

## Governors' Annual Curriculum Convention 2017

The annual Curriculum Convention was quite informative. We received a warm welcome upon arrival and the refreshments were of a very high quality and everyone was catered for in one way or another. There were 7 workshops so we had a variety to select from with each governor able to attend 3 presentation slots that lasted for 30 minutes each. The workshops were:

- Assessment – Expectations at KS2 & KS4
- ICT – Google
- Transitions between key stages – best practice
- Early Years – What's new and relevant?
- Reading – Developing reading skills for like
- Maths – Greater depth mastery
- Safeguarding – A governor's role

I chose to attend the Maths, Reading and Safeguarding workshops as they were more relevant to the role I have within my governing board. I was quite impressed with how the workshops were delivered, the information given were clear and succinct with opportunities to ask questions.

The reading workshop took me back to my youth and it was enlightening to see how reading has progressed over the years and the techniques school now use to engage students. This workshop covered word reading and comprehension. We were shown how picture books and rich texts are used in primary school teaching to develop the skills of students and enhance deeper learning.

The Maths workshop opened my eyes to what is required by examining boards at KS4. The focus of this workshop was the changes to the maths curriculum in recent years and the importance of maths mastery from KS2 to KS3 and how these changes feed into the new 1-9 GCSE.

Students must understand how to read a maths question that requires different mathematical skills just to answer one question. This is where greater depth mastery comes into play as students are taught in depth mathematical skills they can apply to different mathematical scenarios with good outcomes.

The Safeguarding workshop covered the responsibilities placed on governors to make sure that safeguarding procedures, policies and training are in place in our schools. It also highlighted the importance of making sure these are effectively managed. The workshop gave me an insight into the current safeguarding culture in Newham schools as well as feedback from recent Ofsted inspections.

Although the workshops were snapshots of different topics, I was still able to ask SLT key questions about outcomes for students and how safeguarding documents and issues are managed effectively. The NPW team have done amazingly and I look forward to the next convention and what it'll offer.



**Ms Bola Awoyemi**  
**Chair of Governors**  
**Hallsville & Scott Wilkie Primary Schools**

## Save the Date!!!

**What? Annual Governors Conference**

**When? Saturday 11<sup>th</sup> November 2017  
 from 09:00 – 13:00**

Our focus this year is Mental Health and Well-being. It will be an opportunity to hear from specialists in the field, to understand the experiences of children and adults and to find out what support and services are available.

**All governors are encouraged to attend.**

## Diary Dates Autumn 2017

<b>Newham Governors' Forum Association</b>	<b>Tuesday 12<sup>th</sup> September 2017 6.45 to 7.30pm</b>	<b>East Ham Town Hall</b>
<b>Governors' Forum</b>	<b>Tuesday 12<sup>th</sup> September 2017 7.30 to 9pm</b>	<b>East Ham Town Hall</b>
<b>Training Link Governors</b>	<b>Thursday 14<sup>th</sup> September 2017 10am or 7pm</b>	<b>Francis House</b>
<b>Inclusion Link Governors</b>	<b>Thursday 12<sup>th</sup> October 2017 7pm – 9pm</b>	<b>Francis House</b>
<b>Safeguarding Link Governors</b>	<b>Thursday 19<sup>th</sup> October 2017 6.45pm – 8.45pm</b>	<b>Francis House</b>

# Expecting Ofsted

Last October, knowing that Calverton was due to have an Ofsted inspection at any time, four governors attended the 'Always Ready for Ofsted' governor training. It was extremely useful to work together during the session and we determined to make full use of our sharpened awareness.

Subsequently, three of us formed a working group [the fourth governor was ill] and met with our newly appointed Head Teacher to check that what we thought we knew was accurate. The Head Teacher welcomed this initiative.

We used the list of 'Likely Questions from Ofsted' as a basis for our discussions and the Vice-Chair produced a template on which to record our answers. The questions encompassed a whole range of governance issues; all of which had a direct bearing on the effectiveness and efficiency of the Governing Board in carrying out its statutory duties.

Since the beginning of the school year, the Head Teacher had made it clear that she welcomed governor involvement in a whole range of 'leadership' activities, including governors joining senior leaders to undertake Learning Walks, governors attending Pupil Progress meetings etc. Governors responded to the invitations and consequently their knowledge about the school was extended and deepened.

Resulting from the working group's discussions and evidence gleaned from reports following governor visits to school, we had a wealth of important information supported by evidence to present during any inspection. We therefore decided to change our approach. Instead of being *re-active* to a list of questions, we decided to become *pro-active* and upgrade our document into a 'Governing Board Statement' which would be shared with our governor colleagues. The resulting document was first circulated to all governors at our December meeting and was very well received. We therefore decided to add an update at the end of each term so that by our last meeting scheduled for 12 July 2017 we would have a 'Governing Board Statement for the Academic Year 2016-17'. Lo and behold, Ofsted made its visit on that very day!

The Head Teacher sent an advance copy of our document to the HMI carrying out the inspection. I cannot confirm that the HMI read every word but even if she only flipped through she would have realised that the Governing Board took its duties seriously and had collated evidence to support its findings. Having the document to hand during our interview certainly gave us confidence.

We have, therefore, decided to embed the production of an annual Governing Board Statement into our governance programme. We would certainly recommend attendance at the training session for any governors expecting the sword of Ofsted to fall sometime soon.

**Val Coster, Chair**  
**Graham Pragnell, Vice-Chair**  
**John D'ell Ross, Parent Governor**  
**Calverton Governing Board.**



## Calverton Primary School Governing Board Statement 2016-17

**The Headings:** [adapted from original list of questions]

- **The School's overall effectiveness:**
  - Strengths and capacity for further improvement
  - Areas for improvement currently being worked on
  - The school is vulnerable due to
- **Governor support and challenge re performance in relation to teaching and assessment:**
  - Examples and Impact
- **Performance Management:**
  - Head Teacher
  - Teaching Staff – progress made in terms of pay
  - Support and professional development offered to staff at all levels
  - Links between Performance Management and the School Development Plan
- **Pupil Achievement:**
  - Accuracy of Assessment Data
  - Reporting of Assessment Data to Governing Board
  - Concerns about Pupil Achievement
  - Challenging the Head Teacher about pupil progress
- **Pupil Premium Funding:**
  - General Statement
  - Objectives in spending Pupil Premium Grant
  - Impact of funding – outcomes to date
  - Concerns about the progress of Disadvantaged Pupils
- **Results for previous year:**
  - How issues are being addressed
  - Curriculum changes to address underachievement
- **The Governing Board:**
  - Strengths and weaknesses
  - Governor Development
- **Sharing the School Vision**
- **The Governing Board's involvement in Safeguarding**
- **Challenge and Support**
- **Plans for next term / next academic year**

**Evidence** was listed at the end of each section

Throughout subsequent terms, notes were compiled re information provided by the Head Teacher at meetings of the Governing Board and during the regular meetings held with the Chair and Vice-Chair; reports presented at Committee meetings; governor visits to school and attendance at Governor Training.

Based on these notes, Updates were added to each section of the Statement at the end of term and the document re-circulated to governors. This meant that should Ofsted arrive, we always had current information available.

## Our Lucky Draw Winners!



Every term, we randomly select 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:

- **Asha Choolhun** (New City Primary)
- **Samreen Adil** (Earlham Primary)
- **Victor Oshinowo** (Winsor Primary)

**Well done!**

## Safer Recruitment Training

**When?** Monday 9<sup>th</sup> October 2017  
9am to 4pm  
Francis House

Please contact Rosalind Sarwan to book a place

[Rosalind.Sarwan@npw.uk.com](mailto:Rosalind.Sarwan@npw.uk.com)

or

020 8249 6974

# Whole Governing Board Training

## Sometimes you just want to have training delivered to you as a team and on site...

As well as centre based training sessions, NPW can bring training to your governing board at your school. Training sessions can be arranged for individual governing boards at the request of the training link governor, chair or headteacher. Each term there is an item on the governing board agenda to discuss training requirements. This is a good opportunity for the board to discuss their training needs, select a topic and choose dates. We would encourage governing boards to try to arrange at least one session per year. Full governing board training can be offered in the following ways:

### Whole governing board training

A governing board can request a two-hour training session on a specific topic to be held at their school.

### Impact courses

Impact courses are sessions lasting one hour which are held prior to a governing board meeting. We offer impact courses on Exclusions, Data, Safeguarding, Performance Management, Finance and Ofsted.

### Briefings

Briefings are 30 minute sessions which take place at the start of a governing board meeting. They are a useful way of providing the governing board with a quick update or information on topics related to governance and education.

### Away Days

Away days provide governing boards with the opportunity to meet away from the constraints of a normal meeting to work in more depth on a specific aspect of their role and to further develop the governing board as a team. We can help you develop a programme for the day and can also book a suitable venue for you.

Over the past year, we have arranged a number of bespoke data sessions for schools. These are sessions lasting 2 hours in which a data expert works with governors to help them to understand the key data. Analyse School Performance (ASP), the replacement for RAISE online was launched by the Department for Education in July 2017. We can provide a specialist data expert to provide training, advice and guidance on how to get the best out of your data using ASP.

If your governing board would benefit from one of our school-based training sessions above or a closer look at your data please contact Governor Development on 0208 249 6931 or email

[edugov@npw.com](mailto:edugov@npw.com)

# School-based Governor Induction

School-based induction is an important way of making sure that new governors have a clear understanding of the role and of the school right from the start. It helps them to settle into the team as fast and effectively as possible. Below are a few suggestions to get you started, on how you can induct a new governor into your team.

## Pre-appointment

- Be clear about your induction process, and who leads on it, so that the governing board can act as soon as a new governor has been appointed.
- Invite prospective governors in to meet a representative of the governing board and maybe invite them to observe a meeting. This will help them decide whether the role is right for them.

## On appointment

- Contact should be made with new governors as soon as they have been appointed and invite them in to visit the school – ideally when it's in operation. They should also meet with a representative of the governing board and the head. These meetings should cover the operation and key priorities of the school and governing board and the code of conduct if you have one. It is also an opportunity to discuss how the new governor can contribute to the governing board and to identify any training or development needs.
- Ensure new governors are given a pack containing key information such as meeting dates, a copy of the most recent Ofsted report and the school development plan.
- Ensure that they are included in mailings or invitations that come from the school, added to the governing board membership on the school website and included on your governor notice board.
- In addition, NPW will send a letter of appointment together with a list of governor training and the most recent governor briefing pack. They will be given a place on the next Introduction to Governance course.

## The first meeting

- Identify a 'buddy' or mentor. Arrange for them to meet the new governor at the school 30 minutes ahead of the meeting to go through the agenda. They can then help with queries during the meeting and check at the end of the meeting whether they have any questions.
- Ensure that the chair introduces the new governor and that governors introduce themselves. Name plates are a really useful support for new governors and other visitors to your meeting.
- Assign them to a committee and consider setting a date for a paired governor visit.
- Explain acronyms or anything particular to the school or education.
- Ensure that the support continues over the first few meetings. Some governors will settle in more quickly than others.
- To help new governors feel confident to contribute, it can be helpful to look at the structure of your meetings and include small group discussions and feedback.

## Additional Information and Resources

A detailed report on induction by Simon Mares, Chair of Governors at Little Ilford, can be found in the governors' area of the NPW MLE:

[www.londonmle.net/newham/login](http://www.londonmle.net/newham/login) (username: newhamgovernor, password: newhamgovernor)

This report contains a model policy and a new governor check list that you can adapt for your school.

## Stay Connected - NPW are on Social Media!



We have a group page for all governors of schools supported by NPW. This functions as a forum for governors looking for information and advice. Members will mainly support each other, but we at NPW will keep an eye and chip in as necessary. Search Facebook for NPW Governor Forum and ask to join. We will be double-checking to confirm that requests are from our governors.



@NPWgovernors has been rejuvenated. Please do follow us for regular updates about the world of education in Newham and beyond.

# GOVERNORS' COURSES AUTUMN TERM 2017

## **Prevent Duty and the Role of the Governing Board**

**Competency Framework Features 2a&5a**

**(KNOWLEDGE)**

The Prevent duty, or strategy, requires schools to "have due regard to the need to prevent people being drawn into terrorism". This course is designed to help governors understand role and ensure they are fulfilling their roles and responsibilities under the Prevent Duty.

**Tutor:** *Perdeep Gill, Education Safeguarding Consultant*

*10am or 7pm Wednesday 4<sup>th</sup> October*

## **Safeguarding Children in Education**

**Competency Framework Features 2a&5a**

**(KNOWLEDGE)**

The training will assist governors in ensuring that the school has an overarching safeguarding strategy that minimises the risk of harm for all children and meets Ofsted expectations, that senior leaders have sufficient resources to effectively undertake operational safeguarding work and that their knowledge is fully up-to-date in order to effectively scrutinise the school's safeguarding arrangements.

**Tutor:** *Jo Green (Education Safeguarding Consultant)*

*10am or 7pm Tuesday 10<sup>th</sup> October*

## **Introduction to Governance – New and Recently Appointed Governors and Trustees**

**Competency Framework Features 3a&4a**

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

**Tutors:** *NPW Tutor Team*

*9am to 3.00pm Friday 13<sup>th</sup> October and Saturday 25<sup>th</sup> November*

## **Headteacher Performance Management**

**Competency Framework Feature 2e**

**(SKILLS)**

Governors are responsible for ensuring that the performance management process in the school is effective as well as reviewing the head's performance. This session will be looking at how the head's performance review should be conducted to impact positively on school improvement. It will cover the procedure followed, the roles of governors and the external advisor and the governing board's oversight of performance management throughout the school.

**Tutor:** *Tom Alexander (NPW Schools HR)*

*10am or 7pm Monday 16<sup>th</sup> October*

## **Always Ready for Ofsted**

**Competency Framework Features 2f&3a**

**(STRATEGIC)**

With only a few hours' notice of inspection, every governing board should always be ready for Ofsted. More than ever before, governing boards are under close scrutiny by Ofsted. This session will familiarise governors with the key aspects of the current common inspection framework as well as highlighting what Ofsted expects of every good governing board.

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

*10am or 7pm Tuesday 17<sup>th</sup> October*

## **Selecting the Leadership Team 1**

**Competency Framework Feature 2e**

**(STRATEGIC)**

As a governor, recruiting the headteacher for your school is one of the most important tasks that you will perform. This session focuses on the roles and responsibilities of governors NPW and the local authority. The session will address the legal requirements that governors must adhere to and the importance of meeting safer recruitment requirements

**Tutor:** *Sarah Bartley (Teacher Recruitment Manager, NPW)*

*10am or 7pm Wednesday 18<sup>th</sup> October*

## **Selecting the Leadership Team 2**

**Competency Framework Feature 2e**

**(STRATEGIC)**

This session is open only to governors who have attended session 1. The session will give candidates practical examples of managing the recruitment process, from a headteacher vacancy arising through to shortlisting, managing the interview process and selecting the right candidate.

**Tutor:** *Sarah Bartley (Teacher Recruitment Manager, NPW)*

*10am or 7pm Tuesday 31<sup>st</sup> October*

## **Is Your Website Compliant?**

**Competency Framework Feature 5a**

**(SKILLS)**

Every local authority maintained school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2016. This interactive practical session will look at what should be published on a school website, if schools are compliant and what penalties there are for non-compliance.

**Tutors:** *Jill Cameron, NPW Governor Development Officer*

*10am or 7pm Tuesday 7<sup>th</sup> November*

## **Online Safety for Governors**

**Competency Framework Features 2a&5a**

**(KNOWLEDGE)**

This training will assist governors in ensuring that: the school has an overarching safeguarding strategy that minimises the risk of harm for all children and meets Ofsted expectations; senior leaders have sufficient resources to effectively undertake operational safeguarding work; and their knowledge is fully up-to-date in order to effectively scrutinise the school's safeguarding arrangements.

**Tutor:** *Fern Bamford, NPW ICT Advisor*

*10am or 7pm Thursday 16<sup>th</sup> November*

## **Introduction to Chairing (Evening Session Only)**

**Competency Framework Features 3a&4a**

**(SKILLS)**

This course is for any new chair/vice chair or prospective chair who would like an opportunity to discuss the key aspects of the role of chair as well as the nuts and bolts of chairing meetings and tips for making meetings more effective.

**Tutor:** *Bronwen Stuckey (Chair of Governors)*

*7pm Monday 20<sup>th</sup> November*

## **Making the Most of Data**

**Competency Framework Feature 2b**

**(SKILLS)**

Schools are data rich environments. It's becoming increasingly important for governors to be able use a wide range of data sources to really judge how well their school is doing. This session will enable governors to make sense of data on attainment and pupil progress. It will look at different sources of data, subject performance, attainment and progress of pupil groups, school context and attendance. One data source is Analyse School Performance (ASP), the replacement for RAISE online; this will be explored during the session to help governors think about the strategic use of data to increase the effectiveness of their schools.

**Tutor:** *Huw Jones (Learning & Skills Performance Manager LBN)*

*10am or 7pm Wednesday 22<sup>nd</sup> November*

## **Why Visit Your School?**

**Competency Framework Features 3a&4a**

**(KNOWLEDGE)**

Visiting your school is just one way of getting to know your school, however not all visits will give you the knowledge required to effectively carry out your role. This session will look at how well-planned and focused visits form an important element of the governing board's strategic role and can ensure you are holding your school to account. The session will look at expectations of your visit, what to look for and common pitfalls.

**Tutor:** *Priscilla Bruce-Annan, NPW Governor Development Coordinator*

*10am or 7pm Monday 4<sup>th</sup> December*

## **New NGA 'Learning Link' replaces GEL and Modern Governor as NPW's On-line Training Platform**

All Newham Governors' have access to the Learning Link e-learning programme.

Just go to <https://nga.vc-enable.co.uk>



## **Governors Managed Learning Environment (MLE) Room**

Useful resources for all governors and trustees.  
See for yourself, visit:

[www.Londonmle.net/newham/login](http://www.Londonmle.net/newham/login)

**Username:** newhamgovernor

**Password:** newhamgovernor

