

Hertfordshire Governor

e-newsletter for Governors and Clerks in Hertfordshire

Issue 84 - spring 2017

Please consider the environment and whether you need to print the entire issue before printing this page. If you do, please remember to print in black and white, and remember to recycle.

Available online at: <http://governor.hertscc.gov.uk>

Foreword

Welcome

Dear Governors

As 2016 nears an end we should all take time to reflect over the past year and consider the impact of work put in place to support the many pupils in our schools and academies. Once again there have been a lot of changes which has brought challenges and impacted on the way we work. We hope the breadth of training opportunities contained in The Hertfordshire Governors' Development and Training Handbook and advice given via our helpdesk are helpful in supporting you.

We will be making some subtle changes too within Governance Services. The changes will not affect the support we provide to our governing body but your views are needed to ensure we are bringing in changes that have a positive impact on the services we provide. You will receive a questionnaire (via Survey Monkey) in January and we would ask you take the time to complete the relevant sections which will help us reach a decision in what changes should be made to further enhance what we do. Your opinions count so please respond.

We now have a new Head of Governance following Peter Hobbs retiring. Natalie Dalvarez joined the team in September 2016 and has settled in very well.

Once again, a huge thank you to those of you who attended our **annual conference** in November. The evaluations were positive with some suggestions for us to consider. We do take your feedback on board and use it to inform our planning for the future. The keynote speaker presentations and the majority of seminar speaker presentations can be downloaded from our website at www.hertfordshire.gov.uk/governors

We will also be launching our new **website** in the spring term but before we do we will be seeking feedback from a selection of governors. If you are one of those governors, please do respond to tell us what you think.

Finally, we would like to wish you a nice break over the festive period and look forward to working with you in 2017.

Governance Services

News in brief

Free Invitation to Artsmark Award Briefing

ROYAL
OPERA
HOUSE
BRIDGE



Artsmark Award Briefing

17th January 2017

4.00 – 5.15 pm

Sandringham School, St Albans, Hertfordshire

[FREE BOOK NOW](#)

WHAT IS ARTSMARK?

Artsmark is an award for schools who demonstrate their commitment to putting arts and cultural provision at the heart of their school. Artsmark aims to support schools to embed arts and culture within a school's development plans to enable schools to deliver quality arts provision for all children and young people.

Awarded by Arts Council England the new Artsmark Award is a useful, practical and valuable tool for enriching a school's arts provision and ensuring the myriad of benefits brought by the arts are infused across the curriculum and the school community.

[Read More...](#)

A BRIEFING FOR YOU

Royal Opera House Bridge is hosting a twilight briefing event for anyone interested in Artsmark.

This is your chance to learn more about the Artsmark Award, meet colleagues from local schools, ask questions and share examples of good practice. You will leave with clear information to discuss within your school and will feel ready to start your Artsmark journey.

If you would like to attend click on the link: **[BOOK NOW](#)**

For more information contact **yolanda.king@roh.org.uk**

ALTERNATE DATES AND LOCATIONS

If you are unable to make this event please have a look at the full calendar of other upcoming events. [View More...](#)

For the latest news and opportunities follow us [@ROHBridge](#) or [get email updates](#).

Schools Financial Value Standard Return 2016-17

All maintained schools must submit a Schools Financial Value Standard (SFVS) Return for the year ended 31 March 2017 to their local authority. In Hertfordshire, returns must be emailed to the Shared Internal Audit Service (SIAS) at sias@hertfordshire.gov.uk by 13 April 2017.

Returns should be completed in excel using the 2016 template on the Grid at http://www.thegrid.org.uk/info/internal_audit/sfvs_guidance.shtml. This allows SIAS to analyse and use the data contained in all returns and comply with the requirement that data in the forms is used to inform audit coverage.

The template contains the Department for Education's current SFVS guidance for completion of the 2016-17 return.

In order to complete the return, governors must consider the financial controls operating in the school over the past twelve months. Dependent on arrangements in an individual school, the completion of the return should be an agenda item for either the full governing body or the finance committee. Once complete, the return should be emailed to sias@hertfordshire.gov.uk. A paper copy signed by the Chair of Governors should be kept at the school.

Further guidance on the SFVS can be found at http://www.thegrid.org.uk/info/internal_audit/.

If you have a query that can't be answered from the information provided on the Grid, then please contact Sally-Anne Pearcey on 01438 845516 or email sally-anne.pearcey@hertfordshire.gov.uk.

Schools Financial Value Standard Summary Internal Audit Report 2016-17

SIAS visited 19 schools in the Summer Term 2016 to undertake our annual compliance testing on Financial Value Standard controls assessments completed by schools. Our work identified that controls are operating satisfactorily in 84% of the schools visited. This is a 6% reduction on the previous year.

A summary of the key outcomes from our visits are detailed below:-

We draw governors' attention to our finding that in 50% of the schools visited the governors collectively did not evidence that they have adequate financial skills. This represents a risk to financial control in schools and we would urge schools to encourage governors to attend financial training where skills gaps are identified.

In 14 schools the relative responsibilities of the governing body and school staff in respect of finance were not clearly defined. We recommended that Schedules of Financial Delegation were reviewed and programmes of business drafted for governing bodies and their committees.

A significant number of schools did not have arrangements in place for the audit of their fund account. In line with DfE guidance such audits must be completed by 30 June each year by an individual independent of the running of the account.

We advised a range of schools of the need to maintain a comprehensive contracts register and, within documentation to support the procurement process, recording the reason for selecting a supplier to evidence that best value is being achieved.

The summary report detailing the main findings and recommendations from the review is at: http://www.thegrid.org.uk/info/internal_audit/summary_reports.shtml. We encourage all schools to read the report and self-assess the adequacy of their existing systems in respect of the issues raised.

For Chairs

Chairs' Update

Chairs' Corner

It has been a busy year! More Chairs were trained in 2016 than ever before which I think reflects the importance of chairing and the value everyone is putting into the role.

There are lots of different issues that have been on our radar - some of which are covered below:

School budgets

Seem to be reducing every term. Currently we are working with a variety of officers to develop a 'When to Worry' toolkit which will help governors know potential issues the school may be facing. If you predict a deficit budget in the next two years it would be prudent to examine this now and take advice if needed.

[Budget Toolkit Link](#)

LA maintained schools only: Do ensure that you have, or will be starting the gathering of evidence to support the School Financial Value Standard audit (SFVS). The deadline date for submission of 13th April 2017 - see SFVS 2017 article in the **News section**.

Multi-Academy Trusts/Federations

As the White Paper is not being published the reality is that there is a 'slow down' on the MAT Agenda. It is not a 'U' turn and there should be a discussion at board level.

Some schools are looking at federation as a way forward to undertake collaborative working with other schools. Schools work together all the time but through a federation schools can share staff (particularly leadership) and have a joint budget (if they choose) to share resources in order to get better value for money. There are resources on the NGA website.

Headteacher Performance Management

There seems to be some confusion about this process. In a nutshell.....ideally, you will have 3 governors on your HT PM panel and the Chair of Governors would be included in that number. It is important governors on the panel know the remit so we highly recommend governors who have attended Headteacher Performance Management training are elected to oversee the process.

This Hertfordshire Improvement Partner (HIP)/external adviser attends the autumn meeting where objectives are set for the year, and previous objectives signed off. The remit of the HIP is advisory only, they do not have a decision around increment, etc. This falls within the panel remit but delegation should be clear in the committee terms of reference.

The process is the panel would meet to discuss thoughts about objectives for the current year; evidence relating to the previous year's objectives being met should be available for viewing. At the autumn meeting, governors

will get opportunity to speak with the HIP/external adviser prior to the Head joining the and the performance management formally starting.

The decision/outcome of the panel should be fed back to the Head following the meeting. If an change in salary is forthcoming, a letter with precise information should be sent to Schools HR Serco Transactions, Pegs Lane, County Hall, Hertford (can be sent in schools' internal post - mark envelope 'strictly confidential - addressee only', and a copy on the Head's personnel file.

If you have any queries regarding your Head's salary the Chair of Governors should email:
hrpayrollqueries@hertfordshire.gov.uk

The mid-year reviews will only include the panel of governors, the HIP/external adviser do not attend. This is opportunity for governors to see how things are going in terms of objectives being met and offer support if needed. It also gives the Head opportunity to raise any issues they may have - e.g. a changing situation will impact on an objective being met by the end of the year. This enables the panel and Head to talk through and if necessary make changes. It is important to document discussions and agreements made at mid-year reviews.

If you need further time or advice, this decision can be delayed until presentation to the committee. Full details should not be shared at either committee or GB level but reported that the process/procedure has taken place. It is up to the Headteacher if they choose to share their objectives.

Introduction to School Information and Data – New Course

Because of the changes many of us are struggling with understanding data. It is a good idea to have at least one 'data governor' on your FGB who can drill down into the detail. For most governors, this course will enable them to better understand what questions they need to ask and the answers they need to have. Details of courses can be found on the website - or call 01438 843082.

The Hertfordshire Chairs' Handbook

The 10th edition should be on your desk as a nice New Year present. This is FREE to everyone who subscribes to the Chairs' service, however if you don't subscribe but would like to purchase a copy you can do so at a cost of £40 - email requests to perdeep.kaur@hertsforlearning.co.uk

Clerks in Herts

Clerks Network update

Clerks welcomed two speakers to the autumn term clerk's networks. Ben Fuller – Lead Assessment Advisor presented giving a detailed and informative overview on the changes to assessment. There were a number of questions and Ben gallantly offered continued support to clerks on the detailed new systems. Clerks were relieved to hear that governors can book bespoke training on their schools/academies data by contacting the Governance training team via governance@hertsforlearning.co.uk.

We were lucky enough to welcome back Sally-Anne Pearcey, Principal Auditor from the Shared Internal Audit Service for an annual update on the expectations of governing bodies for maintained schools preparing the Schools Financial Value Standards (SFVS) that is submitted to the team at the end of the spring term. Sally-Anne Pearcey gave clerks of schools and academies some great guidance on financial reporting to share with governors.

Handouts from the networks were emailed to all clerks of schools subscribing to the Governance clerking service.

Statutory website information

From 1 September 2016, new requirements about what schools must publish on their websites came into force. Changes to the information you must include about Key Stage 2 and Key Stage 4 assessment were introduced because of the way performance measures are changing. There were also changes to information you should publish about pupil premium as well new sections required on the school's complaints procedure and Key Stage 5 results (where applicable). See below for full details.

In place of previous requirements regarding Key Stage 2 assessment results, schools will be required to publish the following information about their most recent results;

- percentage of pupils achieving the expected standard in reading, writing and mathematics
- average progress in reading
- average progress in writing
- average progress in mathematics
- percentage of pupils achieving a high level of attainment in reading, writing and mathematics
- average scaled score in reading
- average scaled score in mathematics.

Key Stage 4 assessment

In place of the previous requirements regarding Key Stage 4 assessment results, schools are required to publish the following information about their most recent results:

- progress 8 score
- attainment 8 score
- percentage of pupils achieving a good pass in English and mathematics
- percentage of pupils achieving the English Baccalaureate.

Key Stage 5 results

There is a new requirement for schools with sixth forms to publish 16 to 18 results under the following categories:

- progress
- attainment
- English and maths progress
- retention
- destinations.

Complaints policy

There is a new requirement for schools to publish their complaints policy.

Pupil Premium

In place of the previous requirements regarding information about pupil premium expenditure, schools are required to publish their “pupil premium strategy”. This should include:

- In the previous academic year:
 - how the pupil premium allocation was spent
 - the impact of the expenditure on eligible and other pupils
- The current academic year:
 - the amount of the school’s allocation of pupil premium grant
 - details of the main barriers to educational achievement
 - how the allocation will be spent to address the barriers and why these approaches were taken
 - how the school will measure the impact of the pupil premium
 - and the date of the next pupil premium strategy review.

This expands the previous requirement to provide details on the amount of the school’s allocation from the pupil premium grant, how it is intended to be spent and the effect of the expenditure on the educational attainment of the pupils. In particular, schools are now required to explain how the use of pupil premium may have benefited pupils who are not eligible for pupil premium funding, for example if the school has taken a whole school approach to raising standards.

Governor References and Interview – Maintained Schools

Many clerks have been in contact asking if the school must have references on file for existing governors. Whilst it is not statutory for existing governors, regulations state when recruiting governors they should be interviewed and references sought as necessary or appropriate. Guidance shown below;

The **Constitution of Governing Bodies of Maintained Schools** - Statutory guidance for governing bodies of maintained schools and local authorities in England - September 2016 states;

‘Regulations specify that anyone appointing governors to the governing body must only appoint someone they believe has the skills to contribute to the effective governance and success of the school. Their decisions should be informed by interviews and references and made in light of the skills that governing bodies identify that they need.’

The regulations also state;

‘A skills audit, such as that produced by the National Governors’ Association, should be used to identify the skills, knowledge and experience of current governors and any additional specific skills or experience that the governing body ideally requires. The outcome of the audit will help the governing body or other appointing persons to formulate their opinion as to whether prospective governors have the skills to contribute to effective governance and the success of the school. To make an informed decision on the matter an interview or detailed discussion will need to take place with each prospective candidate, with references (oral or written) taken as necessary and appropriate. The skills audit will also help to inform governor elections.’

Changes to Ofsted inspections

There are minimal changes to the various Ofsted documents this year and new editions of the inspection handbooks have been published to reflect these changes which include:

- Updated information about how staff and pupils are now consulted during inspections
- Clarification on who inspectors will meet with to inspect governance

- Added references to inspectors having consideration for governors' development in the role as part of the effectiveness of school leadership
- Amendments to grade descriptors to reflect changes to national assessment and accountability measures

Regarding pupil outcomes, revision to guidance about inspecting the performance of disadvantaged pupils to take account of the new measures relating to pupil progress

Among the changes to guidance on section 8 short, monitoring and unannounced behaviour inspections are:

- A small amendment to reflect the fact that Ofsted inspectors may now be asked on occasion to lead section 8 'no formal designation' inspections
- Details on new monitoring arrangements for schools rated 'requires improvement' and schools causing concern

Other changes in the handbook address consultation with staff and pupils, guidance on monitoring inspections of grade 4 schools to take into account the recent legislative changes and the government's new Schools Causing Concern guidance, the amended grade descriptors to reflect changes to national assessment and accountability measures and how the assessment of disadvantaged pupils is conducted in light of these measures.

Forthcoming Ofsted briefings

As well as encouraging your governors to attend you may find it useful, as a Clerk, to attend one of our Ofsted briefing sessions which aims to update governors about the inspection process, including the changes that have come out. The session is a combination of input and time for discussion, reflection and questions. The presenter is a practising Ofsted lead inspector who will draw on her experience of inspection to give an insight into what inspection 'looks like' on the ground

18th January 2017 (OFB6) 6.30-9.00pm at Mercure, Watford

25th April 2017 (OFB7) 6.30-9.00pm at Barnwell Upper School, Stevenage

- £15 per delegate to subscriber to Governor training
- £80 per delegate to non-subscribers

If you would like to book a place please contact governance@hertsforlearning.co.uk

Ofsted Myth Busting

Sean Harford's Blog on the 28 November 2016 stated;

'A governor myth

It also seems there is still some confusion around governors' involvement in the inspection process. I have picked up that some governor representatives, who have not been present at the feedback meeting, are being told that the provisional judgement from the inspection cannot be shared with them because they did not attend the meeting. This is untrue.

Every member of the appropriate governing authority of a school is entitled to know, in confidence, the inspection outcome. This is regardless of whether or not they attended the feedback meeting. Similarly, when

the draft report is shared with the school, all governor representatives are entitled to see the report, along with the schools' relevant senior personnel.'

Clerks Training

Clerks Networks

These termly seminars provide an opportunity for clerks to get together to discuss issues and share good practice.

Hatfield, Ramada Hatfield	Wed 22 Mar 2017	18:00 - 20:00	CKN79
Harlow, Harlow Park Inn	Fri 24 Mar 2017	10:00 - 12:00	CKN80

Tutor:

Hollie Common & Cathy Irons

Cost:

HfL Clerks - No charge

Subscribers to Clerks' Training and Support Service - No charge

Non-subscribing schools: £60.00 per delegate

Being an Effective Clerk

This course is aimed at potential and new clerks.

4 th February 2017	Waltham Cross, Theobalds Park	09:30 - 15:30	BECK23
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Outcome

By the end of the course participants will have a better understanding of the main functions of the clerk to the governing body.

Outline

- The role and duties of the Clerk to the Governors;
- The role and work of the governing body;
- Producing minutes, agendas and calling notices;
- The work of committees;

Tutor:

Hollie Common & Cathy Irons

Cost:

Subscribers to Clerks' Training and Support Service - No charge

Non-subscribing schools: £120.00 per delegate

Cancellation off this event requires 5 clear working days' notice; less than 5 working days' notice a fee of £30.00 (subscribers to Clerks Training & Support) or £50.00 (non-subscribers to Clerks' Training & Support) is applicable to your school.

Lunch is included so please advise if you have any food allergies.

Exclusion Training (Preparation for Clerks)

7 th March 2017	Ware Priory, Ware	18.00 - 20:00	ETC8
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This course is aimed at clerks to governing boards who wish to know more about their role with regards to permanent exclusion hearings. This one off session will give you an in-depth understanding of the process.

In most cases, permanent exclusion will be the last resort after a range of measures have been tried to improve the pupil's behaviour.

The role of the clerk leading up to, during and following the hearing is important, and will be covered in this session.

Outcomes

A better understanding of the permanent exclusion hearing process, including resources.

Tutor:

Malcolm Leigh

Cost:

Free to HfL clerks

Subscribers to the Clerking Service - £20.00 per delegate

Non-Subscribers to the Clerking Service - £60.00 per delegate

Clerks Complaints Training

Providing effective clerking during a complaints hearing is paramount, with a particular emphasis on confidentiality and sensitivity.

26 th April 2017	Barnwell Upper School, Stevenage	18.00 - 20:00	CCM7
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This course will provide an insight into the process of a hearing in relation to the clerking role to assist you in the event of a request to clerk such a hearing.

Tutor:

Hollie Common and Cathy Irons

Cost:

Free to HfL clerks

Subscribers to the Clerking Service - £20.00 per delegate

Non-Subscribers to the Clerking Service - £60.00 per delegate

To book onto any training courses please email governance@hertsforlearning.co.uk / phone 01438 844426 / book online www.hertsdirect.org/governors with your name, school and course code, and please remember, you must book your place, otherwise you are not entitled to attend.

Bits and bobs!!

Reminders

Don't forget to update the DfE Edubase database as per the article in last terms clerks in herts. **The clerk is responsible for providing governor information and the nominated administrator (an employee of the school who may well cover the clerking role) will have access through a login. Edubase is a national database and not the remit of Herts for Learning so if you have any queries on the system please email the DfE direct.**

Welcome

Welcome to new HfL Clerks Liz Maykels, Patrick Aikman and Samiyah Khair.

Governor Training

Governor Training

Ofsted briefing: By attending this briefing, governors will have up to date information about the inspection process, including any changes which have come about. The session is a combination of input and time for discussion, reflection and questions. The presenter is a practising Ofsted lead inspector who will draw on her experience of inspection to give an insight into what inspection 'looks like' on the ground.

18/01/17: OFB6, Mercure London Watford - 6.30-9pm (refreshments from 6pm)

Managing Poor Performance: Gain a deeper understanding of the issues that schools face when managing poor performance by staff

Governors will gain an improved understanding of when they should and shouldn't be involved; how they can support and challenge appropriately; what information you can ask senior leaders about the performance of staff and will look at why people are likely to perform poorly; how to deal informally with poor performance; getting agreement to improvement objective; when to go down the formal route; the basic legislative background and how to deal with different reactions.

19/01/17: MPP5, Hertfordshire Development Centre, Stevenage - 7-9pm

Planning your recruitment of a head or deputy: Essential for any governing board that is strategically planning to recruit a headteacher, deputy head or any member of the senior leadership team within the next 1 to 2 years

The governing board will gain the complete picture of their responsibilities for succession planning and recruiting senior leaders and delegates will consider: things to think about - website, impressions, developing talent; succession planning and a vision for school leadership; advertising; legalities; pay; issues on safer

visits/recruitment/essential checks; HR paperwork; professional support and advice; SPLASH and project management; acting up arrangements.

19/01/17: PSL8, Holiday Inn, Hemel - 7-9pm

Interviewing, appointing and induction of senior leaders: *Essential for governing boards that are currently recruiting a Headteacher, deputy head or any members of the senior leadership team this year.*

This practical and interactive session will equip governors with interviewing techniques and other knowledge relevant when interviewing any staff, but specifically for leadership appointments.

Governors will gain an understanding of project management; shortlisting; interviewing; selection activities; structure for the day; safer recruitment; legalities and pay; induction.

09/02/17: INT02, Holiday Inn, Hemel - 7-9pm

Succession planning and strategy: This course is for a governing board who want to be mindful of their future strategic leadership of the governing board and the school leaders.

How can you effectively plan to ensure that the school has the right people in place?

Gain awareness of governors' responsibilities for strategic leadership planning; succession planning for the governing board - particularly the chair and vice chair; governing board responsibilities and strategies for governor recruitment; succession planning for school leadership - head, deputy, assistant, principal; collaborative working with other schools and alternative leadership arrangements.

28/02/17: SPS1, Barnwell Upper, Stevenage - 7-9pm

Interviewing, appointing and induction of senior leaders

Essential for governing boards that are currently recruiting a Headteacher, deputy head or any members of the senior leadership team this year.

This practical and interactive session will equip governors with interviewing techniques and other knowledge relevant when interviewing any staff, but specifically for leadership appointments.

Governors will gain an understanding of project management; shortlisting; interviewing; selection activities; structure for the day; safer recruitment; legalities and pay; >induction.

09/02/17: INT02, Holiday Inn, Hemel - 7-9pm

Governors' Induction training events (all run 9.30am-4.30pm):

IND263, SATURDAY, 21/01/17 - Hertfordshire Development Centre, Stevenage

IND265, SATURDAY, 28/01/17 - Mercure London Watford

IND266, SATURDAY, 28/01/17 - Theobalds Park, Cheshunt

IND267, SATURDAY, 04/02/17 - Mercure Hatfield

IND268, FRIDAY, 03/03/17 - Theobalds Park, Cheshunt

IND269, SATURDAY, 04/03/17 - Mercure London Watford

IND270, SATURDAY, 11/03/17 - Hertfordshire Development Centre, Stevenage

Bookings can be made by clicking on the following link and selecting the course of your choice:

http://www.hertfordshire.gov.uk/actweb/WDC/sseo/template_001.cfm?template=courseListing&pageID=28

Hertfordshire Association of School Governors

Outstanding Governor Awards

The excellent Hertfordshire Governors' Annual Conference on 19th November was the setting for the presentation of the Annual Hertfordshire Outstanding Governor Awards.

Councillor David Williams together with outgoing HASG Chairman, Mike Scandrett presented the prizes. The judging panel had had, this year, a very difficult job in selecting the most outstanding Herts Governors from a very strong list of nominees and from the short list two Governors were selected as winners: Alex Hall (Beaumont School, St. Albans) and Richard Aggus (The Nobel School, Stevenage).

In addition 4 Runners-up were selected: Nicole Morgan (Icknield Walk First School, Royston), Jim Wright (Sandringham School, St. Albans), Colin Crook (Maple Cross JMI, Rickmansworth) and Mike Cresswell (Cassiobury Infant & Nursery School, Watford).

Congratulations to all of them for their awards: to be an outstanding Governor in a county with so many excellent Governors is a real accolade.

HASG Executive

At the AGM of the HASG (also held during the Annual Conference on 19th November) the following were elected as the new Officers of the HASG:

Chair	Paul Rosen
Vice Chair	Michael Taylor
Treasurer	James Brown
Secretary	Robert Smith

Mike Scandrett retired from the Chairmanship of the HASG at the AGM and the incoming Officers of the Association would like to thank him for all the hard work he has given to ensuring the continued success of the HASG.

At the AGM there were no new nominations to the Executive of the HASG and so there are a number of places vacant. If any Hertfordshire Governor would be interested in further helping the development of the HASG to provide an even stronger support to all School Governors in the county please contact, in the first instance, our administrator, Claire Lanni at info@hertsgovernors.org.

The HASG Executive wish all Herts Governors a happy and successful 2017.

Headteacher/Governor Briefings

The successful joint Headteacher/Governor HCC briefings will continue in 2017.

The first two are scheduled to be held at the Beales Hotel, Hatfield on Wednesday 15th March and 21st June 2017. More details will be posted later on the HASG website ([www. hertsgovernors.org](http://www.hertsgovernors.org))

PGR News and Views

Are you a parent governor? Read on.....

PGR elections

The Local Authority (LA) is keen that the views of parents are heard. To this end Parent Governor Representatives (PGR) are invited to read on. Details of elections for the Parent Governor Representative to sit on the Overview and Scrutiny Committee will be emailed in the spring term (early February) to all **Hertfordshire parent governors**. If you are a parent governor and do not receive an email, please contact Cathy Irons on 01438 844101.

What is the term of office? 4 years

When will the term start? 1st May 2017

Is training provided? Yes. After election you will receive essential information to get you started, and appropriate training offered. Local Authority officers and those who provide services to committees will also support you on an on-going basis.

Can I claim an allowance? Yes, an annual allowance of £500 is agreed.

What is involved in being a PGR? There is nothing laid down in law and individual parent governor representatives will develop their own ways of working but, broadly, the role involves:

- speaking for parents and pupils on education matters at LA meetings;
- voting in key decisions;
- keeping in touch with the general views of parents; and
- acting as a sounding board for the LA when it wants to get a feel for whether parents are likely to welcome or reject a particular proposal.

You will also be able to:

- ensure that the LA is aware of the views and concerns of parents when taking important decisions;
- influence decisions taken by the LA that affect the provision of education in the county;
- help ensure that the resources available for education in Hertfordshire are used in the best way possible.

How can I find out more about what is involved before I apply? Contact Natalie Rotherham natalie.rotherham@hertfordshire.gov.uk who is one of the authority's Scrutiny Officers and she will happily answer your queries and describe the role more fully.

Herts for Learning

New Herts for Learning video available - Mental Fluency in Mathematics

Herts for Learning is constantly looking for improved ways to support you, your staff and your governors. As part of this ongoing service improvement, HfL is currently piloting the development of a series of new videos, specific to a variety of topical subjects. These can be shared with your colleagues and in some cases, on your school website and/or your school social media channels to engage parents and carers.

The first video now available via the web link below, focuses on mental fluency in mathematics, and is targeted at all those involved in teaching and supporting the teaching of primary mathematics.

<http://www.hertsforlearning.co.uk/news/mental-fluency-mathematics>

The short video is free to view, so please share this as widely as you wish to. We'd love to know what you think about the video and how we can use online services to support you in the future, so please send any feedback to carole.bennett@hertsforlearning.co.uk. Further videos will be available in the coming weeks, and we will send details of these through to you directly.

Further information about the first video is provided below. You are welcome to use this text when sharing the video.

Mental fluency in mathematics

The national curriculum programme of study for mathematics is very light on the detail needed to develop mental mathematics, yet this is a fundamental skill and a cornerstone of pupils' ability to be flexible and adaptable with their numbers.

The primary mathematics team at Herts for Learning is working extensively to support schools to put the detail back into the curriculum offer and to ensure that pupils build these essential skills in a progressive and secure way.

Mental fluency is the key to success and is so much more than just what pupils can hold in their heads. This new video, *Mental Fluency in Mathematics*, is one of the tools developed specifically to help schools, governors, parents and carers consider the elements needed to embed this into their classrooms and ensure pupils approach their mathematics with confidence and flexibility.

The Exchange - December edition

The December edition of the paper is now in schools, with a spotlight on ICT Services, including ways to save money and time with new products and technical support.

The paper also features case studies looking at mastery approach in maths and an exciting calendar of workshops from HfL's wellbeing team.

This HfL monthly newspaper has something for all staff based in schools and school governors, whether looking for a little light reading on current educational news or for courses to further your professional development.

The link to the online version can be found here: bit.ly/TE-Dec2016

This edition also includes:

- new Early Years publications to help maximise indoor and outdoor environments
- online shop launches
- HfL announce their new Charity of the Year
- and much more!

Do you have something you want us to cover?

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