



For the attention of school governors and clerks to governors

This newsletter contains information to help you in your role as a school governor, trustee or clerk to governors. Please discuss the contents at your next governing board meeting.

If you encounter any problems with links in this newsletter, please copy and paste into your browser.

The information in this newsletter is correct at the time of publication. Academies – please also refer to your Articles of Association.

Signing paperwork at governing board meetings:

All minutes and supporting papers presented directly to the Full Governing Board should be signed (or clearly initialled) and dated by the Chair of Governors on every page, to prevent substitution for unapproved pages. Chairs of Governors should sign and date only the minutes of Committee meetings presented to them, provided that the all supporting papers from the Committee have been signed and dated by the Chair of that Committee.

If you require further clarification on the above, please contact our Audit colleagues on 01629 538826 or email jayne.wallhead@derbyshire.gov.uk



General Data Protection Regulations (GDPR)

Link to Audit Services bulletin:

<https://schoolsnet.derbyshire.gov.uk/site-elements/documents/management-information/data-protection-and-foi/schools-gdpr-newsletter.pdf> .

As the new regulations are continually being updated by the Information Commissioner's Office (ICO), it is essential that you keep up-to-date with the latest information provided:

<https://schoolsnet.derbyshire.gov.uk/performance-information/data-protection-and-foi/information-governance.aspx>



TRAINING AND DEVELOPMENT OPPORTUNITIES FOR GOVERNORS AND CLERKS

Our summer sessions are now bookable via the [Derbyshire S4S website](#) and the programme is attached as **Appendix A**. If you would like training to take place at your school or in your cluster, please contact the Governor Support Service to discuss your requirements.

Further information on bespoke programme is available at [Derbyshire S4S website](#) and also attached as **Appendix B**.

Governor Strategic Briefings

Around 100 governors attended strategic briefings at venues across the county last term.

At the briefings, governors were informed that maintained schools will continue to receive a core entitlement of three school improvement adviser days next academic year.

The strategic director also highlighted the key features of the self-improving system and key factors that will contribute to accelerating the progress of disadvantaged pupils.

The presentation overview and associated papers from these briefings can be accessed via the [Derbyshire S4S website](#) in the Governor Strategic Briefing section.

YOUR GOVERNOR SUPPORT TEAM

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CONTACT US

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01629 535769

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<http://www.services.derbyshire.gov.uk/Page/1218>

LA governor appointment process

LA governors are nominated by the local authority but appointed by the governing board. The local authority can nominate any person who is eligible to be a local authority governor but it is for the governing board to decide whether their nominee has the skills required to contribute to the effective governance and success of the school and meets any other eligibility criteria they have set.

If your governing board has a vacancy for a local authority governor please advise us of the skills the governing board are looking for so that the LA can make every effort to understand your requirements.

Please note: when an LA nomination is passed to a governing board for consideration to appoint, please remember to advise the governor support service of the outcome so that we can advise the applicant accordingly and update our records.

Derbyshire LA's process for appointment local authority governors can be downloaded at:

http://www.derbyshire.gov.uk/education/school_governors/governor_application/default.asp

Derbyshire School Governors' Association (DSGA)

The DSGA represents the views of Derbyshire School Governors and is open to all Derbyshire School Governors. Meetings are held on the 4th Wednesday of the month (excluding July to September and December) from 7-9pm at County Hall, Matlock. However, if your school is able to host a meeting, this would be a welcome opportunity to rotate the venue around the county. If so, please contact the DSGA via their website <http://www.dsga.org.uk/>



Governor Training Programme – Summer 2018

The following training opportunities may be available at a venue of your choice subject to minimum/maximum numbers. For all enquiries, please contact the Governor Support Service at governor.support@derbyshire.gov.uk or telephone 01629 535769.

***Please Note: a 10% discount applies to the prices below for schools subscribing to the 'Derbyshire Entitlement' package or the stand alone 'Governor Support Service' package. This includes all maintained schools in Derbyshire.**

Leading your Governing Board

- To provide skills / knowledge in relation to being an effective Chair / Vice Chair in the current context.
- Understanding leadership styles / combination of styles needed to be an effective Chair / Vice Chair
- Providing the opportunity for self-awareness to improve your impact as a Chair / Vice Chair

Venue	Date	Time	Cost	Code
County Hall, Matlock	Tuesday 17 April	18:00 – 20:00	£90*	GOV-1804-SP03

Welcome to Clerking

The session will include:

- Effective meeting preparation and agendas
- Recording the business of the GB
- How to record actions in relation to the role of the GB
- Procedural aspects of the beginning of the meeting
- Preparing required for taking minutes
- Increased delegation of the role of Committees

Venue	Date	Time	Cost	Code
John Hadfield House, Matlock	Monday 23 April	09:30 – 12:30	£150*	GOV-1804-SP13

Finance

An ideal opportunity to expand your knowledge of Schools Finance. Suitable for new and experienced governors.

The course covers the following aspects of schools finance:

- School Budget Calculation Sheet / Pupil Numbers
- Sources of Income
- Budget Planning and Preparation
- School Financial Value Standard (SFVS)
- Budget Monitoring
- Virements and Transfers
- Detail Codes
- Annex 1 and 5

Venue	Date	Time	Cost	Code
Room 1, County Hall, Matlock	Tuesday 19 June	18:00 – 20:00	£90*	GOV-1806-SP15

Welcome to Governance (Induction session for new governors) – Lunch provided

This is a full day course covering the role of the governing body, governors and school improvement and how governing bodies work.

Venue	Date	Time	Cost	Code
Members Room, County Hall, Matlock	Saturday 30 June	09:30 – 15:30	£240*	GOV-1806-SP10

Exclusions

This training offers governors and clerk to governors the opportunity to learn about the Department for Education's latest guidance on pupil exclusion. The presentation informs governors of their role in the process, and the role of the new Independent Review Panel. The training will also include activities to help governors and clerks gain a good understanding of the process.

Venue	Date	Time	Cost	Code
Room 1, County Hall, Matlock	Tuesday 15 May	18:00 – 20:00	£90*	GOV-1805-SP14

All of the above sessions are bookable via the Derbyshire S4S website: <http://www.services.derbyshire.gov.uk/>

ALL PLACES MUST BE BOOKED IN ADVANCE TO ENSURE THAT SUFFICIENT MATERIALS AND REFRESHMENTS ARE AVAILABLE

BESPOKE TRAINING FOR DERBYSHIRE SCHOOL GOVERNING BOARDS

We are able to offer a range of training and development courses to individual school Governing Boards and groups of Governors within local School Improvement cluster groups.

The training events, which are scheduled for two or three hours, can be provided for a single governing board to take place at their school, or for groups of governors to take place at a chosen venue within the School Improvement Cluster/Group.

Our bespoke 2 hour sessions include the following:

- ✚ Preparing for Ofsted inspection *(to get the most out of this development opportunity governors should be conversant with their last Ofsted report, self -evaluation and improvement plan)*
- ✚ Post inspection support including working with the teaching and learning Committee
- ✚ The role of governors in monitoring and evaluation
- ✚ Governing board roles and responsibilities
- ✚ General finance
- ✚ Briefing on ASP and ISDR using the school's own data (not suitable for cluster session)

BESPOKE PRICING STRUCTURE FOR 2 HOUR SESSIONS:

£300 for up to 10 governors attending (Please note: an additional £20 charge is incurred for each additional governor over and above the first 10 attendees)	Schools subscribing to Derbyshire Entitlement package (includes all Derbyshire Maintained Schools)
£350 for up to 10 governors attending. (Please note: there is an additional £25 charge for each additional governor over and above the first 10 attendees)	Other schools with no subscription to the Derbyshire Entitlement package

We can also offer training for new governors – 3 hour intensive overview of the all-day training event:

BESPOKE PRICING STRUCTURE FOR 3 HOUR SESSION:

£450 for up to 10 governors attending (Please note: an additional £20 charge is incurred for each additional governor over and above the first 10 attendees)	Schools subscribing to Derbyshire Entitlement package (includes all Derbyshire Maintained Schools)
£500 for up to 10 governors attending. (Please note: there is an additional £25 charge for each additional governor over and above the first 10 attendees)	Other schools with no subscription to the Derbyshire Entitlement package

Bespoke sessions can now also be offered to specifically support the Chair and Vice Chair. This could be at an individual school or through a cluster event.

Please contact the Governor Support Service for further details.

Email: governor.support@derbyshire.gov.uk

Telephone: 01629 535769

Maximum number of governors at each session: 25 *(unless otherwise agreed with trainer).*

We welcome your feedback to shape our training to meet your future needs.