

# Monthly Governor Bulletin

ESSENTIAL READING FOR CHAIRS, HEADS AND CLERKS

## In October 2008's Bulletin...No. 55

### 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.	Performance Management; Headteacher Annual Report Reminder	31 December 2008	Headteacher, Chair of Staffing Committee
3.	Governance Self Review Tool	On-going	Chair of Governors
4.	Bristol MEND Programme	ASAP	Chair of Governors

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

Item	Title	Action by date	Attention
5.	SEN Funding Consultation	11 November 2008	SEN Governor

### INFORMATION & GUIDANCE ITEMS

#### *(items and appendices on YELLOW paper)*

Item	Title	Attention
6.	Governors' Annual Conference	Chair of Governors
7.	Young Carers	Chair of Governors
8.	Child Protection and Children in Care Governor Checklists	Child Protection and Children in Care 'Named Governors'

### TRAINING AND CONFERENCE ITEMS

#### *(items and appendices on BLUE paper)*

Item	Title	Attention
9.	Secondary Curriculum Reform; Briefing for Governors	All Secondary Governors
10.	Agenda Briefings and Agenda Essentials	Chair, Head, Clerk
11.	Black and Minority Ethnic Governors' Network	BME Governors
12.	Bristol Governors' Forum	All Governors
13.	Governors Training	All Governors
14.	Finance Training for Governors	Finance Committee Members
15.	Croner Training	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](mailto:gds@bristol.gov.uk)  
THIS DOCUMENT IS AVAILABLE ON LINE AT:  
Website: <http://www.bristol-cyps.org.uk/services/gds/gds.html>

## NEED TO ACCESS SOMETHING ON THE CYPS INTRANET?

Wherever possible, we ensure that CYPS documents etc. referred to in this Bulletin are available on the CYPS *internet* site. However, occasionally this is not appropriate and documents are only available on the *intranet* site. Any governor or clerk can obtain access to the intranet via your headteacher.

Your headteacher will need to e-mail [peter.wangermann@bristol.gov.uk](mailto:peter.wangermann@bristol.gov.uk) to request a log-in and password for you, giving your full name and your e-mail address.

## **DIRECTOR'S ITEMS**

### **1. MESSAGE FROM THE DIRECTOR**

Dear governor colleagues,

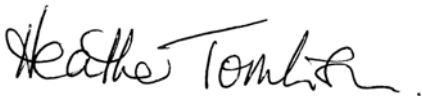
I am delighted that the new school year has enjoyed such a positive start. The summer's test and exam results are encouraging, both primary and secondary attendance targets have been met for the first time, and exclusions have fallen significantly. Thank you to all governors for your hard work to secure these improvements. One cannot fail to be excited, too, by the further transformation taking place in Bristol's secondary schools. Five new Academies and a further 0-16 Trust joined Bristol's family of schools this September, and a stunning BSF building opened its doors in Brislington. Cabinet's approval of primary review proposals on 25 September heralds an equally ambitious programme of investment across the primary sector.

The front page headline in the Bristol Evening Post on 9 September was "We're getting there" - and we are! We still have a lot more to do, but we can embark on this new school year feeling confident that working together we are all moving in the right direction, and really making a difference for children and young people.

I also look forward to working with you in the coming school year to take the broader Every Child Matters agenda forward. The council and its partners have invested £3.2 million in prevention and early intervention services in 2008-09 and multi-agency referral panels are now fully in place across all ten 'localities' within the city. Eight hundred staff are now trained to use the Common Assessment Framework and to carry out a new 'Lead Professional' role. 53% of Bristol schools are already delivering the full Extended School core offer, which is above the national percentage, and Bristol's implementation of Contact Point, which is a national children's database is ahead of the national picture. Once again, Bristol is making strong headway.

Finally, I believe that we can all feel proud that QCA's recent curriculum 'best practice' document, 'Leading the Way', solely showcases the innovation underway in Bristol's primary schools. It makes a great read and I recommend it to you all. Many congratulations to all those involved!

Yours sincerely,



**Heather Tomlinson**  
**Strategic Director – Children, Young People & Skills**

## **ACTION ITEMS**

*Attn: Headteacher/Chair of Staffing Committee*

### **2. Performance Management: Headteacher Annual Report; Reminder**

A reminder that following the introduction of revised Performance Management policies in all schools last year, it is a legal requirement that Headteachers provide the governing body with a written report before the deadline of 31 December.

This report will help governors to monitor the operation of the policy and resultant outcomes over the last year.

A template report and some guidance notes which set out the information that the report must contain were included in the September 2008 Governor Bulletin, a copy of which is available at <http://www.bristol-cyps.org.uk/services/gds/pdf/gov-bulletin54.pdf>.

*Any queries regarding this item should be referred to your school's HR Adviser.*

*Attn: Chair of Governors*

### **3. Governance Self Review Tool**

A Self review tool has been produced to support governing bodies in evaluating their own effectiveness and identifying areas that need developing or improving. A copy is attached at Appendix 1

The questionnaire was originally developed for use with the Consultant Governor Programme. However we strongly recommend that all governing bodies undertake a regular review of their effectiveness as part of the schools self evaluation cycle. This self review tool provides a simple yet thorough method of fulfilling this recommendation.

**Contact: Ian Caskie Tel: 0117 9031396 email: [iancaskie@Bristol.gov.uk](mailto:iancaskie@Bristol.gov.uk)**

*Attn: Headteacher/Chair of Governors*

### **4. Bristol MEND Programme**

Please find attached at Appendix 2 a letter from Heather Tomlinson, Strategic Director CYPS, requesting your support for the Bristol MEND Programme.

The Bristol MEND programme is part of a national MEND campaign to improve the long-term health of children. It is a free health and fitness programme for families. It is particularly aimed at those families with children in the seven to 13 age group who are above their ideal weight.

Schools are being asked to nominate someone to champion the Bristol MEND programme. This could be the school nurse, the member of staff responsible for healthy schools or the school sports partnership primary link teacher.

**Contact; Camilla Briggs on 0117 922 3656.**

**Full details about the Bristol MEND programme can be found at [www.bristol.gov.uk/mend](http://www.bristol.gov.uk/mend)**

## GOVERNANCE SELF- REVIEW

**School:**

**Completed by:**

**Date:**

**1: Embedded    2: Establishing    3: Emerging    4: Inadequate**

**A:    SYSTEMS**

		(√ as appropriate)			
		1	2	3	4
1	Agendas are efficiently and effectively set following consultation with all relevant people and include all recommended/required items				
2	All relevant papers are sent out to governors at least 7 days before every meeting				
3	Systems are in place to secure effective and efficient communications to and between governors				
4	Meetings and key agenda items are scheduled in advance within a regularly updated year planner which is shared with all governors				
5	Individual governors attend meetings regularly				
6	Meetings remain focused on improving outcomes for children/young people and rarely overrun.				
7	There is an agreed Code of Conduct in place which ensures that there is a culture of mutual respect and an established team ethos within the governing body				
8	All governors are encouraged to contribute to meetings and all views are taken into account				
9	Protocols have been agreed and signed up to by all governors and these extend to include all visits to school				

		1	2	3	4
10	All governors are loyal to collective decisions and abide by agreed protocols – especially confidentiality				
11	The appropriate committee structure is in place to address school priorities, with appropriate Chair and clerking arrangements in place.				
12	Each Committee has appropriate Terms of Reference (which are annually reviewed), all Committee meetings are effectively minuted and each				

	Committee reports to every full GB meeting				
13	All policies and other documents required by law are in place and are reviewed in accordance with guidelines				
14	All meetings are effectively minuted and, once agreed, draft minutes are promptly circulated to all governors				

## **B: BUILDING CAPACITY**

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
15	All new governors enjoy a welcoming and effective induction programme				
16	Our recruitment and retention systems ensure that there are no long-term vacancies (more than 1 term)				
17	Membership of our governing body includes people from the business sector and appropriately reflects the community we serve				
18	We regularly conduct a skills audit amongst our governors and fully utilise their expertise				
19	Our Clerk has been appropriately trained and fulfils their role effectively				
20	All governors read the GDS Newsletter (3x pa), the Chair or Clerk ensures that key items within the monthly Governors' Bulletin are promptly communicated to relevant governors and the Chair frequently access their Groupwise email account.				
21	Governors attend training regularly and share their learning with other governors when appropriate				
22	Chair or their representative regularly attend LA Briefings or Forum meetings				
23	Our governing body engages effectively with other Locality partners – including through the ESP Governor Network				
24	Succession planning processes are in place to develop future Chairs				

## **C: ROLES AND RESPONSIBILITIES**

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
25	The Chair is confident and fully effective in their role				
26	There is an appropriate and effective relationship between the Chair and Headteacher				
27	The governing body all understand and effectively fulfil their roles and statutory responsibilities				
28	The governing body effectively fulfils its 'critical friend' role by appropriately challenging school leaders				
29	Effective Performance Management is in place throughout the school which secures improved staff performance				
30	As governors, we regularly visit and contribute to the life of the school, and celebrate achievement and				

	offer praise and thanks to those concerned				
31	Budget planning, monitoring and management systems are efficient and effective and all governors have an accurate understanding of the school's financial position through regular updates/reviews				
32	There are named governors for Looked After Children, H&S, Child Protection, Special Needs and Extended School Partnership and they fulfil these roles effectively, regularly reporting to all governors				

**D: STRATEGIC**

		<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
33	The Governing Body is legally constituted with procedures in place to ensure that all statutory responsibilities are fulfilled				
34	The Governing Body has been fully involved in shaping the vision for the school				
35	The Governing Body is fully involved in determining the school's priorities for improvement within its strategic plan, understand what key actions the school is taking to improve outcomes, and monitor and evaluate progress				
36	We regularly evaluate our own effectiveness which informs our annual governor development plan				
37	The Governing Body has a good understanding of the strengths and weaknesses of the school through regular scrutiny of pupils' achievement, progress towards targets and the quality of provision				
38	The Governing Body is involved in ongoing review of the effectiveness of the school through contributing to the school's self evaluation processes (eg frequent focused visits/activities) and discussions with the School Improvement Partner				
39	Governors understand and effectively use performance data (eg RAISEonline, year group progress assessments etc) to identify areas of strength and weakness, and work with Subject Leaders to help accelerate rates of progress amongst underachieving groups				
40	The governors know what the children/pupils, parents/carers and staff feel about the school by regularly seeking their views and use these to inform strategic planning				



## **A message from Heather Tomlinson, Strategic Director CYPS**

*Dear Head teacher and school governors*

*Your support is requested for the Bristol MEND programme.*

*The Bristol MEND programme is part of a national MEND campaign to improve the long-term health of children. It is a free, health and fitness programme for families. It is particularly aimed at those families with children in the seven to 13 age group who are above their ideal weight.*

*With an emphasis on practical activities and fun learning, Bristol MEND is designed to deliver sustained improvements in families' diets, fitness levels and overall health. New programmes starting every three months.*

*In Bristol, an estimated one in three children is now considered to be above their ideal weight. This can have a serious effect on their present and future health, can lead to low self-esteem, bullying and absence from school activities, such as sport and drama and can directly influence educational achievement and personal attainment.*

*Schools have an important role to play in influencing the take-up of the Bristol MEND programme and we are asking for school governors and head teachers to support the council's drive to get more children and their families - who could benefit from the Bristol MEND programme - to come forward and find out more.*

*Children who have taken part in Bristol MEND have shown:*

- *Increased attention*
- *Better learning*
- *Higher attainment*
- *Improved self-esteem.*

*We are looking for someone from within your school to champion the Bristol MEND programme. This could be the school nurse, the member of staff responsible for healthy schools or the school sports partnership primary link teacher.*

*A simple letter home to parents, a mention in you school's newsletter and website about the Bristol MEND programme or even a Bristol MEND presence at one of your parents' evening would also be a great support.*

*By publicising the Bristol MEND programme in your school, you will:*

- *Be proactive in helping children who need help now*
- *Be signposting families who have been looking for a solution, but not yet found it*
- *Be supporting the Healthy Schools initiative*
- *Be demonstrating to parents that healthy lifestyles are important*
- *Have healthier, happier and more confident children*
- *Be contributing to the Every Child Matters outcomes.*

*If you think you can help or would like to know more about the Bristol MEND programme, please contact Camilla Briggs on 0117 922 3656 or visit the MEND website. Full details about the Bristol MEND programme can be found at [www.bristol.gov.uk/mend](http://www.bristol.gov.uk/mend)*

*I have enclosed some further information about the Bristol MEND programme for your information and also included a sample letter for parents and a short sample article for use in newsletters and on websites.*

*Thank you for your time – and I hope you will be able to support us in this key initiative.*

***Heather Tomlinson, Strategic Director Children, Young People and Skills***

### **Further information about Bristol MEND**

Bristol MEND is a multi-disciplinary programme, which places equal emphasis on (M)ind, (E)xercise, and (N)utrition. These are necessary to attain and maintain a fun, active, healthy lifestyle. Families learn how to make healthy food choices and receive practical education in healthy eating and nutrition (i.e. reading food labels). Additionally, children take part in weekly physical activity and workshops focus on improving self-esteem and confidence.

MEND is about empowerment - putting the child at the centre of a range of ways to make life changes in the context of physical activity, nutrition, self-confidence and personal development. By following the MEND principles, participants will establish a foundation for healthy, active living – for life, helping to achieve a healthy weight.

Bristol MEND is a partnership initiative involving MEND, a London-based social enterprise, Bristol City Council, Bristol PCT and Sports and Leisure Management (SLM). It is part of an extensive network of MEND programmes across the country supported by £8m from the Big Lottery Fund. Sainsbury's have assisted the scheme locally through providing supermarket tours and advice for families.

The Bristol MEND programmes received a national Best Practice Award in 2007 for its approach to the programmes and quality of delivery. The partnership organisations and staff are fully committed to helping families who enrol on the programmes.

The programme is not a “fat club” it is a healthy lifestyle programme that is free, teaches healthy eating, improves self-esteem and confidence.

MEND is an ongoing programme that takes place September, January and April until March 2010. Regular promotion is important, but children who can benefit most need to access the programme now.

The MEND programme has made a positive, inspiring difference to many children and their families – and our research shows that in the overwhelming majority of cases, the behavioural changes brought about by MEND have been sustained.

### ***Draft letter to parents and carers...***

*Dear Parents and Carers*

### ***Important information about the Bristol MEND programme***

*Please find some important information the school has received about the Bristol MEND programme.*

*The Bristol MEND programme is part of a national MEND campaign to improve the long-term health of children. It is a free, health and fitness programme for families. It is particularly aimed at those families with children in the seven to 13 age group who are above their ideal weight.*

*With an emphasis on practical activities and fun learning, Bristol MEND is designed to deliver sustained improvements in families' diets, fitness levels and overall health. The next Bristol Mend Programme starts in September, with new programmes starting every three months.*

*Bristol MEND offers*

- families the opportunity to get involved with sport and physical activities*
- gives advice and information about healthy eating*
- helps to improve confidence and self-esteem*
- provides families with the life skills to help children lead healthy, active lifestyles.*

*Those taking part in the programme are given professional support and advice in developing healthy attitudes and behaviours around food and physical activity. Thanks to the Big Lottery funding, the programme is provided free of charge to participating families.*

*To find out more about Bristol MEND talk to xxx at the school or visit [www.bristol.gov.uk/mend](http://www.bristol.gov.uk/mend) or contact Camilla Briggs on 0117 922 3656.*

***Draft article for school newsletters/website***

***Bristol MEND – is it for you and your family?***

*Bristol MEND is part of a national campaign to improve the long-term health of children. It is a free, health and fitness programme for children, particularly aimed at children in the seven to 13 age group who are above their ideal weight.*

*Bristol MEND offers*

- families the opportunity to get involved with sport and physical activities*
- gives advice and information about healthy eating*
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*To find out more about Bristol MEND talk to xxx at the school or visit [www.bristol.gov.uk/mend](http://www.bristol.gov.uk/mend) or contact Camilla Briggs on 0117 922 3656.*



## CONSULTATION ITEMS

*Attn: SEN Governor*

### 5. SEN Funding Consultation

Consultations on the principles supporting Delegation of the SEN budget (Stage 1), and on the method of delegation (Stage 2) are being held this autumn. Consultation began on 19 Sept 2008, and finishes on 11 November 2008. The consultation documents and reply pro formas can be found on; [www.bristol.gov.uk/consultationfinder](http://www.bristol.gov.uk/consultationfinder)

**Contact: SEN Delegation Project Group Tel: 07827306280 [sendelegation@bristol.gov.uk](mailto:sendelegation@bristol.gov.uk)**



## **INFORMATION AND GUIDANCE ITEMS**

**Attn: Chair of Governors**

### **6. Another successful Governors' Annual Conference!**

The 2008 Governors' conference took place on Saturday 27 September.

BAWA made a fantastic venue for this very successful event.. The conference was opened by Chief Executive Jan Ormondroyd. Keynote speaker Malcolm Greenhalgh gave an inspiring and thought provoking presentation on achieving and sustaining an outstanding school. Other speakers included members of the Bristol Governors Forum and the School Improvement Team.

The Lord Mayor, Councillor Christopher Davies presented long serving governors with awards for their hard work and dedication to Bristol schools.

**Look out for a feature on the conference in the autumn edition of the "Bristol Governor" newsletter.**

**Attn: Chair of Governors**

### **7. Young Carers**

Enclosed with this mailing (chairs of governors only) please find a letter to all chairs of governors from Councillor Brian Price regarding the work of the Bristol Young Carers Policy Steering Group.

Young Carers will also be an agenda item for forthcoming Extended Schools Partnership Meetings.

**Contact:**

**Alison Findlay (South), Tel: 0117 9039978, email: [alison.findlay@bristol.gov.uk](mailto:alison.findlay@bristol.gov.uk),  
Jane Griffiths (North), Tel: 0117 9030192, email: [jane.griffiths@bristol.gov.uk](mailto:jane.griffiths@bristol.gov.uk),  
Lindsay Dowdell (East/Central), Tel: 07825860051, [lindsay.dowdell@bristol.gov.uk](mailto:lindsay.dowdell@bristol.gov.uk)**

**Attn: Child Protection and Children in Care named governors**

### **8. Child protection and Children in Care Governor Checklists**

Two very helpful check lists are available to help governors fulfil their responsibilities regarding Child Protection and Children in Care. The first is an example of a 'Children in Care Governors' Action Planning Sheet' (Appendix 1a) that may be used to prompt the type of actions the 'named governor' for children in care may expect to undertake. The second is a 'Child Protection Check List' (Appendix 1b) which raises a series of questions for governors to seek the answers to in order to gain a good understanding of child protection procedures at their school.

**Contact:**

**Child Protection: Kate Cole, Tel: 0117 9037735, email: [k.cole@bristol.gov.uk](mailto:k.cole@bristol.gov.uk),  
Children in Care: Pippa John, Tel: 0117 3773062, email: [pippa.john@bristol.gov.uk](mailto:pippa.john@bristol.gov.uk)**





**CHILDREN AND YOUNG PEOPLE'S SERVICE**  
**Education of Children Looked After Service**

**Children in Care Governor's  
 Action Planning Sheet  
 An Example**

**School:**

<b>Action</b>	<b>Lead</b>	<b>Start - finish dates</b>
Read guidance 'Supporting Looked After Learners'		
Check designated teacher is trained		
Clarify own personal role		
Set up regular meetings with designated teacher		
Keep record of meetings		
Check PEPs (quality)		
Are children in out of school hours learning (OSHL) activities? These may be in and out of school time		
Does the designated teacher have a good relationship with Carers and Social Workers?		
Check Induction and Transition package		
Check policy		
Write an annual report to Governing body		
Gifted and Talented – how many children in care?		



**CHILD PROTECTION -  
A CHECKLIST FOR SCHOOL GOVERNORS**

**1. Designated Teacher for Child Protection**

1.1	Do you know who the Designated Teacher is for Child Protection in your school?	
1.2	When they were last trained?	
1.3	Has the holder of the LA Designated Teacher list been notified if the Designated Teacher has changed?	
1.4	Who deputises when the Designated Teacher is not available?	

**2. Information to Staff**

2.1	Does the school have a child protection policy?	
2.2	Is the school child protection policy reviewed annually?	
2.3	Does the school staff handbook include information about the child protection policy and procedures and who to contact in the school?	
2.4	How do staff and adults in the school learn about child protection and the school's child protection procedures?	

**3. Pupils**

3.1	Is the ethos of your school one in which children and young people are always valued, respected, listened to and taken seriously?	
3.2	Do staff create and use opportunities to encourage children and young people to communicate about issues that concern them?	
3.3	Is appropriate support available to children and young people, including any who are at particular risk or who have disclosed abuse?	

#### **4. Record Keeping**

4.1	Is there an established system for recording confidential child protection information?	
4.2	Are all staff fully aware that they may from time to time be required to monitor particular pupils with regard to child protection concerns?	
4.3	How does the school ensure that confidential child protection information on a pupil is transferred when the pupil transfers to or from another school?	

#### **5. Information to Parents**

5.1	Does the school include in the School Profile information for parents about the school's role in child protection?	
5.2	How does the school inform parents of sources of support available within the community?	

#### **6. Curriculum**

6.1	How does the school promote child protection and the safeguarding of children through the National Curriculum? (i.e. issues of personal safety, self-esteem, bullying, relationships and sex education, access to the internet etc.)	
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#### **7. Child Protection Conferences**

7.1	Who from the school attends child protection conferences and children in need planning conferences?	
7.2	What arrangements are in place for cover when staff attend child protection conferences?	

#### **8. Governors**

8.1	Does the designated teacher make an annual report on child protection to the Governing Body covering changes to child protection policy/procedures, training undertaken by the designated teacher, other staff and governors, the number of incidents/cases (without names or details) and the place of child protection issues in the school curriculum?	
8.2	Have members of the governing body attended appropriate child protection training?	
8.3	How do Governors monitor that child protection arrangements are adequate and that deficiencies or weakness are remedied without delay?	

## 9. Recruitment and Selection of Staff

	Are you aware of the procedures the school must follow when selecting staff so that recruitment and selection of staff and volunteers is carried out safely?	
9.2	Does the school have such procedures in place?	
9.3	Which members of staff and which Governors have undertaken safe recruitment training?	

## 10. Allegations against Staff

10.1	Are you aware of the procedures the school must follow when an allegation of abuse has been made against the head teacher or a member of the school staff or volunteers?	
10.2	Are you satisfied that the school's arrangements do as much as possible to reduce the likelihood of allegations against staff, for example through an appropriate policy and training on physical intervention and a policy that explains the boundaries to professional behaviour?	

## 11. Links with other Agencies

11.1	Is the school pro-active in establishing positive links with other relevant agencies, for examples: Extended Schools Partnership, Education Welfare, Social Care, and Health services?	
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Adapted from template by Diana Madden (Regional Child Protection Coordinator for Southend, Thurrock and Essex/IRSC) available from [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

## **TRAINING AND CONFERENCE ITEMS**

*Attn :All Secondary Governors*

### **9. Secondary Curriculum Reform; Briefing for Governors**

Are you just a little perplexed at the rapidly changing landscape of secondary curriculum reform? Even from my perspective, as a serving headteacher in the thick of it, it is sometimes like trying to read station names from a speeding "125"!

Headteacher Marius Frank has just been appointed as a "Diploma Champion" for Bristol, and one of his key tasks is to help Governors understand the new developments, so that they are equipped to make informed decisions regarding strategic planning and direction of travel for their school communities.

Marius would like to invite governors to a briefing session on Monday 10 November, from 7pm-9pm (venue to be confirmed) where he will attempt to demystify PLTS (personal learning and thinking skills), Diplomas and Functional Skills.

This is NOT an attempt to promote a particular pathway, or go into details around partnership working or how Bristol is meeting the challenge of introducing new lines of learning. It is simply an opportunity to have your questions answered, and your key issues and concerns aired.

***An invitation to this briefing session will be sent direct to all secondary school governors. Primary governors are also welcome to attend. Contact Governor Development Service, Tel 0117 9031396 [GDS@bristol.gov.uk](mailto:GDS@bristol.gov.uk) to book a place.***

*Attn:Chair, Head, Clerk*

### **10. Agenda Briefings and Agenda Essentials**

As part of the move from Director's Briefings to Agenda Setting Briefings (see recent Newsletter and Bulletins) we are promoting the essential items that should be included on all Governing Body agendas.

**The Agenda Essentials for Term 1 and 2 and associated briefing papers were circulated to all Chairs and Clerks mid July (by e-mail and post) and to Headteachers at the beginning of Term 1.**

Please can Chairs and Clerks ensure these items are included on your forthcoming agendas. They are specifically intended to support school improvement planning and ensure your governing body fulfils its statutory functions. More detailed recommended agendas will continue to be published in the Bristol Governor newsletter

**The Agenda Briefing dates for the rest of the year are;**

**21 January 2009**

**6 May 2009**

**Please note that these sessions will no-longer be repeated, and will take place at the new time of 6-8pm, at the Pavilion, Harbourside.**

**Contact: Ian Caskie, School Improvement Adviser: Governance & Leadership,  
Tel: 0117 3773246 [ian.caskie@bristol.gov.uk](mailto:ian.caskie@bristol.gov.uk)**

**11. Black and Minority Ethnic Governors' Network**

- Are you interested in supporting and sharing ideas with other BME governors?
- Can you help raise the profile of BME issues?
- Would you like the opportunity to challenge the Local Authority about its strategies for education?

The BME Governors' Network has been operational for approximately 18 months and is going from strength to strength. Some of the key issues tackled by the Network include –

- Exclusions
- Ethnic Minority Achievement Service (EMAS) strategy
- Raising attainment of BME pupils
- Strategy for Educational Support for BME children and families

The Network meetings are open to all BME governors. Meetings take place 6 times per year. The meeting dates for 2008/09 are listed below –

24 November 2008  
26 January 2009  
9 March 2009  
11 May 2009  
22 June 2009

All meetings are held in the Council House, at 6.45pm for 7.00pm start. If you would like to be added to the mailing list, please contact the Clerk with your email address.

**Contact: Ana Tsoucalas, Tel, 0117 9031254, [ana.tsoucalas@bristol.gov.uk](mailto:ana.tsoucalas@bristol.gov.uk)**

**12. Bristol Governors Forum**

Would you benefit from sharing best practice ideas with other governors? Are you interested in helping to drive forward the 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? A full agenda is issued to the Chair or nominated forum representative at each school approximately a week before each meeting. The dates for 2008/09 are:

Thursday 9 October 2008  
Thursday 11 December 2008  
Thursday 5 February 2009  
Thursday 12 March 2009  
Thursday 14 May 2009  
Thursday 2 July 2009

All meetings are held at 7.15pm. The venue will be confirmed on the agenda. You can visit the Bristol Governors' Forum website on;  
<http://www.bristol-cyps.org.uk/services/gds/forum.html>

**Contact: Ana Tsoucalas, Tel 0117 9031254, [ana.tsoucalas@bristol.gov.uk](mailto:ana.tsoucalas@bristol.gov.uk)**

**13. Governors Training: Are your governors keeping up to date?**

**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 were published in the summer edition of the Bristol Governor Newsletter and are also available on our website at <http://www.bristol-cyps.org.uk/services/gds/gds.html> and included at the back of this bulletin.

If you are not sure who 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: Governor Development Service, Tel 0117 9031396 [GDS@bristol.gov.uk](mailto:GDS@bristol.gov.uk)**

**14. Finance Training for Governors**

The following governor training sessions have been arranged by the schools finance team:

Course Title	Date	Venue	Time	Content
Introduction to the Finance Standard	Wednesday 19 November	Council House	6:30- 8:30pm	Governors roles in relation to the Finance Standard
Introduction to schools finance	Wednesday 3 December	Council House	6.30- 8:30pm	Governors roles and responsibilities in regards to finance, how schools are funded, budget setting and monitoring
Introduction to schools finance	Tuesday 9 December	Council House	6.30- 8.30pm	Governors roles and responsibilities in regards to finance, how schools are funded, budget setting and monitoring

**For further information, and to book a place, please contact:**

**David Farr, Finance Manager (Schools), 0117 9037862, [david.farr@bristol.gov.uk](mailto:david.farr@bristol.gov.uk)**

**15. Croner Training**

Croner Training are offering the following courses for school governors:

**Ofsted – getting it right**

London - 27 January 2009

**Financial Management for Secondary Schools**

London – 31 March 2009

All courses £399 plus VAT per delegate. Early booking discounts available.

**Contact: Croner Training Tel 0845 082 1170 [www.cronertraining.co.uk](http://www.cronertraining.co.uk)**

<b>Remaining Governor Training Programme from September to December 2008</b>	<b>Level</b>	<b>This course will cover....</b>	<b>Venue</b>	<b>Day</b>	<b>Date</b>	<b>Time</b>
<b>Essential courses for Chairs/Vice-Chairs of Governors</b>						
Taking the Chair: Module 1	2	Chairing governing body meetings effectively: New Chairs, Vice-Chairs and Chairs of Committees particularly welcome.	Gatehouse Centre Hartcliffe	Thursday	13 November 2008	7.00-9.30pm
<b>Essential courses for New Governors</b>						
Getting Started: Introduction for New Governors	1	An overview of governors' key duties and areas of responsibility including an input on how schools are organized. This is essential training for new governors.	BAWA, Filton	Thursday	6 November 2008	9.30am-12noon
Roles & Responsibilities: Accountability	2	The role of the governing body in ensuring accountability, including how schools fulfill their legal requirements and looking at ways governing bodies report to their stakeholders. Governors who are familiar with the school context, and comfortable participating in a meeting context, may wish to start at this point.	Create Centre Cumberland Basin	Tuesday	14 October 2008	7.00-9.30pm
Roles & Responsibilities: Strategic Direction	2	The role of the governing body in setting the strategic direction of the school, including School Development Planning, target setting and the characteristics of an effective school.	Create Centre Cumberland Basin	Tuesday	18 November 2008	7.00-9.30pm
Roles & Responsibilities: Support and Challenge	2	The role of the governing body in being a critical friend, including monitoring and evaluation and using school data to inform improvement.	Create Centre Cumberland Basin	Tuesday	9 December 2008	7.00-9.30pm
Roles & Responsibilities: Condensed all day session	2	The governors' role in ensuring accountability, strategic planning, and supporting and challenging school performance. This 3 in 1 course has been condensed and governors should expect an intensive session.	Council House College Green	Saturday	6 December 2008	9.30am-3.30pm
<b>Essential courses for all governors</b>						
RAISE online	3	Using data to help governing bodies understand the school's strengths and weaknesses and inform improvement planning.	Create Centre Cumberland Basin	Wednesday	26 November 2008	7.00-9.30pm

<b>Essential courses for link governors/governors serving on committees</b>						
Financial Management Standard	3	Governors' responsibilities in achieving the Financial Management Standard. Compulsory for all schools, especially those identified for accreditation this year.	BAWA Filton	Monday	24 November 2008	9.30am-12noon
Exclusions	2	The role of the governing body in reviewing pupil exclusion. Headteachers and Clerks particularly welcome.	Fonthill Southmead	Thursday	27 November 2008	9.30am-12 noon
The Role of the Health & Safety and Well-being Governor	2	An introduction to the roles and responsibilities of the governor responsible for health, safety and well-being in school	BAWA Filton	Monday	10 November 2008	9.30am-12 noon
Special Educational Needs	2	An introduction to the role of the Special Educational Needs Governor.	Withywood Community Centre	Thursday	13 November 2008	9.30am-12 noon
<b>Specialist courses</b>						
Ofsted	2	Understanding the inspection framework and what it means for governors and their schools	BAWA Filton	Monday	20 October 2008	7.00-9.30pm
Setting up a Parent Council	2	Interested in setting up a Parent Council? A Parent Council is a body of parents, representing all parents, run by the parents with the support of the school. They can provide an excellent forum to come together, share ideas and put forward their views to the governing body.	Council House College Green	Thursday	4 December 2008	9.30am-12 noon
The governors role in promoting community cohesion	2	This session will look at what is meant by community cohesion and the role of governors in ensuring that their school is effective in its contribution.	Council House College Green	Thursday	20 November 2008	7.00-9.30pm
<b>Essential training for clerks to governors</b>						
National Training Programme for Clerks: Module 1	1	The role of the clerk in managing meetings	Southville Centre	Wednesday	12 November 2008	9.30am-12 noon
Clerks' Network	N/A	Sharing good practice, new initiatives and supporting training and development needs.	Southville Centre	Wednesday	15 October 2008	9.30am-12 noon