letter and moderated grades in November.

I am also very encouraged by the results of this year's survey to schools. Each year, all schools across the country are surveyed by the Audit Commission on the effectiveness, from their perspective, of the local authority's services. This year's results tell us that the quality and effectiveness of more than 75% of the local authority's functions have improved in the past year, which is very good news.

Schools gave the highest ratings to support for: health and safety; monitoring, support and intervention; combating discrimination and racism; school attendance; child protection referrals; gifted and talented pupils; and support to reduce the fear of crime in children and young people.

The most improved services include: advice and guidance to keep children healthy; support for developing extended schools; support to improve personnel processes; support to develop self-management to secure school improvement; services to meet the needs of children with disabilities and long term health conditions.

The top issues requiring service improvement are already in the forefront of our collective work together: Exclusion, SEN, English as an additional language and school funding. These issues are highly inter-related and I am very grateful to the Schools Forum for placing them at the forefront of its agenda over the coming few months.

The work of the recent SEN Task & Finish group has led to some very radical and necessary policy decisions that will move us forward. I am proposing that we establish a similar Task & Finish group to drive our work on Exclusion over the coming two terms.

We will be seeking to identify a group of 'expert' practitioners and partners to participate in the Task & Finish group. If you have particular expertise in relation to reducing exclusion and would like to be involved please contact me directly.

A series of new-style, area-based meetings in November will provide the opportunity to address this issue at a local level with Heads, governors and partner agencies.

I look forward to working with you to take this important work forward.

Yours Sincerely,



Heather Tomlinson
Director of Children & Young People's Services

ACTION ITEMS

Attn: All Primary and Junior Governors

Wanted!

2. One Junior and one Primary Governor to represent Bristol Schools on the Bristol Schools' Forum

The Schools Forum is a statutory body comprised mainly of headteachers and governors. It usually meets six times a year and is independent of Bristol City Council but supported by it. Its role is to consider proposals drawn up by the Local Authority to allocate the Dedicated Schools Grant received by Bristol from the DCFS (approximately £180m). Currently this is principally through the use of the "School funding formula". Any changes to this "formula" plus any additional specific funding proposed by the LA must be approved by the Schools Forum.

In addition the forum keeps itself abreast of how the remainder of the education budget is allocated. This helps the Forum to make fully informed decisions, taking the wider picture into consideration. This includes the financial implications of various recent national and local education initiatives.

Vacancies for a Junior Governor and a Primary Governor have arisen. Please draw these vacancies to the attention of all of your eligible governors. The prospective members :-

- Must be willing to take part in ongoing training / induction
- Ideally will have some experience in finance in some way (eg at work, Chair of Finance Committee etc)
- Must have an interest in how all Bristol schools are funded, not just their own!
- Be able to commit to regularly attend meetings (6pm in a central location currently scheduled for 4 December, 29 January, 18 March, 20 May, and 8 July).

If you or any of your governor colleagues are interested, please in the first instance contact the Governor Development Service giving details of experience and why you are interested. The names of those governors interested in taking up this position will be put to the Bristol Governors' Forum for consideration, who are responsible for making the appointment. The term of office will run until 31 August 2009.

If you have any questions, or would like to know more, please contact Ana Tsoucalas.

The closing date for nominations has been extended to 19 October 2007.

**Contact: Ana Tsoucalas, Governor Development Service,
0117 9031396, ana.tsoucalas@bristol.gov.uk**

Attn: All governors with a disability

3. Are you a governor with a disability?

Are you a governor with a disability? Would you be willing to share your experience of being a governor in a Bristol school?

In the autumn we will be working with the Disability Equality Forum (Education Working Group) to promote the role of the school governor with the aim of encouraging more people with a disability to put themselves forward for these positions in Bristol schools.

If you might be interested in 'telling it as it is' from your perspective we would be very pleased to hear from you. We are also considering how we can offer support or networking opportunities for disabled governors. Please let us know what you think!

For an application form please contact: Louise Bale, Governor Development Service, 0117 9031396, louise.bale@bristol.gov.uk.

Attn: Chair of Governors, Headteachers

4. A new legal requirement to regularly read your electricity and gas meters

In April of this year the UK government introduced a new law which requires all public buildings over 1000m² to display an 'Energy Certificate' highlighting the energy efficiency of the building. This law will apply to almost all Bristol City Council Schools and failure to comply with this law will result in a FINE. These certificates must be updated every year and be displayed in a prominent position with the first certificates to be displayed in April 2008. The certificates also require actual meter readings to be used so we cannot rely on billing data from energy suppliers as often this data is estimated.

In order to ensure schools and other BCC owned buildings comply with the new law, the Energy Management Unit is asking all site managers to arrange for the reading and recording of all electricity and gas meter readings on a monthly basis. These will then be used for the production of the energy certificates.

Headteachers are therefore asked to arrange for these monthly meter readings to begin as soon as possible with initial meter readings to be taken before the end of term and sent to the Energy Management Unit for collation.

Please ensure that this new procedure is being followed at your school.

Contact: Paul Barker, Energy Management Unit, 0117 922 4483, energy.management@bristol.gov.uk

INFORMATION AND GUIDANCE ITEMS

Attn: Chair of Governors

5. RAISEonline Update from DCSF

A RAISEonline release timetable for unvalidated 2007 key stage data can be found by following the link below.

We strongly recommend that at least one governor from each governing body attend our RAISEonline training. The next session will be held on 15 November, 9.30am – 12noon at Monks Park CLC, Horfield.

**Contact: Ian Caskie, School Improvement Advisor: Governance & Leadership
0117 9031246, ian.caskie@bristol.gov.uk**

<https://www.raiseonline.org/>

Attn: Chair of Governors

Headteacher, Exclusions Appeals Panel Members

6. Improving Behaviour and Attendance Guidance on Exclusion from Schools and Pupil Referral Units September 2007

Head teachers, and governing bodies are reminded that new Exclusions guidance came in to effect on 1 September. Schools and Local Authorities **must by law have regard to this guidance when making decisions on exclusions and administering the exclusion procedure.**

It is very important that all governors involved in pupil exclusions undergo appropriate training. Our next training course is running on **8 November 2007 at 7.00 – 9.30 pm** (see training schedule).

These procedures apply to all maintained schools and Pupil Referral Units and all pupils in them, including pupils who may be below or above compulsory school age. They also apply to maintained nursery schools.

They include the new duty on schools and local authorities to make full-time educational provision for excluded pupils from day 6 of their exclusion; the duty on parents to ensure their children are not present in a public place during the first five days of an exclusion; and the duty on heads to offer the parent a reintegration interview in respect of certain fixed period exclusions. Where the parents of an excluded pupil do not speak, or have a good understanding of, English, correspondence and documentation relating to the exclusion should be translated into their mother tongue. In such cases the school and/or LA should arrange for an interpreter to be present at any meetings with the parent about the exclusion. Arrangements for disabled parents should also be made.

This edition of the guidance replaces the September 2006 edition. Copies of the guidance are available by following the link below:

<http://www.teachernet.gov.uk/wholeschool/behaviour/exclusion/>

**Attn: Chair of Governors
Headteachers, Child Protection Governor**

7. Safe to Learn: Embedding Anti-Bullying Work in Schools

The DSCF have issued new guidance setting out what the law says Children's Services Authorities and schools should do about bullying, in order to promote the well-being of young people and ensure they stay safe. It describes how schools should use the principles of the Anti-Bullying Charter, and the steps they need to go through to create and implement a whole-school anti-bullying policy. Copies of the guidance are available by following the link below:

<http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying/safetolearn/>

**Attn: Chair of Governors
Headteachers, Child Protection Governor**

8. Safe to Learn: Embedding Anti-Bullying Work in Schools – Preventing and Responding to Homophobic bullying in schools

The DSCF have issued new guidance providing school governors, heads, teachers and other staff with information about how to prevent and respond to homophobic bullying. It is intended to be read in conjunction with the DCSF resources on bullying and behaviour, particularly Safe to Learn (see item above) and is to be used against the backdrop of a school's existing policies. Copies of the guidance are available by following the link below:

<http://www.teachernet.gov.uk/wholeschool/behaviour/tacklingbullying>

**Attn: Chair of Governors
Headteachers**

9. Target Setting Guidance

The 2009 Target Setting Guidance has been published by the DSCF and issued to Local Authorities. It covers arrangements for setting statutory education targets for 2009 for early years development at age 5; and targets for schools and LAs at key stages 2, 3 and 4, for children in care, school attendance and ethnic minority groups. Schools will find the guidance a helpful reference in setting appropriate targets and monitoring the progress of their pupils.

The guidance is available to download by following the link below:

<http://publications.teachernet.gov.uk/>

**Attn: Chair of Governors
Headteachers**

10. Letter from Secretary of State

The Secretary of State for Children, Schools and Families has written a letter to all headteachers, welcoming schools back from holiday and setting out some key priorities for the coming year. Detail is also provided in the letter regarding the Department's present consultation exercise on the Children's plan which will inform the DCSF's medium term strategy.

The letter was emailed directly to schools on 2 September - Headteachers were invited to pass a copy to the Chair of Governors.

If any school or chair of governors has not received the letter, or needs to access another copy, it can be downloaded by following the link below:

www.teachernet.gov.uk/educationoverview/briefing/news/SofSletters2Sep07/

Attn: Chair of Governors, Headteachers

11. Charging for Music Tuition

The new charging regulations for music tuition during the school day came into force on 1 September 2007. They provide the possibility of charging for tuition in groups of any appropriate size and allow charging for vocal tuition. This will open up opportunities to provide greater access for pupils to pursue vocal or instrumental tuition.

The regulations will ensure that only specialist instrumental and vocal tuition can be charged for and that parents will not be charged for tuition which is part of the National Curriculum or which is offered as part of the Instrumental and Vocal Tuition Programme at Key Stage 2. The guidance is available to download by following the link below:

<http://www.teachernet.gov.uk/teachingandlearning/subjects/music/>

Attn: Chair of Governors

12. Guidance on Education Related Parenting Contracts

DCSF guidance has been issued relating to parenting contracts, in cases of exclusion from or misbehaviour at school or truancy; parenting orders in cases of exclusion from or serious misbehaviour at school; and penalty notices for parents in cases of truancy or in connection with the whereabouts of their child when excluded. The guidance is available to download by following the link below:

<http://publications.teachernet.gov.uk/>

Attn: Chair of Governors

13. Top Tips for Sustainable School Travel

The DCSF have produced a leaflet that provides schools with ten tips on how to promote sustainable travel to school, including advice on working with local authorities and communicating with parents, staff and of course, pupils. For more details go to:

<http://www.teachernet.gov.uk/sustainable-schools/>

Attn: Chair of Governors, Health & Safety Governor

14. Health & Safety: Smoking Law and CYPs Policy

Thank you all for your cooperation in taking action required to meet the new Smoking Law which came into effect on 1 July. The whole matter went very smoothly and only a handful of queries have been received thus far. You all deserve a big "THANK YOU" for the part you played in the process!

Trade Unions have asked the Health & Safety Department to remind everyone that the intention of Section 10 of the Policy is to protect the health of each and every employee when undertaking home visits. The possibility of entering into a smoky environment MUST be addressed when assessing risks associated with all home visits.

Headteachers are also reminded that the necessary checks MUST be made on the Corporate Safety Information (Flagging) system found at

<http://intranet.bcc.lan/CorporateSafetyServlet/index.html> PRIOR TO ALL HOME VISITS. Your cooperation in keeping this database up to date is also sought, please.

If you encounter any difficulty in applying the Policy, please do not hesitate to contact the CYPS Health, Safety and Wellbeing Team.

Contact: Jeff Britton, Health, Safety and Wellbeing Team
0117 9224399 jeff.britton@bristol.gov.uk

**Attn: Chair of Governors, Schools in Bristol
School Meals Contract**

15. New school meal provider, contract specifications and new school meal prices

A letter explaining the new School Meal Contract and new School Meal Prices is attached at Appendix 1 for information. No specific action is required but Governors will need to know these new School Meal arrangements so they can assist with the smooth transfer from Bristol Contract Services to Eden Foodservice – and so Governors know they have support from the CYPS Directorate and who to phone if they have any queries.

Please do not hesitate to contact Education Client Unit with any questions you may have:

Contact: Tim Scullard – Client Unit Manager,
0117 9037670 tim.scullard@bristol.gov.uk
Matthew Roberts – Client Contracts Officer (Catering)
0117 9037675 matthew.roberts@bristol.gov.uk

Attn: Chair of Governors, Finance Committee Members

16. Rogue Traders

Bristol City Council Trading Services and Internal audit are warning schools not to respond to cold calling traders as there have been a number of attempts to defraud establishments. Recent examples include:

1. Unsolicited phone calls offering cheap advertising in publications. Those who agreed to the offer later found publication and distribution details had been misrepresented and they were charged significantly more than had been agreed in the phone call.
2. Unsolicited visits by traders offering to repair damaged sections of playground, car parks etc. at a cheap rate. Work done was of a poor standard and in other cases other works were also undertaken for which the contractor then tried to charge.
3. Unsolicited visits by traders offering white lining facilities for school playing fields and courts. Charges have been considerably higher than council contractors.

What to do:

- Never deal with businesses who cold call by phone or in person – not even to ask them to send you written details.
- Make sure all employees know that only authorized staff are permitted to place orders for goods and services.
- Always get detailed written quotations before placing a properly authorised official order.

Please contact: Suella Coman, Group Auditor
0117 9222463, Suella.coman@bristol.gov.uk

Attn: Chair of Governors, Personnel Committee Members

17. New Human Resources Newsletter Launched

The HR team have launched a new Newsletter to keep schools up to date on staffing and personnel issues. The Newsletter will be posted on the On-line Schools Bulletin on a regular basis, and each issue will be reproduced in our Governor Bulletin. The first edition is attached at Appendix 2.

Please contact: Your HR Advisor

SCHOOL MEALS CONTRACT 2007 TO 2015
September update

BRISTOL SCHOOLS WELCOME EDEN FOOD SERVICE

Welcome to Eden

The Client Unit would like to welcome Eden Food Service to Bristol. We all look forward to a close working partnership transforming the school meals service. Our shared aim is that;

Bristol City Council's School Meals Service is acknowledged as the leading service in the Country by not only its own stakeholders but by all other associated and interested parties

Timescales:

The contract timescale is designed to provide a period of stability, where over the next 8 years the meals service can be transformed gradually in a planned and coordinated manner.

The Education Client Unit and the Transforming School Meals Group have identified and will continue to support cross cutting objectives such as:

1. the 5 outcomes in Every Child Matters,
2. the Healthy Schools Accreditation
3. Schools Legal Nutritional Requirements – by combining budgets, aggregating spend, listening to our customers and partners.

Timetable of activities between September 07 to March 08:

- September to December 07 – Individual school visits by the Client Unit to sign contracts with schools and Eden.
- 11th October – Head teachers Road show at Ashton Park Secondary , 4:00 pm to 5:30 pm. Please confirm by phone on 01344 300444.
- 22nd October 2007 – new contract commences, new meal prices, menus and Early Years provision
- October to March 2008 – “bedding in” period where services and staff become familiar with the contract.

The necessary factors are now assembled to achieve the aim. Below is the recipe for success.

Ingredients:

- An excellent local workforce who are dedicated to Bristol Schools
- Improved quality levels for meats, vegetables, wet and dry goods
- Brand new contracts based upon clear bold specifications
- A competitive meal price with no subsidy
- A professional catering company with wide experience and capacity for continuous improvement

Method:

Eden will continue to support and invest in the catering staff by providing a programme of Healthy Eating, Home Cooking Skills and Nutrition Training.

The Client Unit will support Eden to raise their service level – thus supporting your Schools overall Health promotion and satisfying OfSTED.

Eden understand your contract requirements and will respond to any queries or concerns as soon as possible so they may be addressed quickly.

Eden understand your own schools particular requirements and style to identify what differentiates your school from others. Eden and the Client Unit will work in a “school specific partnership” to create a bespoke catering service which will then lead to a constant high level of demand.

Eden and the Client Unit will work closely to monitor the service, including the quality of both raw ingredients and cooked meals to ensure the meals offered are as nutritious as possible.

Equipment and Kitchens:

The client unit will continue to carefully maintain your kitchens to ensure a safe working area. They will help you make best use of the many new items of catering equipment recently purchased, repair and maintain your catering heavy equipment carefully, ask for support if you have any equipment queries.

Please contact Keith Lanham (01179 037351) if you have any kitchen queries.

The Missing Ingredient?

If the above recipe is followed closely there is no reason why Bristol Schools in partnership with Eden should not be the ***leading School Meals service in the Country!***

The missing ingredient of course is sustainability. A flurry of limited activity supporting school catering in 2007 alone will not achieve the desired aims – a longer term view is required. The challenge will be for us all to sustain the current emphasis upon improved school meals including menus, nutrition, safety and service. Students can then make their own healthy choices as the meals will taste good, look good and be nutritious at the same time.

Who Monitors?

The Education Client Unit has the overall responsibility for monitoring this contract. They act as the Authorised Officer and their monitoring is integral to this contract. Please do not hesitate to contact Matthew Roberts or Tim Scullard should you have any queries or questions

Tim Scullard – Client Unit Manager 0117 90 37670

Matthew Roberts – Client Contracts Officer (Catering) 0117 90 37675

Document Library:

Your Catering Contract Specifications and Terms and Conditions, as well as a host of other useful sources of information can be found on the CYPS website. These will be regularly updated - ECU contact details:

<http://intranet.bristol-cyps.org.uk/services/ecu.html>

And finally.

Sincere thanks to all the many Members, Officers, Students, Health Professionals and Stakeholders who have supported this successful procurement.

The CYPS Directorate and Members look forward to working and supporting both schools and Eden Foodservice with this new and exciting catering contract.

With best wishes

Yours sincerely

Paul Taylor

Programme Director, Partnerships and Localities

enc Appendix A - School Meal Prices from 22nd October 2007

School Meal Prices from 22nd October 2007

Current Meal Price up to Friday 19th October 2007	
Primary Pupil Meal Price	£1.75
Secondary Pupil and adult meal price	£2.00
Adult V.A.T. chargeable meal	£2.35

Meal Prices from Monday 22nd October 2007	
Primary Pupil Meal Price	£1.95
Secondary Pupil and adult meal price	£2.10
Adult V.A.T. chargeable meal	£2.47

The price of a traditional two course school meal will change from the start of Term 2.

1. Primary Pupil Meal Price – this single price is for the paid and free meals, including Halal and any special diets and early years.
2. Secondary Pupil and adult meal price – this single price is for the paid and free meals, including Halal and any special diets. The adult reference is when a school pay i.e. for a Duty Teacher.
3. Adult V.A.T. chargeable meal – as a cash sale i.e. visitor to a school inclusive of V.A.T.
4. Collection of moneys - A FULL SET OF GUIDANCE FOR SCHOOLS REGARDING INCOME, PAYMENT AND ACCOUNTING PROCEDURES IS TO FOLLOW SHORTLY FROM CYPS FINANCE
5. Inflation - All tendered prices are subject to annual inflation. (Ref: Terms and Conditions).

HR NEWSLETTER

Advice and Support for you

In this issue.....

- Pre-recruitment checks
- Successful induction of new staff
- Performance management
- Leave of absence
- Managing Change – transfer of staff (TUPE)

Pre-recruitment checks

All new staff need full clearance from pre-recruitment checks before they take up their post. The checks are: Criminal Records Bureau, Occupational Health Clearance, two satisfactory employment references and proof of the right to work in the UK. Employment references must be obtained before an offer of employment is made (either verbal or in writing).

Additionally, teachers need GTC registration (this is not the same as having a DfES / DCSF number). All teachers eligible for work in England need to be GTC registered. Common reasons for teachers not having this are that they are registered in Wales or that their registration has lapsed, for example, during a period of leave.

Further recruitment and selection information:

<http://intranet.bristol-cyps.org.uk/services/recruit-and-retention.html>

Successful induction of new staff

It is good practice to induct new staff to the school and the job, in order to help them settle into their role quickly and successfully. A sample induction programme is available on the CYPs intranet site, but key features include:

- Meet and greet with all staff; scheduled meetings with line manager and key contacts.
- A mentor or one named contact for the employee's queries.
- A tour of the school premises and facilities.
- Copies of school policies and procedures.
- Essential H&S information (e.g. evacuation procedures).
- Information about the post and expectations of the post-holder.
- Scheduled review meetings including the end of probationary period meeting (for support staff).

<http://intranet.bristol-cyps.org.uk/services/retention/word/App18-induction-programmes.doc>

Performance Management

The Education (Schoolteacher Performance Management) (England) Regulations 2006 come into force from 01 September 2007. If you have not already done so, you should adopt a Performance Management policy at your school & plan for this year's round of staff appraisals. Performance planning meetings should be completed for all teachers by 31 October 2007 and for all Headteachers by 31 December 2007.

The Bristol model policy and supporting factsheets are available at:

<http://intranet.bristol-cyps.org.uk/services/personnel/model-performance-management-policy.html>

Leave of Absence

Employees often require time off work for personal reasons. The Leave of Absence policy template gives guidance on different types of leave and employees' statutory entitlement to leave and pay.

Schools may choose to enhance statutory leave and pay arrangements, taking note of the statutory provision; the reason for the employee's request; consistency with other employees and the impact on the curriculum / department.

Leave of Absence policy template:

<http://intranet.bristol-cyps.org.uk/services/word/leave-of-absence-policy.doc>

Managing Change – Transfer of staff to another organisation (TUPE)

There is a wide range of situations where organisational change results in the transfer of staff from one establishment to another. For example, a school putting its cleaning services out to a contractor such as Teamclean, or starting to use an IT firm to maintain hardware which was previously maintained in-house. In these situations a school should follow a Managing Change procedure and it is likely that TUPE regulations will apply.

TUPE legislation protects transferring employees' rights and places a number of obligations on the organisations involved. Any school undergoing such a change should consult their HR Adviser for specific advice.

In the next issue.....

- Special edition about Fixed Term Contracts

Send us your questions!

Help us to help you. If you have any people management questions you would like answered, please send them to schools.hr@bristol.gov.uk. For the next edition, we are especially keen to hear your questions about staff on temporary or fixed-term contracts.

TRAINING AND CONFERENCE ITEMS

Attn: Chair of Governors, Child Protection Governor

18. E Safety – Are our children and young people safe on-line?

Safety and security is a prime consideration for all education establishments using the Internet and today's online technologies. A heightened awareness is imperative at SMT level in all schools, particularly those that are working towards the LA recommendation, of a 1:1 ratio of handheld computers and /or students with 24/7 web access. This is not a conference for ICT Technicians, it is for policy makers and those who have the legal responsibility for children in schools. The South West Grid for Learning is providing four conferences across the South West, bringing international speakers and experts to a day of key note speeches and workshops.

Follow the link below to view the comprehensive range of workshops to assist your school with establishing e-safe policy and practice. The four conferences are to be held on:

- 7th November, Woodlands Castle, Taunton,
- 8th November, Blunsdon House. Swindon,
- 20th November, BIC, Bournemouth
- 21st November, St Mellion Golf and Country Club, Cornwall.

Although there is not a conference in Bristol we urge you to lift share with other colleagues and make the journey to either Swindon or Taunton.

Would you please discuss this urgently with your headteacher and members of your School Management Team. This is a fantastic opportunity to spend a day with experts with a real understanding the issues. We would hope every school's SMT would be represented.

http://www.swgfl.org.uk/esafetyconferences/downloads/programme/esc07_programme.pdf

Contact: Keith Ansell, Advisory Teacher – ICT
0117 3773225 keith.ansell@bristol.gov.uk

Attn: Chair of Governors, Headteacher

19. Director's Briefings for Chairs/Headteachers

The next Director's Briefings for Chairs and Headteachers will be critical in outlining 2007 results and defining the task facing school leaders in the year ahead. Key to this will be governing bodies effectively challenging and supporting their leadership teams to secure improved outcomes for our children and young people in 2008. There will be examples of best practice presented by Bristol schools so that you can reflect on these and refine your current procedures given the specific context of your school. A copy of the Agenda is attached at Appendix 1.

At the meetings, we will be providing you with performance data summarising each school's 2007 results, and we will be discussing the range of questions governors will need to be asking at their next meeting.

It is therefore very important that you do all you can to attend one of the briefings or alternatively send another governor in your place. We are expecting all schools to be represented. I would also ask that you encourage your Headteacher to come along with you – a copy of this letter is enclosed for you to pass to him/her. The meetings take place on:

**Monday 8th October; 9.30-12.00 at BAWA
or Tuesday 9th October; 7.00-9.30pm at the Council House**

Please confirm your attendance by completing and returning the slip already sent to you or by contacting us by telephone or email.

We look forward to seeing you there.

**Contact: Ian Caskie, School Improvement Adviser, Governance and Leadership,
0117 9031396 ian.caskie@bristol.gov.uk.**

DIRECTOR'S BRIEFING FOR CHAIRS/HEADTEACHERS

MONDAY OCTOBER 8th 2007; 9.30-12.00 at BAWA

TUESDAY OCTOBER 9th 2007; 7.00-9.30pm at Council House

AGENDA

1. **Welcome** (Heather Tomlinson: Director, Children and Young People's Services)

2. **2007 outcomes:**

- standards and exclusions (Nick Batchelar: Programme Director, Standards and Achievement)

- attendance (Matt Dowse: Adviser, Attendance and Participation)

3. **A key task for governing bodies during the year ahead: effective progress data presentation and analysis**

A Chair's perspective and a Head's perspective - examples of best practice from Bristol schools:

- how progress data is gathered and recorded

- how data is presented in an accessible way for governors

- questions governors can ask in response to the data

- how underachieving groups are identified for targeted interventions

4. **Learning from 2007 and getting things in place for 2008**

(Farzana Aldridge: Strategy Leader, School Improvement (Cross Phase))

School data will be issued – discussion:

What are the key questions governors need to ask given the performance and context of your school?

5. **Information items- further forthcoming support for governing bodies:**

- Directed and recommended agenda items for the year ahead
- Presenting and analysing progress data guidance
- Consultant Governor Programme

(Ian Caskie: School Improvement Adviser, Governance and Leadership)

20. Bristol Governors' Forum

The Bristol Governors' Forum meets each term and offers a great opportunity to debate the key issues affecting Bristol schools, give feedback directly to LA Officers, and help shape the future of education in our city.

Meeting Dates 2007/08

Thursday 11 October 2007
Thursday 6 December 2007
Thursday 31 January 2008
Thursday 13 March 2008
Thursday 8 May 2008
Thursday 3 July 2008

All meetings will take place at the Create Centre, at 7.15pm. Items on the agenda for 11 October include;

- **RAISEonline**; How to make data work for you
- **Attainment**; A look at 2007 test and exam results

For more information and minutes of previous meetings please follow the link to the website – <http://www.bristol-cyps.org.uk/services/qds/forum.html>

Contact: Ana Tsoucalas, Clerk to Bristol Governors' Forum
0117 9031254 ana.tsoucalas@bristol.gov.uk

21. Out of School Hours Learning For Children in Care - Conference

Research confirms that children in care achieve far more at school, have more stable foster placements and develop higher levels of resilience if they regularly attend out of school hours learning activities.

Not enough of Bristol's children in care are currently taking part in these activities. A conference is to take place on Monday 19th November at Gloucestershire County Cricket Club in order to help increase the number of children in care who engage with out of school hours learning (OSHL). The aim is to bring together providers of OSHL activities with those professionals who are ideally placed to encourage children in care to become involved in OSHL activities. Schools are well placed to help this initiative.

Please encourage your named governor for children in care to attend this conference. To find out more or to reserve a place at this conference, please contact Mark Bandalli (mark.bandalli@bristol.gov.uk). A flier advertising the conference will be forwarded to all of Bristol's schools in the coming weeks.

Contact: Pippa John, Head of the Education of Children Looked After Service
0117 3773062 pippa.john@bristol.gov.uk

22. Healthy Schools Training

Please find attached details of a number of training sessions provided by the Healthy Schools Team this autumn.

Contact: Sharon Sexton, Transforming School Meals Co-ordinator
0117 922 2158 sharon.sexton@bristol.gov.uk



Statutory School Food Standards – Twilight Training

Monday 26th November 2007 4.15 – 5.45pm
Wednesday 5th December 2007 4.15 – 5.45pm

The Council House, College Green, Bristol

The new School Food Standards were announced by the DfES on 19th May 2006. These standards combine the recommendations of the School Meal Review Panel (SMRP) and the School Food Trust (SFT). The Standards for 'food other than lunch' became statutory from September 2007. I am pleased to offer further twilight training sessions on these standards.

Target audience:

Head Teachers, deputy heads, teachers, PSHE co-ordinators, governors, Healthy Schools co-ordinators, PE Staff, extended schools managers.

Aim:

To help schools understand the new statutory standards for school meals and food other than lunch, how they apply to their school, and will make a difference to their school food provision throughout the school day.

Facilitators: Sharon Sexton, Transforming School Meals Co-ordinator/Dietitian
Lucy Crystal, Senior Health Promotion Specialist (Food in Schools)

This course is **free** of charge, but places are limited so early booking is advised.

Please fax, email or post application form to:

Sharon Sexton, Transforming School Meals Co-ordinator, e-mail sharon.sexton@bristol.gov.uk or
Jane Tiley, Transforming School Meals Administrator, e-mail: jane.tiley@bristol.gov.uk
Fax: 0117 903 7775



School Food Standards Twilight Training

I would like **1 or 2** (please circle) place/s on the following training course:

- Monday 26th November 2007 4.15 – 5.45pm The Council House, College Green, Bristol
 Wednesday 5th December 2007 4.15 – 5.45pm The Council House, College Green, Bristol

Name: **Job Title:**

School/Base:

Address:

Tel: **Email:**

Please state if you have any special requirements (eg: large print handout, hearing loop)

.....



Healthy Lunchbox Training - Improve the packed lunches in your school

Thursday 22nd November 2007 9am – 12.15pm
Wednesday 30th January 2008 9am – 12.15pm

The Council House, College Green, Bristol

Target audience: School Management Team, Governors, PSHE and Healthy School Coordinators, school teachers and school nurses

This half-day course will highlight the current nutritional inadequacies associated with lunchboxes, make links between lunchboxes and the Balance of Good Health, give practical ideas and suggestions for improving the nutritional quality of lunchboxes in your school and signpost to useful resources

Facilitators: Sharon Sexton, Dietitian and Transforming School Meals Co-ordinator
Lucy Crystal, Senior Health Promotion Specialist (Food in schools)

This course is **free** of charge, but places are limited so early booking is advised.

Please fax, email or post application form to:

Sharon Sexton, Transforming School Meals Co-ordinator, e-mail sharon.sexton@bristol.gov.uk
or Jane Tiley, Transforming School Meals Administrator, e-mail: jane.tiley@bristol.gov.uk
Fax: 0117 903 7775



Healthy Lunchbox Training

Date of training:

Name: Job Title:

School/Base:

Address:

.....

Tel: Email:

Please state if you have any special requirements (eg: large print handout, hearing loop, special diet)

.....



Whole School Approach to Food and Nutrition

Thursday 8th November 2007 9.30am – 3.00pm (Fully booked)
Tuesday 4th December 2007 9.30am – 3.00pm

The Council House, College Green, Bristol

Target audience: School Management Team, Governors, PSHE and Healthy School Coordinators, school teachers and school nurses

This whole-day course will revise and update nutritional knowledge, make links with the Balance of Good Health food guide in relation to children's diets, identify areas of nutritional concern, signpost to useful resources and discuss and share ideas for curriculum linked activities.

Facilitators: Sharon Sexton, Dietitian and Transforming School Meals Co-ordinator
Lucy Crystal, Senior Health Promotion Specialist (Food in schools)

This course is **free** of charge, but places are limited so early booking is advised.

1 day supply cover is available for Bristol City Council Schools only
Lunch and beverages will be provided

Please fax, email or post application form to:

Sharon Sexton, Transforming School Meals Co-ordinator, The Council House, College Green

Fax: 0117 903 7775

sharon.sexton@bristol.gov.uk

Tel: 0117 922 2158



Whole School Approach to Food and Nutrition

Date of training:.....

Name: Job Title:

School/Base:

Address:.....

Tel: Email:

Please state if you have any special requirements (eg: large print handout, hearing loop, special diet)

23. Governor Training Programme Autumn 2007

Is your governing body making full use of our training programme? We believe we really do offer something to suit everyone; experienced governors, those new to the role and those with 'specialist' interests. Full details of our Autumn training programme are attached and are also available on our website at <http://www.bristol-cyps.org.uk/services/gds/gds.html>. **Book early to avoid disappointment!!** Please inform GDS of any access, interpretation or dietary requirements when making a booking for a training course.

If you are not sure who on your governing body has been on which course, we can provide a training report for your governing body on request. If you wish to discuss the possibility of arranging school based training for your governors please contact us.

Contact: Beckie Fleming, Governor Development Service Training Co-ordinator, 0117 9031264, beckie.fleming@bristol.gov.uk

Governor Training Programme from Oct to Dec 2007	Level	This course will cover....	Venue	Day	Date	Time
Essential courses for Chairs/Vice-Chairs of Governors						
Director's Briefing for Chairs of Governors	N/A	Strategic briefing, discussion and networking. Essential for all Chairs. Vice-Chairs and Headteachers also particularly welcome.	BAWA Filton	Monday	8 October 2007	9.30-12noon
Director's Briefing for Chairs of Governors	N/A	Strategic briefing, discussion and networking. Considered essential for all Chairs. Vice-Chairs and Headteachers also particularly welcome.	Council House, College Green	Tuesday	9 October 2007	7.00-9.30pm
Taking the Chair: Module 1	2	Chairing governing body meetings effectively: New Chairs, Vice-Chairs and Chairs of Committees particularly welcome.	Create Centre, Cumberland Basin	Monday	19 November 2007	7.00-9.30pm
Essential courses for New Governors						
Roles and Responsibilities Module 2	2	An overview of 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.	Gatehouse Centre Hartcliffe	Thursday	18 October 2007	7.00-9.30pm
Roles and Responsibilities Module 2	2	An overview of 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	Friday	9 November 2007	9.30-12noon
Roles and Responsibilities: Module 3	3	The role of the governing body in ensuring accountability. Governors who are familiar with the school context, and comfortable participating in a meeting context,	Southville Centre	Tuesday	13 November 2007	9.30-12noon

		may wish to start at this point.				
The role of the Parent Governor	1	Understanding the specific role of the parent governor, including issues of parental engagement, confidentiality and conflict of interest.	Create Centre Cumberland Basin	Thursday	22 November 2007	9.30-12noon
Roles and Responsibilities: Modules 3,4,5	3	The governors' role in ensuring accountability, strategic planning, and supporting and challenging school performance. This course has been condensed and governors should expect an intensive session.	Withywood Community Centre	Saturday	24 November 2007	9.30-3.30pm
Roles and Responsibilities: Module 4	3	The role of the governing body in setting the strategic direction of the school.	Southville Centre	Tuesday	27 November 2007	9.30-12noon
Roles and Responsibilities: Module 5	3	The role of the governing body in supporting and challenging the school.	Southville Centre	Tuesday	11 December 2007	9.30-12noon
Essential courses for all governors						
RAISE online	3	Using data to help governing bodies understand the school's strengths and weaknesses and inform improvement planning.	Monks Park CLC	Thursday	15 November 2007	9.30-12noon
Essential courses for link governors/governors serving on committees						
Exclusions	3	The role of the governing body in reviewing pupil exclusion. Headteachers and Clerks particularly welcome.	Fonthill Centre Southmead	Thursday	8 November 2007	7.00-9.30pm
Finance:Module 1	2	An introduction to governors' responsibilities in monitoring the school's finances.	Create Centre Cumberland Basin	Wednesday	28 November 2007	7.00-9.30pm
Special Educational Needs	2	An introduction to the role of the Special Educational Needs Governor.	Southville Centre	Monday	3 December 2007	7.00-9.30pm

Specialist courses						
Extended School Partnerships:locality developments in North Bristol	2	Sharing good practice in developing locally co-ordinated services for children and young people in North Bristol.	Date to be scheduled for later this year. See future bulletin for details.			
Extended School Partnerships:locality developments in Central/East Bristol	2	Sharing good practice in developing locally co-ordinated services for children and young people in Central/East Bristol.	Date to be scheduled for later this year. See future bulletin for details.			
Extended School Partnerships:locality developments in South Bristol	2	Sharing good practice in developing locally co-ordinated services for children and young people in South Bristol.	Date to be scheduled for later this year. See future bulletin for details.			
Staff Recruitment: Ensuring effective employment practice	2	Essential for those involved in recruitment to ensure compliance with employment law.	Fonthill Centre Southmead	Friday	12 October 2007	9.30-12noon
Raising the achievement of pupils from Black and Minority Ethnic backgrounds.	2	How can governors ensure that we close the gap between achievements of BME pupils and other groups?	Fonthill Centre Southmead	Tuesday	16 October 2007	7.00-9.30pm
Establishing Governance in Children's Centres (Repeated see 20/09/07)	2	Developing the right model of governance for your early years setting. Clerks to governors also especially welcome.	Fonthill Centre Southmead	Tuesday	6 November 2007	7.00-9.30pm
Secondary Curriculum Developments	2	Preparing for KS3 and14-19 curriculum change: Transforming the learning of our young people?	Create Centre Cumberland Basin	Wednesday	21 November 2007	7.00-9.30pm
Essential training for clerks to governors						
Clerks' Network (Repeat see 11/10/07)	N/A	Sharing good practice, new initiatives and supporting training and development needs.	Southville Centre	Monday	8 October 2007	7.00-9.30pm
Clerks' Network (Repeat see 08/10/07)	N/A	Sharing good practice, new initiatives and supporting training and development needs.	Create Centre Cumberland Basin	Thursday	11 October 2007	9.30-12noon
National Training Programme for Clerks:Module 2	2	The role of the clerk to governors in supporting good governance.	Gatehouse Centre Hartcliffe	Friday	2 November 2007	9.30-12noon