

Goodbye & Hello

It is with very mixed feelings that I will be retiring from my post as Governor Development Co-ordinator on 13th January. I am looking forward to trying my hand at new and different things, but there is much that I will miss: most of all, the contact with governors and governing bodies and playing a part in their growth and development. Thank you for making my job such an enjoyable and rewarding one!

Dorothea Schulz



Hello, I'm Priscilla -

I am thrilled to be taking over the role of Governor Development Co-ordinator from January 2017. Having been a parent governor for over 10 years and a staff governor more recently myself, I am excited to be part of an excellent service that supports schools to develop professional governors and effective governance.

Priscilla Bruce-Annan

January 2017 is a significant time for NPW Governor Services. On 3 January we welcome Priscilla Bruce-Annan to the company as the new Governor Development Co-ordinator. Priscilla will work alongside Dorothea Schulz until mid-January when Dorothea retires.

For the last nine years Dorothea has led the training and development service. This service is highly regarded and, under Dorothea's leadership, it has evolved to meet the changing needs of governors with a wider range of partners involved in delivery, access to national programmes and the introduction of on-line training. Dorothea leaves a strong legacy for Priscilla and NPW is incredibly grateful to her for her excellent work. We all wish her a long, happy and fulfilling retirement.

Paul Baglee

Head of Governance and NPW Operations

Annual Governors' Conference 2016

Looking back at the Newham Governors' Conference

This year's Newham Governors' Conference on the morning of Saturday 19 November was a great event for catching up with fellow governors, getting a dose of CPD and hearing the latest about education in Newham from Cllr Quintin Peppiatt and NPW – all within just over three hours!

The event was well attended, with good refreshments on offer, and the venue of Stratford School Academy was accessible and also poignant. Stratford head teacher, Andrew Seager explained that although an academy, the school was very much a part of the 'Newham family of schools'. This was reassuring to hear, particularly in the current climate of change in school structures. One of Ofsted's Senior Her Majesty's Inspectors, Mark Phillips (a West Ham supporter and former Newham boy) gave an insightful presentation giving us food for thought on the question: "Are all groups in your school doing equally well?" He highlighted the performance of white boys and disadvantaged children, compared to others and reminded us about the types of questions to ask and to think about the 'so what?' factor. I attended the workshop on data which was useful and led to some meaningful discussions about reading at KS2 and KS3 when I fed back to my governing bodies. My fellow governors commented favourably on the other workshops on offer: EYFS; White British attainment in the secondary sector; and learning from the experience of two primary schools. A useful morning!



Fatima Mangerah

Chair of governors, Sandringham Primary School
Parent governor, Sarah Bonnell Secondary School

Evaluation of minutes from Chairs

Evaluation of governing body minutes

As part of the performance management of NPW clerks, we ask Chairs to rate the quality of governing body minutes. We are very pleased that in the autumn term 2016, we have so far had received **43 responses**, with **32** sets of minutes rated as '**Outstanding**' and **11** rated as '**Good**'. Please help us to improve our clerking services by rating your minutes. The evaluation form is included in the email with the draft minutes and we would like to report a higher return next term.

Governors' Consultation with Parents

Are your governors looking for effective ways to consult with parents? Each year the governors at Sheringham Nursery School and Children's Centre are available to gather feedback from parents during the school's parent consultation day held in the summer term. Governors set up tables outside and have questionnaires available for parents to complete. These are composed of two parts –the first a series of questions with tick boxes and the second a number of open ended questions, allowing parents to respond in a more personal way. We also encourage and support parents to register with Ofsted's on-line 'Parent View', which gives them an opportunity to tell Ofsted what they think about the school. We set up laptops and demonstrate how the system works, supporting parents with the log-in process if required.

Parents wrote about the aspects of the school they felt very positive about.



Parents told us how the school has made a difference to their children and about the ways in which they have been helped to understand more about their children's learning and development. We also discovered the many ways in which parents felt the school has made a difference to what they now do as parents. As one parent commented '*I feel better informed about my children's milestones and where they should be. I now know how I can better support them to reach their potential.*'

We were delighted to receive completed questionnaires from 66% of our families. We were extremely grateful to our staff governor who helped us to co-ordinate the event and who directed the parents to us, explaining why we were there and encouraging them to take part. It was very useful, not only to gather feedback from parents, but to chat to them in an informal way and get to know them and their children better. It also provided an opportunity to heighten parents' awareness of the governors and the work that we do.

Issues that have arisen through the parent consultation process can be fed into the school improvement plan and the impact of any resulting action monitored.

We will be considering further ways in which we can develop our links with parents in the coming year.

Linda Mullis
Chair of Governors
Sheringham Nursery School and Children's Centre

Our Lucky Draw Winners!



Every term, we choose a few governors from amongst those who have attended training. They win a copy of the latest Governors' Yearbook. This term, the following governors will receive a copy.

Well done!

- Anita Waring
- Enam Eyiah
- Graham Pragnell
- Piraveena Saravanamuthu

Diary Dates Spring 2016

Training Link Governors	Thursday 12 th January 10am and 7pm	Francis House
Newham Governors' Forum Association	Tuesday 17 th January 6.45 – 7.30pm	East Ham Town Hall
Governors' Forum	Tuesday 17 th January 7.30 – 9.00pm	East Ham Town Hall
Inclusion Link Governors	Thursday 2 nd February 7-9pm	Francis House

Calverton: Recruiting our new Headteacher

We convened an emergency meeting of the governing board, as soon as we received our Head Teacher's resignation, at which our Chair distributed invaluable copies of paperwork from the 'Selecting the Leadership' training session.

Governors ruled out following the agency route of £12,000 plus advertising costs. Instead, with the support of NPW, we managed the recruitment process ourselves.

The necessary steps required for the selection process to run smoothly were outlined, copies of relevant paperwork distributed and a selection panel of five agreed, one of whom held a current Safer Recruitment certificate. We arranged a series of early morning meetings, agreeing that we would read the paperwork in advance and come with ideas for both the advert and the recruitment pack.



Timeframe

Everyone did their 'homework' for the first meeting on 8th March. Indeed, the parent governor who has expertise in marketing and publicity came with a draft advert he had mocked up. With just a little tweaking, this was the actual advert we used both on the NPW jobsite and on TES on-line. It was at this first meeting that we were presented by HR with two timelines for appointment, one giving us more time but with the risk that suitable applicants would already have been snapped up by other schools. The other, giving us an extremely tight timeframe in which to produce the documentation and organise the selection processes.

We were realistic in deciding that Calverton Primary was unlikely to attract the interest of an experienced headteacher or applicants from across the country due to the expense of moving to and living in London.

We decided that we would work to the shorter timeline hoping that the post would appeal to an experienced deputy head teacher/acting headteacher within Newham or one of the neighbouring boroughs. Dates for the advert release, shortlisting and interviews on 25 April were set.

The Process

We decided to produce a 'Calvertonised' recruitment pack for prospective candidates which included: a Chair's welcome letter; the person specification and job description; a statement based on the school self-evaluation statement; a statement about the governing board including information from the Chair of the Finance Committee; a letter from the School Council; a copy of the most recent school newsletter. HR checked the pack and we were good to go!

The Chair kept the school staff informed about the various stages of recruitment inviting them to put forward their ideas of the sort of headteacher we were seeking.

At our shortlisting meeting selection panel members agreed the interview questions and range of tasks which short-listed applicants would be asked to undertake and who would sit in to take notes. The involvement and support of the Local Authority was arranged.

The interview day ran smoothly. The candidates performed well and after discussion we made our decision.



Conclusion & Advice

Ensure that someone on the governing board has attended the training for Selecting the Leadership and that at least one governor holds the certificate for Safer Recruitment. Be prepared to work intensively in order to prepare the recruitment pack; make it personal to your school. Use the skills and expertise you have amongst your governors.

Val Coster & Graham Pragnell, Calverton Primary



GOVERNORS' COURSES SPRING TERM 2017

Understanding the Budget (two sessions)

(STRATEGIC)

Governors need to understand how to use their school budget to raise standards. This course will look at how the budget works, how it can be used effectively and what governors need to do to monitor it. The course content will be relevant to governors from maintained schools and academies.

Tutors: Donna Kelly (LBN) & Jill Cameron (NPW)

10am or 7pm **Wednesday 25th January**

What's new in the Secondary Curriculum? (evening session only)

(KNOWLEDGE)

Governors will be given an overview of the key changes to the curriculum from KS 2 – 5, including changes to GCSE grading, the changes to the content of the curriculum especially in Maths and English, an overview of Progress 8 and attainment 8 – and giving governors examples of the questions that they could be asking when visiting their schools.

Tutors: St Bonaventure's Teaching School

7pm **Thursday 26th January**

What's New in the Primary Curriculum?

(KNOWLEDGE)

Find out about the curriculum in our primary schools and how governors can support schools with curriculum development. Enhance your knowledge of primary topics within the New National Curriculum 2014 and explore how schools promote the development of pupils' knowledge, understanding and skills as part of the wider curriculum.

Tutors: Priscilla Bruce-Annan (NPW)

10am or 7pm **Tuesday 7th February**

Dealing with Exclusions part 1

(SKILLS)

Governing boards and headteachers are required by law to follow statutory guidance issued by the Secretary of State when making decisions on exclusions and administering the exclusion process. This session will cover what governors need to do to carry out their responsibilities. **All governors likely to be involved in exclusions should attend this course.**

Tutor: Peter Sullivan (LBN)

10am or 7pm **Tuesday 21st February**

Challenge and Support

(SKILLS)

Ofsted continue to focus very closely on governance and inspectors will look at minutes for evidence of how well governors challenge and support school leaders by asking appropriately challenging questions. This session will help governors identify issues that require greater scrutiny and look at how questions can best be put.

Tutor: Bronwen Stuckey /Diana Green(NPW Tutor team)

10am or 7pm **Thursday 23rd February**

Dealing with Exclusions part 2 (evening session only)

(SKILLS)

This session is only for governors who have attended part 1 of this course in 2016 or 2017. It offers practical help in holding panels with role play to help clarify the responsibilities of panel members hearing an exclusions appeal.

Tutor: Peter Sullivan (LBN)

7pm **Tuesday 28th February**

Promoting British Values Through the Curriculum

(SKILLS)

Using the government defined British values; this workshop will explore what they are, and how they look in the culture and curriculum of the school. We will also look at the unique opportunities and challenges they pose to governors.

Tutor: Mitch Karunaratne (Education Consultant)

10am or 7pm **Thursday 2nd March**

Introductory Course

This course is designed to give new governors the essential information they need to become effective. It is based on a national programme and is built around the core functions of governing boards to help their schools raise achievement.

Tutors: NPW Tutor Team

9am to 2:30pm **Saturday 4th March**

Keeping Parents Engaged and Informed

(KNOWLEDGE)

Ofsted inspectors will make a judgement on how well a school engages with parents to the benefit of pupils. We will look at the importance of parental involvement, how governors can communicate effectively with parents and the role that parent governors can play.

Tutor: Bilan Yusuf (NPW Tutor team)

10am or 7pm, **Wednesday 8th March**

Religious Education & Collective Worship (RE & CW)

(KNOWLEDGE)

This workshop will clarify school responsibilities around RE and CW. It will give governors time to think about how both can make an important contribution to SMSC and fundamental British values within a school.

Tutor: Claire Clinton (RE Matters)

10am or 7pm, **Tuesday 14th March**

From Good to Outstanding

(SKILLS)

This workshop will enable governors to understand how Ofsted judge outstanding governance and what this means in practice. We will discuss how you can assess your own governing board and begin drafting a plan towards becoming outstanding.

Tutor: Mitch Karunaratne (Education Consultant)

10am or 7pm, **Wednesday 22nd March**

Statutory responsibilities of governing bodies

(KNOWLEDGE)

Do you know what your statutory responsibilities are and how you carry them out? This course will look at the key statutory responsibilities of governing boards in maintained schools and academies. It will provide participants with practical information and tips and offer the opportunity to reflect on their own practice and share good practice with others.

Tutor: Jill Cameron (NPW)

10am or 7pm, **Thursday 30th March**

