

Director of Children’s Service Report to Governors

SUMMER 2012

***DEVELOPING THE
EFFECTIVENESS OF
YOUR GOVERNING BODY***

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Summary

In its role as champion of children and young people, the Council is committed to ensuring that every school is a good school for every child and sufficient places are available.

As you know, demand for school places in Barnet is increasing, contributed to by a 28% rise in births in the borough since 2002/2003. The Council has a statutory duty to provide a school place to every child living in Barnet who wants one. To meet this demand, we have provided a large number of additional reception places each September for the last four years. We are very grateful to those schools that have worked with us to meet this challenge. This year, indications are that there are even more applications to join Reception classes in September 2012 than at the same point last year when an additional 13 classes were provided.

In order to meet the dramatically increased demand, the Children's Service is continuing to work hard with schools to adapt and remodel school premises so that additional children can be accommodated.

Investing in Barnet Primary Schools

Since 2008, 18 primary schools and children's centres have been rebuilt, remodelled or significantly refurbished. These works have raised the quality of the primary school estate, providing enhanced learning environments that enable the curriculum to be fully developed.

Our focus now has to be on ensuring sufficient school places are available. The Council is planning to invest around £60m to provide over 3,300 new primary school places during the next five years.

Permanent Expansions are underway and proposed at the following primary schools. Where expansions are still at the proposal stage, these are subject to full consultation and to planning processes. Information on any current consultations can be found on the [Barnet engage website](#).

- **Broadfields**
- **The Orion**
- **Blessed Dominic**
- **Moss Hall Infant and Junior Schools**
- **Brunswick Park**
- **Menorah Foundation**
- **St Mary's and St John's**
- **Deansbrook Infant and Junior Schools**

Rimon (Golder's Green) Primary Free School is also due to open in September 2012.

Additional **temporary primary school places** are being added at a number of schools for one year only (or before a permanent expansion) to help meet demand in the borough before permanent expansions take

place. The next few years will remain challenging, as additional temporary places will continue to be required. In areas of the borough where there is limited potential for permanent expansion we will have to investigate every possibility and space within existing schools and find creative solutions to ensure that all the borough's children have a primary school place.

Some completely **new primary schools** are proposed in the next 20 years to help meet demand from **regeneration**. These include a new primary school at Mill Hill East proposed in 2014/15, and new primary provision in the Colindale area.

Investing in Barnet secondary schools

Over the past few years investment in Barnet's secondary schools has created two new schools; the Wren Academy opened in September 2008 and JCoSS opened in September 2010. East Barnet secondary academy has also been rebuilt and opened to additional pupils in September 2010.

The demand being seen for primary places in Barnet will reach the secondary sector. It is projected that additional places will be required from 2015/16. To prepare for this and to help meet parental demand three **permanent secondary expansions** are proposed:

- **The Compton** (academy) – being expanded to take 30 additional children each year, starting in September 2012
- **Christ's College** (academy) - being expanded to take 30 additional children each year, starting in September 2013
- **Copthall** - being expanded to take 30 additional children each year, starting in September 2014

The London Academy is also proposing to increase the number of places it offers each year by 25 places.

Governors' Role

For governors to note the information above

For information by

All Governors

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Statutory Requirements for Services in Schools

Summary

All school Headteachers and offices were sent the Traded Services book for 2012/13 on 22 February 2012. There are a number of services that carry a statutory requirement. Schools do not necessarily need to buy these services from the Council, but Governors need to demonstrate compliance if another provider is used.

Building Maintenance

Compliance with all statutory requirements with regard to the maintenance and servicing of mechanical and electrical equipment and installations as detailed within the comprehensive mandatory operations matrix previously provided. Schools must also be able to demonstrate effective management of Asbestos Control, Disability Access and Fire Risk Assessments as these carry compliance obligations.

Catering

The nutritional standards for school lunches are mandatory for both primary and secondary schools.

DofE (Duke of Edinburgh) Award

Schools are required to hold a Duke of Edinburgh Operating Licence in order to deliver the award within your school.

Governor Services

The Governing Body must appoint a clerk to the governing body. Governors, associate members and the headteacher of the school cannot be appointed as clerk to the Governing Body.

Health and Safety

All schools have statutory obligation to have access to competent health and safety advice and ensure robust health, safety and welfare management systems are in place to help prevent accidents and work related ill health, including:

- policy
- organisational arrangements including designating specific health and safety (H&S) roles
- risk assessment and management
- system for monitoring and reviewing H&S performance
- the carrying out of statutory tests and inspections (Asbestos, Fire, Legionnaires, Lifts, etc)
- suitable and sufficient health, safety and welfare training for staff
- arrangements for the management of educational visits, outdoor activities and work placements

Note that the provision of this service changed from April 2011, and is no longer offered to all schools free of charge.

Portable Electrical Appliance Testing

Portable electrical appliance testing is a legal requirement.

School Licences

You are required by Law to have:

- **Copyright Licensing Agency (CLA)** license to photocopy from magazines, journals, books and the use of any of these images digitally
- **Educational Recording Agency (ERA)** to make recording and copies of broadcasts and to recordings to the public on school premises
- **Performance Rights Society (PRS)** enables schools to perform copyright music controlled by the PRS
- **Phonographic Performance Licence (PPL)** allows schools to broadcast and the use of sound recordings, including during extra-curricular activities on school premises and is required in addition to PRS.

Trees on School Grounds

Looking after trees on school grounds is part of each school's obligation to provide a safe environment. For these reasons, schools must ensure that any trees on their grounds are in a safe condition and inspected annually by a competent person.

Governors' Role

For governors to note the information above

For information by

All Governors

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- Introduction** As Governing Bodies were advised in the autumn term 2011, the Department for Education (DfE) had announced the new Standard. This paper reminds governors of the requirement which is mandatory for all schools in 2012/13 and the submission details.
- What is the SFVS?** Schools manage many billions of pounds of public money each year. Effective financial management ensures this money is spent wisely and properly, and allows schools to optimise their resources to provide high-quality teaching and learning and so raise standards and attainment for all their pupils. The SFVS replaces the Financial Management Standard in Schools (FMSiS) and has been designed in conjunction with schools to assist them in managing their finances and to give assurance that they have secure financial management in place.
- Who is the SFVS for?** The standard is a requirement for local authority maintained schools. Governing bodies have formal responsibility for the financial management of their schools, and so the standard is primarily aimed at governors.
- What do schools need to do?**
- The standard consists of 23 questions, which Governing Bodies should formally discuss annually with the headteacher and senior staff. The questions are in four sections:
 - The Governing Body and School Staff
 - Setting the Budget
 - Value for Money
 - Protecting Public Money
 - The questions which form the standard are in sections A to D. Each question requires an answer of 'Yes', 'In Part', or 'No'.
 - If the answer is 'Yes', the comments column can be used to indicate the main evidence on which the governing body based its answer.
 - If the answer is 'No' or 'In Part', the column should contain a very brief summary of the position and proposed remedial action.
 - In Section E, governors should summarise remedial actions and the timetable for reporting back. Governors should ensure that each action has a specified deadline and an agreed owner.
 - The governing body may delegate the consideration of the questions to the finance or other relevant committee, but a detailed report should be provided to the Governing Body and the chair of Governors must sign the completed form.
 - The school must send a copy of the authorised Standard to their local authority's finance department.

There is no prescription of the level of evidence that the governing body should require. The important thing is that governors are confident about

their responses.

What is the role of the local authority (LA)?

The SVFS will not be externally assessed. The LA will use schools' SFVS returns to inform their programme of financial assessment and audit. Auditors will have access to the standard, and, when they conduct an audit, will check whether the self-assessment is in line with their own judgement. Auditors will make the Governing Body and the LA aware of any major discrepancies in judgements.

Further information

The DfE website includes support notes for each question, which Governing Bodies can use if they wish. The notes provide clarification of the questions, examples of good practice and information on further support to assist schools in addressing specific issues.

Headteachers, bursars and school accountants have been briefed on the new Standard.

Requirement/ timetable

- For all maintained schools, the first run through is required by 31 March 2013; and an annual review thereafter.
- Barnet schools are requested to undertake the Standard during the summer or autumn term 2012 and make submission by end of autumn term.
- The electronic submission (word format) should state the name of the school and chairperson and the date of meeting it was approved. The signed copy should remain in school for audit purposes.
- Completed returns should be emailed to schools.accountancy@barnet.gov.uk

Governors' Role

Governors are asked to arrange for the completion and submission of the new Standard by the end of the autumn term 2012.

For action

All Governors

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Summary

As schools will be aware, the council is currently in the middle of a major transformation programme that is changing and improving the way many of its services are delivered.

The New Support and Customer Service Organisation (NSCSO) project is one of the council's most significant projects, to procure a new private sector provider for the council's back office and front office (customer services), which includes five groups of services provided to schools via the traded services brochure:

- Building Maintenance
- Courier and print services
- HR
- ICT, and
- Finance.

BT and Capita are the two companies that have been shortlisted following the initial stage of the process, and will continue the process of competitive dialogue with the council over the next six months, each developing a separate contract for the services. A decision on who the preferred bidder is will be made in the autumn with mobilisation and transfer of staff taking place after this, ready to go live in early 2013.

The reason for outsourcing these services is to attract investment in technology, employees and process improvements, while also achieving the economies of scale a major private sector organisation like BT or Capita can access.

The full list of services in scope is Building Maintenance, School Bag Courier, Document Centre, Finance Support Service & Security Collections Service, HR & Payroll, Safety, Health and Wellbeing and the ICT Support Service. All these traded services will continue unaffected throughout the full 12 month term of the contract commencing in April, and all the staff delivering the services now will transfer to the new provider in early 2013. The council and the new provider will work hard to make the transition smooth so that the only differences that schools notice over time will be the name behind the services, and positive improvements to the services.

Headteachers from primary and secondary schools have been and will continue to be involved in the process to ensure that the services are designed effectively to meet the needs of schools. We will keep you updated at key points during the 'competitive dialogue' process over the next six months and of course let you know once we have chosen a preferred bidder and what the next steps in the process will be.

Governors' Role To note the above information

For information/action All Governors

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Extending the CAF Referral Route to Include CAMHS Tier 3

Summary

CAMHS (Child and Adolescent Mental Health Service) are actively working together with Childrens' Services' Early Intervention and Prevention Division as well as services in the voluntary sector. As part of this process, CAMHS will be asking schools to use the new Common Assessment Framework (CAF) form when making referrals into their clinic based (Tier 3) service. This will ensure that the needs of young people and families are discussed with them and that community services (including CAMHS) are engaged appropriately. The benefits of using the CAF form ensure that parents are giving informed consent to referrals, ensure other relevant agencies are also engaged, and ensure coordinated multi- agency working.

If families do not agree to the completion of a CAF but would still like a referral to CAMHS, they could be advised to approach their general practitioner (GP) to discuss a referral to the service.

For young people presenting mainly with mild school-based problems or with transient or mild difficulties that would benefit from a brief intervention in schools (4-6 sessions), the CAMHS Primary and Secondary Project would be able to see them without the need for a CAF. Schools are advised to discuss all referrals with them if unsure whether a short term school-based service or a clinic-based service would be more appropriate.

For advice in completing a CAF or about using the CAF to make a referral please contact the Multi-Agency Support Team on 020 8359 4405.

Also see local CAF guidance at www.barnet.gov.uk/caf-practitioner-info

Governors' Role

To note the above information

For information/action

All Governors

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Summary

The Department for Education (DfE) published the draft regulations, The School Governance (Constitution) (England) Regulations 2012 (<http://www.legislation.gov.uk/ukxi/2012/421/made>) on 14th February 2012. These are expected to come into effect from 1st September 2012 for all maintained schools.

When reading the following it should be remembered that these changes will be optional and that there will be no requirement for Governing Bodies to change their constitution unless they wish to. However, if schools do decide to change their composition after 1 September 2012 they will need to do so following the new Regulations.

Statutory guidance notes are expected shortly, which will provide more detail. The summary below highlights key changes.

In the draft regulations governing bodies will comprise:

- at least two parent governors
- the headteacher (unless the headteacher resigns the office of governor)
- one staff governor
- one authority governor (formerly Local Authority Governor). There will be provision for the governing body to stipulate eligibility criteria for such governors;
- governors appointed by the foundation body (in the case of foundation and voluntary aided/controlled schools with foundation), subject to certain guidelines;
- There is provision for a 'Substitute Governor', a Foundation Governor appointed to act in the place of an ex officio Foundation Governor who is unwilling or unable to act as a governor or has been removed from office;
- In addition, the Governing Body may appoint such number of Co-opted Governors (formally 'Community Governors') as they consider necessary, subject to certain guidelines. The total number of Co-opted Governors who are also eligible to be elected or appointed as staff governors must not exceed one third of the total membership of the Governing Body;
- Associate Members as required.

The minimum size of a governing body will be seven for maintained schools and twelve for VA/foundation schools. The current minimum is nine.

Under the new Regulations, if, as a result of changes to the Governing Body composition, there are governors surplus to the new Instrument of Government, those governors would not serve out their term of office as they do currently. Decisions on who will remain will be based

on seniority, i.e. the governor whose period of continuous service is the shortest will be the first to cease to hold office. If there is equal seniority this must be decided by drawing lots.

Governors' Role To note the above information

For information/action All Governors

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OfSTED Inspection of Safeguarding and Looked After Children

Summary

In January 2012, Ofsted and the Care Quality Commission (CQC) undertook an announced inspection of safeguarding and Looked After Children services in Barnet. The purpose of the inspection was to evaluate services to ensure that children and young people are properly safeguarded and to determine the quality of service provision for Looked After Children and care leavers.

[The Ofsted and CQC report](#) gave the Borough of Barnet an overall rating of 'good' for both safeguarding and the outcomes for our looked after children. Areas that Ofsted picked out for particular praise include:

- overall vision and direction
- leadership shown by the Children's Trust
- corporate parenting role of the Council
- participation of young people and involvement in service planning
- early intervention work, which 'is beginning to demonstrate discernable, improved outcomes'
- commitment to narrowing the gap

The report emphasised that the borough is committed to improving educational outcomes for Looked After Children and young people; that school placements are reviewed carefully; that there are no children or young people placed in inadequate schools; and that the virtual school team works closely with schools to ensure the needs of individual pupils who are in care are met. It also highlighted good and effective involvement by the police in addressing bullying and cyber bullying, with police presence in some individual schools being particularly effective in promoting safeguarding.

However the report also highlighted that in some cases schools are not applying the correct safeguarding procedures when referring safeguarding concerns. Barnet Council will be working with schools to review this and strengthen practice going forwards.

Governors' Role To note the above information

For information/action All Governors

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8.

London Mayor's Education Enquiry

Summary

The GLA and the Mayor have embarked on an ambitious enquiry regarding the future of education in London and to ascertain what role the Mayor's Office can play in this. There is currently a call for evidence and this can be found by following the following link.

<http://www.london.gov.uk/priorities/young-people/education-training/mayors-education-inquiry>

Governors' Role

To note the above information

For information/action

All Governors

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