



Go-Governance - a newsletter for Governors and Clerks

Issue 5 - May 2017

Introduction

Welcome to the final edition of *Go-Governance* for this school year. I could have easily called this issue 'The 16 June edition' because as you will see from the following articles, the 16 June 2017 date figures quite prominently!

Governor Reappointments

I'm aware that for many Foundation Governors their term of office is due to expire at the end of this school year. I sincerely hope that as many of you as possible will wish to continue in your valuable role and so would encourage you to ensure that you reapply for another term of office in good time to enable the recruitment process to be fully completed by the start of the new school year. Bishop Declan requires references to be obtained for both new and renewing governor appointments and so to avoid any possible delays caused by candidates and referees being on holiday, now is the time to re-apply if your term of office is due to expire between now and the end of this school year.

Separate nominations for both Clergy and non-Clergy applicants are available on our website http://schools.cliftondiocese.com/?page_id=110

Parent Governors whose term of office is due to come to an end will also need to seek re-election in order to be considered for another term and similarly LA governors should go through the reappointment process.

Where any Foundation Governor decides to resign before their term of office is completed, Clerks must complete and return the required resignation form <http://schools.cliftondiocese.com/wp-content/uploads/2014/09/Resignation->

[Forms-March-17.pdf](#) as quickly as possible (preferably by 16 June) to ensure that the Diocese's records are kept up to date.

Action Point: Clerks to check for any Governors whose term of office end date is between now and 31 August 2017 to ensure they reapply by 16 June 2017 if they wish to stand again.

Safeguarding and Safer Recruitment

As you're aware all governing bodies must legally have at least one governor who is responsible for Safeguarding and one for Safer Recruitment.

As we approach the end of this school year and some governors complete their term of office, please ensure that you have in place now at least one governor with responsibility for Safeguarding and one Safer Recruitment (who has qualified for the role by undertaking a Local Authority training course) for the 2018-19 school year. These governors must legally be in place from 1 September - so please act now and do **not** leave it until the first meeting of the new school year. If possible please try to ensure that more than one governor is qualified to cover for unavailability or a sudden resignation.

Question: Who will be the governors safeguarding officer for September and who will be safer-recruitment trained?

Free Safeguarding training for Governors

All of our governors can register to access free on-line EDUCARE Safeguarding training. There are seven separate modular E-Learning programmes that can be completed at your own speed within the privacy of your home, essentially anywhere where you have access to a computer. Modules that would be particularly beneficial to the School Governor role include Child Protection, Child Protection in Education and Child Exploitation and On-Line Safety.

Engaging with this training is a thought provoking process, designed to assist you recognise who may be vulnerable, the signs of abuse and neglect, understand what to report and how to document an incident. It can also demonstrate to the wider school community the seriousness with which your school takes its Safeguarding responsibilities. Certificates of completion can be printed out and utilised as evidence for Ofsted inspections.

All that is required is for the governor/s to email their name, and details of the school for which they are a governor to Rebecca.Monks@cliftondiocese.com requesting access to EDUCARE.

Action Point: Governors to access training.

ACADEMIES - PSC return

You may recall from last year that it is a legal requirement that all academies must maintain a 'Person of Significant Control (PSC) Register' (including Bishop Declan and your Chair of Governors) and are legally obliged to deliver the information annually to the central public register at Companies House when making a Confirmation statement.

The actual return date is different for each individual academy (although it appears to be 14 days after the anniversary date of your Incorporation) so each academy will need to check their page on the Companies House website under the heading of 'Confirmation statement' for the 'Next statement due date' to see when they must make their own submission.

Action Point: PSC return is made by the required 'next Statement Date'.

Academies - Documentation

An OFSTED Inspector recently would not give an academy a 'Good' rating until it published various legal documents on its website. Please would you ensure, if you've not already done so, that as required by your Funding Agreement your Annual Accounts, Annual Report, Memorandum and Articles of Association, Funding Agreement and a list of the names of the Governors of the Academy Trust are published on your website.

Action Point: Website to be checked for compliance.

New Publication for Clerks

The Department for Education has recently issued a new publication for all Clerks to Governors called 'Clerking Competency Framework' https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/609971/Clerking_competency_framework.pdf This gives "The knowledge, skills and behaviours required to provide professional clerking to the governing boards of maintained schools, academies and multi-academy trusts."

Action Point: Clerks and governors to read.

Skills Audit

Please may I remind you to kindly ensure that the Skills Audit form requested by Colleen Collett (see email from Jenny Fitzgerald dated 11 May) is submitted to lisa.paniccia-brown@cliftondiocese.com by **Friday 16 June** at the latest.

Action Point: Completed forms to be emailed to Lisa by 16 June 2017

Return of Governance training template

As mentioned in Issue 1 of Go-Governance, as the Bishop appoints the majority of the governors to the board and therefore carries a significant responsibility for how effective they are. One of the key concerns highlighted by OFSTED is the lack of training undertaken by governors. Therefore in order for the Bishop to ensure that governors are regularly accessing training please return the Governance Training template (copy attached) detailing the training undertaken by Governors and Clerks during the 2016-17 school year to me by **Friday 16 June**.

Action Point: Completed Training forms to be emailed to bill.mcentee@cliftondiocese.com by 16 June 2017.

Self-Evaluation of Governing Bodies

As mentioned in Issue 3 of Go-Governance, in order for governing bodies to be as effective as possible, it is vital that they undertake regular self-evaluation to identify their strengths and areas for further development. To assist you with this important task the Catholic Education Service has produced a model Self Evaluation Form http://schools.cliftondiocese.com/?page_id=1596 (ces-medel-sef-november-2016) to be used on an annual basis. It is in Word format so you can amend it as necessary to suit your own particular needs.

OFSTED Inspectors will look for evidence that governors have undertaken self-evaluation and use of this form is good evidence of having done so.

The Catholic Education Service (CES) would like to hear **your** views on the suitability of their Self Evaluation form as a tool to help you with your self-evaluation. Please would you therefore, if you've not already done so, use the form to assist you with your self- evaluation and then kindly send me your

feedback on the suitability of the CES form by **Friday 16 June** so that I may pass it onto the CES and also to the Clifton Catholic Diocesan Education Foundation Resources Committee .

Action Point: Feedback on Self Evaluation forms to be submitted to bill.mcentee@cliftondiocese.com by 16 June 2017.

Determined Admission Arrangements 2018-19

As mentioned previously, please ensure that in accordance with the requirements of the School Admission Code your determined arrangements, including any maps and supplementary forms (if applicable) are posted together on your school website for the whole offer year (the school year in which offers for places are made) - this will help to avoid problems at appeal hearings and being referred to the Office of the Schools Adjudicator.

Action Point: Websites to be checked for compliance.

Next Issue

Unless anything significant happens between now and the end of the summer term the next edition will not be issued until term 1 of the new school year. If there is anything that you would like to see included in the next edition please just let me know.

May I thank you for all your hard work and commitment for the benefit of our pupils and staff throughout this year - it is greatly appreciated. I look forward to working with you in the year ahead.

May I be the first to offer you all a very restful summer break.

Best wishes

Bill

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