



Department for Schools and Colleges

## Go-Governance - a newsletter for Governors and Clerks

Issue 14 - March 2020

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### Introduction

Welcome to the second edition of this school year.

#### 1) School staff - also ideal governors!

You may recall that back in September, in Issue 13, I included an article about teachers being ideal governors at a school where they are not employed. This was linked to the National Governance Association (NGA) 'Educators on Board' campaign. I also asked Parish Priests to include an article about it in Parish newsletters. I'm delighted to say that this resulted in some current and retired teachers coming forward and being appointed as Foundation Governors - wonderful!

I've recently also asked the Chairs of our school partnership groups, if they would ensure that it is included in the agenda of your partnership meetings. Whilst the initiative was about teachers, we now wish to extend the campaign to include any Catholic members of school staff. After all, I'm sure there are many Business Managers, Bursars, Administrators, Secretaries etc. etc. who would make ideal governors and who would benefit from the experience of seeing how other schools operate. It is a way of sharing practice.

At your next meeting, please would individual governing bodies also consider the advantages for all parties, of Catholic teachers and staff becoming governors as described in the Go-Governance article <https://schools.cliftondiocese.com/wp-content/uploads/2019/08/Go-Governance-Issue-13-September-2019.pdf>

There are currently over 100 Foundation Governor vacancies across the Diocese. I cannot emphasise enough, how important and incumbent it is on us, as a Catholic community of schools, parishes and diocese, to do all we can ourselves to fill these posts for the long-term future of our schools.

## 2) New Safeguarding DBS Protocol

A letter has been sent to all Chairs, Heads & Clerks informing them that a new protocol is now in place for Disclosure Barring Service (DBS) checks for all Foundation Governor appointments. The biggest change to the current procedure is that Foundation Governors (both new and renewing) are **unable** to commence their governor role (or start a new term of office) until their DBS clearance has been confirmed. Full details of the new protocol are available at <https://schools.cliftondiocese.com/governance> just click on the 'Recruitment' tab.

To avoid or minimise delays in governors joining governing bodies, schools will need to have procedures in place to enable DBS checks to be actioned as soon as they are notified of a new or renewing governor provisional appointment.



Schools should also encourage governors to sign-up to the free online DBS service within 30 days of receiving their DBS certificate, as this will make things much quicker & easier when governors wish to apply for another term of office.

As mentioned in the new protocol, DBS clearance for Foundation Governors must be obtained every 4 years. All schools should check that the DBS

clearance for all their Foundation Governors meets this requirement and if not, should initiate a new check as quickly as possible.

The latest governor nomination forms are also available at <https://schools.cliftodiocese.com/governance> (again, just click on the 'Recruitment' tab) and these now include a DBS self-declaration section. These forms supersede all previous versions of the forms so please ensure any old ones are destroyed to avoid confusion.

### 3) Admission Arrangements for 2021-22

Many thanks to primary schools for consulting on the proposed common admissions policy. The Mission & Ethos Committee of CCDEF have determined a final common policy, that incorporated many changes suggested in response to the schools' consultations. Some secondary schools also consulted on their arrangements. Governors should have determined their final arrangements by 28 February 2020.

Now your arrangements have been determined, the School Admissions Code <https://schools.cliftodiocese.com/wp-content/uploads/2018/05/Admissions-Code-2014.pdf> (please see page 19 for full details) specifies that schools, if you've not already done so, must send a copy of the determined policy to the Diocese, your LA & post them on their website. Schools must also notify parents and governing bodies of all other schools within the Relevant Area (RA) (unless you have arranged with your LA for it to do this for you). The RA is determined by your LA. If you're not sure what your RA is, please contact your LA for details. The Code requires this to be completed **by 15 March 2020** at the latest (otherwise schools may lose appeal hearings and/or referred to the School's Adjudicator).

The Mission & Ethos Committee intends to look into the possibility of introducing a common policy for our secondary schools for future years.

### 4) New CES Online Training

The Catholic Education Service (CES) is developing online training for governors. The first two modules '[An Introduction to Catholic Education](#)' and '[The Environment and Language of Catholic Education](#)' are induction training but are helpful to both new and experienced governors, of whatever category. These

modules are available on the CES Formatio Virtual Learning Environment website <http://formatio-ces.org/moodle/login/index.php>



This training can be undertaken in the comfort of your own home at a convenient time for you and supports the training sessions provided by the Diocese. More online training modules to support governors will be developed by the CES in the future.

## 5) Free RSHE Training for Catholic Schools

The Catholic Education Service, in partnership with Ten Ten Resources, is providing training for teachers & governors in Catholic primary and secondary schools on the new statutory RSHE (Relationship, Sex and Health Education) curriculum. The training is FREE and has been funded by the Department of Education.

The training will cover 6 modules:

1. [RSHE Statutory Guidance](#)
2. [Teaching RSHE in a Catholic Context](#)
3. [RSHE Policy and Guidance](#)
4. [The Role of Parents](#)
5. [Breaking down the CES Model Curriculum](#)
6. [Resources and External Visitors](#)

The training is available in two ways, Online and/or through two training days to be held at St Teresa's Church Parish Hall, Filton, Bristol on 18-19 June 2020. The Online E-Learning Course is open to all SLT, Governors and class teachers

and will be available in the Summer Term 2020 but the two Training Days are limited to just one member of staff per school.

Schools can register their interest for both the online e-learning course and the face-to-face training day at: <https://www.tentenresources.co.uk/training/>

## 6) Charitable Fundraising

I'm sure that all our schools are involved in various activities to support fund raising for good causes and charities. When fundraising, it is vital to ensure that there is a funding plan in place and that it's being done in line with good fundraising practices and protects the school's good name.

The Charity Commission guide "Taking responsibility for our charity's fundraising" <https://www.gov.uk/government/publications/charities-and-fundraising-cc20> is a helpful tool for schools and includes a checklist that governors can use when overseeing their school's fundraising efforts.



Schools also need to consider how their school protects the data provided by donors. The Charity Commission also provides guidance <https://www.gov.uk/government/news/make-sure-your-charity-is-ready-for-gdpr> that deals with handling donor data, in terms of GDPR.

## 7) Admission of Foreign National Children

Updated guidance is now available from the DfE for schools on the rights of foreign national children, within the UK, to an English school place and it can be

found at <https://www.gov.uk/guidance/schools-admissions-applications-from-overseas-children> This takes account of the post-Brexit immigration system.

The guidance sets out how schools and LAs should process such applications. I'm advised that the DfE believes that the process set out in this guidance will level the playing field for all children who will be residing here before the start of the school year.

## 8) One West

One West, a trading arm of Bath and North East Somerset Council, offer specialist professional services to governing bodies & schools and they have asked if I would make schools aware of them. To find out more about them visit <https://onewest.co.uk/>

*NB The Diocese is not recommending any individual company/service provider and there may be other companies/service providers that schools may wish to consider.*

## ACADEMIES ONLY

### 9) Academy Annual General Meetings

The 2020 Academy AGMs with Bishop Declan have been set, earlier than previously, for November. Please keep the date for your school's AGM free.

ACADEMIES AGM THURSDAY 26/11/20	AGM time
St Nicholas of Tolentine Primary, Bristol	9.30am
St Joseph's College, Swindon	10.00
Holy Cross Primary, Swindon	10.30
<b>Break</b>	11.00
The Rosary Primary, Stroud	11.30
St Augustine's College, Trowbridge	12.00pm
St Peter's High, Gloucester	12.30
<b>Lunch</b>	1.00
St Catherine's, Swindon	1.30
St Mary's Primary, Swindon	2.00
St Bede's College, Bristol	2.30

ACADEMIES AGM <b>FRIDAY 27/11/2020</b>	
St Patrick's Primary, Bristol	9.30am
St Edmund's Primary, Calne	10.00
St Joseph's Primary, Devizes	10.30
<b>Break</b>	11.00
Holy Rood Primary, Swindon	11.30
St Mary's Primary, Churchdown	12.00pm
St Dominic's Primary, Stroud	12.30
<b>Lunch</b>	1.00
Holy Family Primary, Swindon	1.30
St Teresa's Primary, Bristol	2.00

## Summary of Consideration & Action Points



- 1) *Governing bodies to discuss and to encourage their own staff to consider becoming a governor at a different school*
- 2) a) *Governors and relevant staff to be aware of the new DBS Protocol*
  - b) *schools to ensure procedures are in place for swift DBS checks for new and renewing appointments*
  - c) *schools to check that DBS clearance has been obtained within the 4 years*
- 3) *Governors to have determined admission arrangements (by 28 February) and notify relevant parties (by 15 March)*
- 4) *All Governors to consider undertaking CES online training*
- 5) *Governors and staff to consider undertaking CES RSHE training*

- 6) Schools to consider the Charity Commission guidance
- 7) Schools to follow new DfE guidance
- 8) Governors may consider the services provided by One West, as appropriate.
- 9) Academies to note dates of AGMs for 2020

## Next Issue

If you have any feedback or if there are any issues or indeed celebratory things you would like to see included in any future issue, please just let me know.

May I wish you all a happy and holy Lenten season.

*Bill*

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