



SUMMER 2018

Dear Governors

The spring term has flown by, and things have been very hectic for us here in Governance with severe weather all over the county.

The introduction of the new **GovernorHub** database for clerks and governing bodies has kept us very busy. You will find a more detailed explanation of the new database further on in this issue, but in brief, all governors in schools in Hertfordshire have now had the chance to try out GovernorHub for a month's free trial in March.

Please contact: governance@hertsforlearning.co.uk if you are having problems gaining access or navigating the system.

Another hot topic this term is the introduction of the new **GDPR**. Please see the news section of this newsletter for more information about how HfL and the Governance team can support your school with the new requirements.

As the term comes to a close, we would like to wish you all a relaxing Easter Holiday.

The Governance team



GDPR support from HfL....

General Data Protection Regulations (GDPR) is a natural evolution of the Data Protection Act (DPA), which it will be replacing in May 2018. In response to this change we have worked with schools and settings to design a school centric GDPR Support Service.

The support service has been devised for leaders and managers within schools and settings to help GDPR leaders and practitioners become compliant in an honest and realistic manner.

Tailored support - manageable, based on working practices

GDPR Toolkit – helps schools and settings become GDPR ready and maintain compliance. Includes guidance, templates, advice and processes for DPOs to use within an educational setting. Support DPOs and school administrative/business staff to evolve practice and develop GDPR compliant systems and processes. <https://www.hertsforlearning.co.uk/resources/gdpr-toolkit-subscription>

Ongoing support

Regularly updated in-line with requests from users/changes in practice.

Training

Details of the briefings can be found below.

Your school can book you a place online using the course codes shown below.

For more information on how we can support you email: gdpr@hertsforlearning.co.uk

Course code	Date	Course	Venue
17SIT/142A	Tue 20/03/18	Preparing for GDPR for office and admin staff	Putteridge Bury Conference Centre
17SIT/139A	Tue 20/03/18	Preparing for GDPR for office and admin staff	Putteridge Bury Conference Centre
17SIT/140A	Thu 22/03/18	Preparing for GDPR for office and admin staff	Fielder Centre
17SIT/135A	Mon 26/03/18	Preparing for GDPR for office and admin staff	HDC
17SIT/136A	Mon 26/03/18	Preparing for GDPR for office and admin staff	HDC
17SIT/137A	Wed 28/03/18	Preparing for GDPR for office and admin staff	Theobalds Cheshunt
17SIT/138A	Wed 28/03/18	Briefings to help carry out the role of Data Protection Officer (DPO)	Theobalds Cheshunt
18SIT/041A	Wed 18/04/18	Preparing for GDPR for office and admin staff	Mercure London Watford
18SIT/042A	Wed 18/04/18	Preparing for GDPR for office and admin staff	Mercure London Watford
18SIT/043A	Fri 20/04/18	Briefings to help carry out the role of Data Protection Officer (DPO)	HDC
18SIT/044A	Fri 20/04/18	Briefings to help carry out the role of Data Protection Officer (DPO)	HDC
18SIT/045A	Tue 24/04/18	Preparing for GDPR for office and admin staff	Beales, Hatfield
18SIT/046A	Tue 24/04/18	Briefings to help carry out the role of Data Protection Officer (DPO)	Beales, Hatfield
18SIT/047A	Thu 26/04/18	Briefings to help carry out the role of Data Protection Officer (DPO)	Putteridge Bury Conference Centre
18SIT/048A	Thu 26/04/18	Briefings to help carry out the role of Data Protection Officer (DPO)	Putteridge Bury Conference Centre



URGENT INFORMATION

For school governors regarding workers who provide a service to your school but who are not on the school's payroll

As you will be aware from previous communications, the reformed Intermediaries Regulations (IR35) took effect from Thursday 6th April 2017 and affects how all public bodies, including all schools and the council, pay and manages tax for workers contracted to deliver work on their behalf. The new regulations apply to all payments made from Thursday 6th April 2017 – even if the work was delivered prior to this date. This is a reminder for governors that it is the school's responsibility to correctly determine the employment status of anyone they contract with to undertake any work and pay them accordingly. If the school does not make the correct employment status decision and subsequently manages the payment incorrectly, the liabilities for Pay As You Earn (PAYE) (tax) and National Insurance Contributions will fall on the school, along with interest and penalty charges.

Has your school taken the following action?

- visited the dedicated page on the Grid for schools, which contains a detailed guidance document, the processes to follow for evaluating and setting up new workers and for invoice payments, as well as template variation letters, payroll forms, plus previous briefing notes and communications.
<http://thegrid.org.uk/schoolworkforce/IR35/>
- reviewed all of your 'off payroll' workers to check what their employment status should be and that you are paying them correctly.
- integrated IR35 into your procurement process. When you procure a worker/company to provide a service you must be considering whether the IR35 regulations apply and not confirming any contract until you have assessed their employment status.

It is essential that you ensure your school is aware of its responsibilities and is correctly paying and managing tax for all of its workers and contractors, including self-employed workers, those working via an intermediary and any intermediaries sourced via recruitment agencies.

Further information on these regulations can also be found at:

<https://www.gov.uk/guidance/ir35-find-out-if-it-applies>

Look out for further communications to follow regarding some IR35 training sessions coming in March and April!

Further advice is available from the HR Service Desk: hrrservicedesk@hertfordshire.gov.uk / 01992 555000



Welcome to GovernorHub!

HfL's Governance Services have changed the database used by Governance Services and clerks to governors. The database retains information, input by your clerk, of individual governors and governing boards including address, contact number, email address, the category of governor, term of office, constitution, etc. The system is also easily able to retain and organise the governance structure of Multi Academy Trusts.

The new database provider is **GovernorHub**, a reputable provider supporting governing boards with a secure database (GDPR compliant), which provides the clerk to governors with a host of tools to continue to maintain a confidential database and keep track of governing board membership, contact details, etc.

Headteachers, school business managers and chairs of governors were alerted to the new database which was launched on Thursday 8th February for clerks. Training on how to use the new database was provided in addition to a video tutorial available for clerks who were unable to attend.

Support for clerks to governors is available either through Herts for Learning (HfL) Governance Services, or GovernorHub in the event of a technical issue.

The new database is available for governing bodies either as **the standard package** (schools and single academies) which provides access to the clerk only or as **the premium package** which provides access to all the members of the governing board and offers the following benefits:

- access to own personal details
- filing area for storage of governor documents and records (in a fully GDPR compliant way) thus reducing the number of documents that need to be printed
- noticeboard for communication with your fellow governors
- a shared calendar to plan and record meetings
- downloadable membership lists
- track meeting attendance – useful for transferring to your website (statutory requirement)
- GovernorHub app can be downloaded and papers accessed through your phone/tablet

Clerks have been accessing the standard package as of Thursday 8th February, and during March 2018 Clerks **and** Governors had access to a free trial of the premium package as a 'try before you buy'. All governors received an e-mail invitation to log on direct from GovernorHub.

In March 2018, our annual contract services document was emailed to settings for them to select which HfL services their schools wished to purchase. The premium package was included as an option on the contract, but schools, academies and MATs can still choose to purchase the package at any time throughout the year.

Please see below a frequently asked questions that have arisen during the premium package trial. For further information or help, please do not hesitate to contact us by emailing your query to:

governance@hertsforlearning.co.uk

F.A.Q.s

Can I book onto training through GovernorHub?
HfL training courses are now completely separate from the database which is used just to keep records for governing boards, although governors can add the training courses they have attended onto the system.
Where is my Governor ID on GovernorHub?
Governor ID numbers were generated by the old database to book governors onto training. They do not appear on GovernorHub, but will still be needed to access training for the time being. To get your governor ID please contact your clerk, or the Governance Helpdesk on: governance@hertsforlearning.co.uk
Can all the other governors see or amend my data on GovernorHub?
When you first enter GovernorHub you are given the option to show your data to others who log on. If you choose not to show it, other governors will not be able to see anything apart from your name. Apart from yourself, only the person who is allocated as the admin of your governing board will be able to amend your details.
How do we subscribe?
The Contract Service Renewal process has now been started with schools and academies. Headteachers have been sent out e-mails asking them to indicate what services they will be subscribing to for the next financial year.
How much of our information will HfL be able to see?
HfL have a contractual agreement with HCC to maintain a database of governor details for LA maintained schools, and so will be able to see your governor list and terms of office but not any documents or calendar entries. Academies and MATs can request to have all of their governor details hidden from HfL if they prefer, however, where we have access to members this enables us to contact you if you have vacancies on your board and we receive an application from an interested party?

Please see more frequently asked questions specific to clerks in the Clerks in Herts section of this newsletter.

Parent Governor Representative on the HCC Overview and Scrutiny Committee elected:

We are glad to report Natalie Punter has been elected as the PGR rep for East Herts from April 2018. Please see below Natalie's nomination statement.

I work in charity management and understand strategy, conflicting resource demands and prioritising the needs of service recipients.

I am governor at a school which is excelling at treating children as individuals with different needs, styles and paces of learning and in allowing children to be creative, active and inquisitive within a framework of high educational achievement. I would like to see good practice replicated.





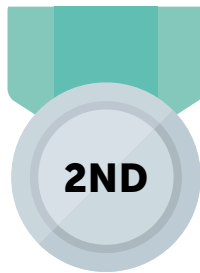
Never too late Campaign Win £1000 cash for your school!

From 23rd April 2018, Hertfordshire County Council will be running a campaign called 'Never Too Late' to inspire and support older adults in Herts to become more active and we need your help!

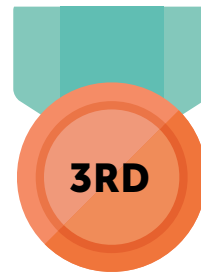
We are offering schools the chance to win up to £1,000 to spend on health and wellbeing by organising a special event in your school where the pupils invite an older adult, maybe a grandparent or neighbour, to come and run, jog or walk The Daily Mile with the children.



1ST PRIZE: £1,000



2ND PRIZE: £750



3RD PRIZE: £250

How to get entered into the prize draw

If your school doesn't yet do the Daily Mile, simply sign up to the Daily Mile (either by contacting us or visiting www.thedailymile.co.uk) and then let us know that you would like to run an event.

If you are already a Daily Mile school, just let us know that you'd like to run an event.

If an older person signs up to the campaign and indicates that they were prompted by taking part in an event at your school, you will be automatically entered into the prize draw.

Please encourage your school to get involved. Simply email: joanne.necchi@hertfordshire.gov.uk for more details or to register your interest.

Win prizes for you and your local school

IT'S NEVER TOO LATE TO BE ACTIVE



We're inviting family members and friends of the school to join us for a **'Daily Mile for all ages'** event to launch a new campaign that encourages older adults to get more active.

Whether you're a grandparent, aunt, uncle, family friend, neighbour or just a known local supporter of the school, please come along, have fun with the children and help us win a prize!

By registering with the campaign you'll enter your school into a prize draw and claim free taster activities for yourself.

What is the Daily Mile?



It's where the children go outside to run or walk for 15 minutes during the school day. Some can do a mile in this time, others will be working towards this. The important thing is that they are taking part, having fun and feeling the physical and mental health benefits of being active.

School prizes:

1st prize: £1000 | 2nd prize: £750 | 3rd prize: £250

The event

This can take place on a day and time of your choice during the first two weeks of the campaign (23rd April – 4th May 2018). We will help you organise it, provide template letters and invites and work with you and your local media to help you publicise it.

Why is this important?

Physical activity has many physical and mental benefits whatever your age. We know that children are a strong motivator to encourage older people to become more active. Through this campaign we are hoping that it inspires all ages to feel the benefits of being active!

What is the Daily Mile?

The Daily Mile involves the children going outside in all weathers and moving for fifteen minutes every day at a time that best suits the needs of each class. The programme is completely free: there's no kit, no fuss, and no time wasted. The children stay in their school uniform to minimise disruption to the school day.



DfE announces an Exclusions review

The DfE has issued a review on the current exclusion process in schools and asked for feedback from schools, parent and carers, children and young people.

Edward Timpson CBE, the Minister of State for Children and Families, writes:

"I am seeking views and evidence on the points set out in the scope of this review. This is not a consultation on any specific proposals as the review is in its early stages. Instead, I would like to gather evidence from as wide a range of sources as possible to inform my findings.

I would like to hear from schools, including alternative providers, colleges, education professionals and local authorities about practice and evidence. I would like to hear about the experiences and perspectives of parents, carers and voluntary and community organisations which represent those pupils more likely to be excluded.

I welcome the views of children and young people. There will be further opportunities for children and young people to provide their views during the course of the review but where they would like to take part in this call for evidence I welcome this.

The information gathered through this call for evidence will inform my final report at the end of the year."

To have your say, complete the online survey on the following link:

<https://consult.education.gov.uk/school-absence-and-exclusions-team/exclusions-review-call-for-evidence/>

Training news – the following training is now available for chairs:

Managing allegations - the role of the chair

Thursday 3rd May (Course code: 18CPT/010A)

or 5th July (Course code: 18CPT/011A)

6:30pm–8:30pm at Robertson House.

Cost: £80

This course is for chairs and vice chairs of governing bodies. It is to support them in fulfilling the school's duties and responsibilities when dealing with allegations against adults that work with children and young people.

Keeping Children Safe in Education (DFE, 2016) states: Governing bodies and proprietors should ensure a member of the governing body, usually the chair, is nominated to liaise with the designated officer's from the relevant local authority and partner agencies in the event of allegations of abuse made against the headteacher, the principal of a college or proprietor or member of governing body of an independent school. In the event of allegations of abuse being made against the headteacher and/or where the headteacher is also the sole proprietor of an independent school, allegations should be reported directly to the designated officer(s).

In line with part four of this guidance, governing bodies and proprietors should ensure there are procedures in place to handle allegations against members of staff and volunteers.

Course content – By the end of the course participants will be able to:

- refresh the meaning of safeguarding children
- demonstrate understanding of allegations and the process of allegations management
- manage allegations in accordance with the Hertfordshire Safeguarding Children Board Inter-Agency Child Protection Procedure
- identify areas of vulnerability in staff practice and develop safer working practice to reduce risk in their setting
- understand the specific role of chair/vice chair in investigations

Courses can be booked online through your school:

http://booking.hertsforlearning.co.uk/actweb/WDC/sseo/template_001.cfm?pagelD=6&template=courseListing&subject=cpt&phase=a



An "Outstanding Award" winning governor in Hertfordshire

By Geoff Strack

Does someone really have to have been a governor for more than 35 years to achieve the award of Outstanding Governor? Hopefully future recipients of the award will not have to wait as long as I have had to. To say that I have seen the role change is an understatement and this change has got faster and faster and shows no sign of letting up. Counting the four schools where I am currently a governor I have been a governor at 10 Hertfordshire Schools. I did not get kicked off of any governing bodies, but many of the schools closed or were amalgamated.

What has made a difference for me has been the useful range of training courses provided by Herts for Learning and the support provided by Kathy Dunnett and Cathy Irons. Through attending training sessions, particularly those focused on chairs, I have learned many new strategies that I have been able to implement. Kathy invited me to join the SLOG - Strategic Leader of Governors group. A consequence of this has been my moving from being a governor at just one school to four. This term it resulted in going through two Ofsted in successive weeks. In both schools, governors made a difference and I believe that we gave Ofsted the confidence that the schools would continue to improve. It resulted in them gaining a higher grade than might have otherwise been possible.

Being a septuagenarian I am obsessed with succession and with each of my schools I have encouraged governors to double up on rolls and strengthen themselves by team building activities. Nobody should be irreplaceable.

Nominations have now opened for the 2018 Awards. Nominations close on the 1st June 2018. The winners will be announced and prizes presented at the 2018 Herts Governors Annual Conference. More information and the nomination form can be found on the HASG website:

<http://www.hertsgovernors.org/2018/02/outstanding-governor-awards-2018-nominations-open/>



Positive impacts of UIFSM highlighted in first assessment

An assessment into the introduction of Universal Infant Free School Meals (UIFSM) has uncovered a number of impacts the programme has had on key stage 1 pupils in the UK, with LACA chair Tim Blowers describing the findings as “positive” and “incredibly encouraging”.

Over a third of teachers have seen the funding of free school dinners for Reception, Year 1 and Year 2 children, first introduced by government in 2014, have a direct impact on improved concentration and attainment levels.

Similarly, the Education Policy Institute’s report revealed that 30% of teachers have noticed improvements in overall health of infant pupils since UIFSM was introduced while over half felt that the policy improved the health of the most disadvantaged children in school, those eligible for free school meals.

Schools with better Ofsted ratings were found to have higher numbers of pupils eating school meals.

According to Blowers, the results from the assessment coupled with the fact that around 98% of packed lunches currently don’t meet nutritional standards, should be enough to convince government to extend the free provision of meals into primary schools.

He said, “This study highlights the range of positive impacts stemming from a healthy free school meal and it is incredibly encouraging to see children, parents and teachers benefitting from this policy.

“We know that only 1.6% of packed lunches meet the same nutritional standards as school food, if the Government is serious about improving childhood nutrition, school meals are key to achieving this.

“This new research also highlights that there are best practice lessons to be learned from schools who have implemented UIFSM to the greatest success.

"We call on the Government to roll out this policy to pupils in Key Stage 2 and ensure that all children in primary school are given the best chance of succeeding in school and of becoming healthy adults."

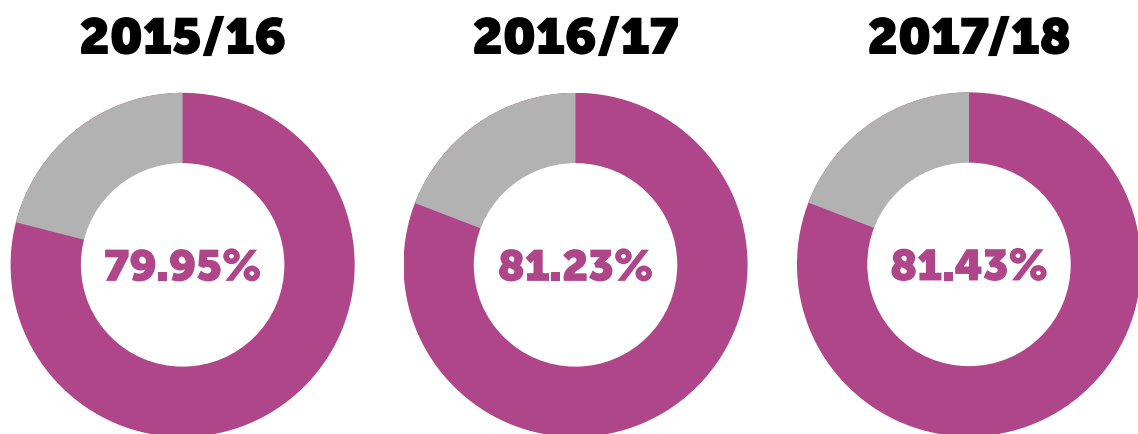
Other findings from the study included:

- many parents report that UIFSM has meant that their child is more likely to try new foods and to eat fruit and vegetables
- take-up of free school meals has increased rapidly since introduction of UIFSM
- the study also finds that the time and cost saving to parents from the introduction of UIFSM is equal to 32 hours and £390 a year on average
- school and catering staff on the ground noted that for many children, lunch is their only hot meal of the day

You can access the full report by clicking on the link below:

http://laca.co.uk/sites/default/files/attachment/evaluation_of_universal_infant_free_school_meals_.pdf

In Hertfordshire the UIFSM uptake has been as follows for the period April to January for the last three years:



An increase in every year.

For further information about Universal Free School Meals, contact Herts Catering Ltd on hcl.info@hertscatering.co.uk

Thalidomide Society trustee Kath West on school governance

Written by Ruth on February 2nd, 2018

By Kath West, Trustee of the Thalidomide Society and thalidomide survivor

I gave up working for health reasons when our boys were still at infants and junior school. My back was very bad at the time and I found it difficult getting out and about. Once my back problem started improving I was left rather isolated and bored at home – I needed something to do.

One day I picked our youngest son up from school and he was a bit upset. He had just started at junior school and one of the older children had said something about his Grandma picking him up. He explained that I was his mum and the boy said I couldn't be because I was in a wheelchair! At that moment, I decided I needed to get more involved with school, so that the children there would get used to seeing me around and think it quite normal. So, I joined the Parent Teacher Association. Pretty soon I was seen around school, helping out at school fairs and discos, selling sweets, putting on temporary tattoos, running stalls. My son never had any further trouble, I was simply known as Sam's Mum, or Mrs. West!

After four years on the PTA and a meteoric rise through the ranks, as Secretary, Treasurer, Vice Chair and then chair, I decided it was time for me to step down. I no longer had a child at the school. That's when the Head Teacher asked if I'd like to become a school governor. I was a bit daunted at the thought, but I decided to go along to a couple of meetings and see what it was all about. Both our boys had really enjoyed their time at the school, the Head and staff were all very friendly and I really wanted to give something back to the school community. I joined after attending the first meeting!

I remember I didn't say much for the first few meetings – there were so many acronyms and terms to get my head around, but the other governors were very supportive. I attended a number of governor training sessions, which were really helpful too. Once I'd settled in I was surprised at how many skills I had to offer. I took on the role of Special Educational Needs linked governor, working closely with the SEN Coordinator to ensure the school is as inclusive as it can be and all children can access the full curriculum. This is an area I am really passionate about. I remember how things were when I was at school and am very pleased to say attitudes have changed considerably!

Having worked in Social Services for 15 years, I had knowledge of child protection issues and procedures, so I also became one of the governors responsible for child protection and safeguarding.

I love going into school, carrying out Pupil Voice interviews with the children, asking for their views on school and what they liked about lessons and school life. And in a roundabout way, I teach them about disability awareness; the children are fascinated by my wheelchair, which often prompts a conversation about disability. They are always polite and courteous, but very interested in why I am physically different, why I use a chair, why I sometimes walk. They want to understand, and they show real sensitivity. One little girl came up to me, who obviously wanted to ask me a question but was unsure whether it would be rude. When I assured her it was fine she asked two questions: what was wrong with me, and did it hurt? I could have hugged her!

Giving the children an opportunity to meet someone with a disability is very important to me – when new children start at the school they stare the first few times they see me but within a month they are smiling and by half term they are saying hello. Word on the playground is that I am the favourite governor! I'm not sure how much of this is due to my amazing green wheelchair that goes up and down and has lights, and how much is due to the fact I give the children house points when I have interviewed them!

Schools are always on the lookout for new governors and it is a really rewarding and worthwhile thing to get involved in. Since our boys have grown up and left home, I have realised the importance of keeping my mind active as well as my body, and school governance certainly does that. It doesn't take up too much of your time, usually two meetings per half term and a termly visit during the school day. I have chosen to become more involved, as vice chair of governors and chair of one of the committees, so I'm in school on average once a week, but that's by choice. I can honestly say I think I get as much out of the relationship as the school do, and I've made some great friends along the way.

So, if you're at home and have the time and inclination, why not see if there is a school near you that could use your skills and knowledge? Wheelchairs are not compulsory, but if they help raise awareness in the younger generation, all the better!



Chairs Corner

What's going on in the world of Chairs of Governors?

Chairs are excited about the new format of the Chairs' e-Bulletin, which is sent out at the end of each month to all chairs that subscribe to the Chairs' Service. This short e-Bulletin is useful to highlight current issues that governing boards need to be mindful of, with regard to future strategy and current responsibilities. There is a recommendation at the top of the bulletin that chairs forward it as appropriate to their headteacher and governors. A taster as to what goes out is shown below:

You must publish details of how you spend your PE and sport premium funding. This must include:

- the amount of premium received
- a full breakdown of how it has been spent (or will be spent)
- the impact the school has seen on pupils' PE and sport participation and attainment
- how the improvements will be sustainable in the future

For the 2017 to 2018 academic year, there is a **new condition requiring schools to publish how many pupils within their Year 6 cohort met the national curriculum requirement to swim competently, confidently and proficiently over a distance of at least 25 metres**, use a range of strokes effectively and perform safe self-rescue in different water-based situations. This condition has been added in response to recommendations from the Swim Group, who reviewed curriculum swimming and water safety in primary schools. You can get **advice and resources to help deliver swimming lessons successfully in primary schools.**

ESFA asks trusts to give three-year budget forecasts

In a letter to academy trusts, the ESFA has said that trusts will need to provide budget forecasts for the coming three years, rather than for one year ahead as currently. The ESFA says that this data will enable it to “better assess the financial health of the sector”.

<https://www-tes-com.cdn.ampproject.org/c/s/www.tes.com/news/school-news/breaking-news/dfe-demands-three-year-budget-forecasts-academy-trusts?amp>

Asbestos Management Assurance user-guide released

The Education and Skills Funding Agency (ESFA) has published the Asbestos Management Assurance Process (AMAP) online portal user-guide, available to read [here](#).

Before completing the assurance process, local authorities, estate managers, schools leaders and governing boards of maintained schools and academy trusts should read the department’s guidance [**Asbestos Management in School**](#), and review their asbestos management arrangements. The deadline for completion of the assurance is 12:00pm on Thursday 31st May 2018.

The New Style ‘Chairs Strategic Information Briefings’ are proving popular with chairs across the county. Although the earlier start time was an issue for some chairs, it is recognised that this is better ‘value for money’ with regards to number of speakers and length of event. Remember, if you subscribe to the Chairs Service, any governor can attend the briefing if the chair cannot attend.

The numbers have considerably increased from the old-style networks, with up to 70 or 80 governors attending at the last two events.

At the last meeting we had presentations on GDPR, Governor Hub, and further updates from HR and safeguarding.

If any chairs or governors have any ideas about what speakers they would like at these events, please email: kathy.dunnett@hertsforlearning.co.uk

Dear Clerks

I am sure all of you have had a busy spring term, especially with the introduction of GovernorHub for yourselves and your governing bodies. Thank you all for your patience with the migration to the new system – we have had some very positive feedback so far.

I am sure that you are all looking forward to a well-deserved break at Easter. If you need to contact me please call: **01438 844113** or email: **kelly.king@hertsforlearning.co.uk**

Kelly

Welcome

Welcome to new HfL clerks: Hannah Greenham, Kate Coxon, Madeline Hyles and Laura O'Sullivan, who are joining us in the summer term.

Spring term clerks' networks

We recently welcomed Cheryl Faint, Head of Financial Services for HfL to the spring term clerks' networks. Cheryl gave a presentation on:

- financial challenges for schools
- financial disciplines for governing bodies
- productivity and efficiency
- financial scrutiny and governance

I am sure that all of you who attended the sessions found her financial update very useful. The Governance team also gave an update on key messages. The focus this time was on governor subscriptions, GDPR, GovernorHub and governor training.

Next term we will be welcoming Marcus Cooper back to the networks to cover Pupil Premium, key messages from governance, questions and networking will also be on the agenda. Booking is now open so please see the details in the training section.

If you would like to find out about a particular area at a future network, or have any suggestions, please email: **kelly.king@hertsforlearning.co.uk**



GovernorHub

Please be aware of the following points that have come up a lot during the launch of GovernorHub.

- **free trial** in place until the end of March
- **Clerks' Portal** – we hope to add a portal to Governorhub in the future which will be accessible to all HfL clerks and clerks with a training and support subscription. This portal will contain useful information, documentation and templates. Clerks will be emailed prior to the launch.
- **booking training** - GovernorHub cannot to be used to book HfL training for governors or clerks
- **governor/clerks ID:** GovernorHub does not issue a governor ID
- **constitution** - you will need to amend your school's constitution
- **Premium Subscription** – From 1st April all maintained schools will receive the basic subscription, unless your school has selected the Premium Service on the HfL contract that has recently been emailed to heads and chairs in March. Single academies can purchase either the standard or premium service, and MAT's can purchase the premium service. Please contact: governance@hertsforlearning.co.uk for details.
- **removing governors** – please hover over the governors name and click 'remove'
- **adding governors** – please click 'add governor', under the list of governors names for your school. You will need to enter their email address. If they are already on GovernorHub their details will come up
- **Unique email address** – governors/clerks can only use one email address for GovernorHub

If you have technical issues with the system, you can either send GovernorHub a message using the message icon in the help section or email: support@governorhub.com but for any other enquires such as a training records/governor lists etc. or questions about subscriptions, please contact: governance@hertsforlearning.co.uk

Please see article in the main News section of this newsletter for further information about GDPR.



Training booking system

Please continue to use the original system to book governors onto training using their ID number and School number. If you have a new governor, please let us know the details and we will issue a temporary ID number for training. If a governor has mislaid their ID number, they can contact:

governance@hertsforlearning.co.uk

hertsforlearning.co.uk/booking

Clerking support

If your school subscribes to the Comprehensive Clerking Service or Clerks Training and Support, then you can contact Governance for support and guidance with clerking issues that come up at governing body meetings, please contact the Helpdesk by email: **governance@hertsforlearning.co.uk** or phone: 01438 843082.

For meeting cover requests and all enquiries about the Clerking Service, contact:

kelly.king@hertsforlearning.co.uk

Governance Contract Services renewal

In March, the HfL Contract Services will be sent to schools for them to decide which services they will be subscribing to for the next academic year. Please make sure you make your governing bodies aware of the services their schools are subscribing to – there are some additions to the contract this year including Governance Helpdesk, and GovernorHub. Clerks should contact us during the summer term for confirmation of what services their schools have purchased.

Governance in-house training

If your governing body subscribes to Governor Training, they will be entitled to two in-houses sessions at their school during the next financial year. Please could you encourage your governors to plan ahead and choose the sessions they would like in plenty of time to avoid problems with overbooking of trainers. Please note that Exclusions Training, Complaints Training and Assessment Data Training are all extremely popular and will need booking well in advance.



Free School Meal funding changes

The government recently published their response to their consultation on proposals for changes to free school meals and early year pupil premium eligibility under universal credit. Please visit the link below for full details.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/681210/Government_response_FSM_and_EY_entitlements_under_Universal_Credit.pdf

The government plan to alter free school meal and early year pupil premium eligibility by introducing a £7,400 annual net earned income threshold, which will “typically equate to an overall household income of between £18,000 and £24,000 once benefits income is taken into account”. Families will need to earn below this in order to be eligible. This threshold will be introduced once the universal credit’s roll out has been completed, this is estimated to be in 2022. Until then, all existing claimants will be protected, with the new threshold being used to determine the eligibility of new claimants from April 2018. Following universal credit’s rollout, all existing free school meal recipients will retain eligibility until the end of their phase of schooling.

It is estimated 50,000 more children will become eligible for free school meals, under these changes. The changes will not alter the enrolment mechanisms for free school meals, so parents will still need to apply.

Governing boards have a duty to ensure that their school is using pupil premium funding to raise the educational attainment of disadvantaged pupils.

Summer term clerks' training

Please find below details of clerks training available in the summer term.

To book onto any training courses please visit: hertsforlearning.co.uk/booking

You will need to input your clerk ID (under governor ID) surname, and school number. Please remember, you must book your place, otherwise you are not entitled to attend.

If you have forgotten your clerk ID number or a new clerk and require an ID number for training please contact: governance@hertsforlearning.co.uk or 01438 843082.

Training dates for the 2018 – 19 academic year will be announced at the start of the summer term.



Exclusion training (preparation for clerks)

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.

Tuesday 1st May 2018
Holiday Inn, Hemel
6.00 – 8.00pm

Course code: ETC10

(Please note the next session of this training will not be until spring 2019)

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

Tutor: Malcolm Leigh

For details of course costs, please contact: governance@hertsforlearning.co.uk

Cancellation of this training event requires five working days' notice. To avoid cancellation charges, please email: governance@hertsforlearning.co.uk

Cancellations will not be received by phone.

Clerks networks

These termly seminars provide an opportunity for clerks to get together to discuss issues and share good practice. Guest speakers will present on areas of interest to the governing body. This term we welcome Marcus Cooper who will be providing an overview of school improvement/education changes, there will also be key messages from the governance team, a chance for questions and networking.

Monday 25th June 2018
Harlow Park Inn, Harlow
9:30am – 12:00pm

Course Code: CKN87

Thursday 28th June 2018
Ware Priory, Ware
5:30pm – 8:00pm

Course Code: CKN88

Tutor: Hollie Common/Kelly King

For details of course costs, please contact: governance@hertsforlearning.co.uk

Cancellation of this training event requires five working days' notice. To avoid cancellation charges, please email: governance@hertsforlearning.co.uk

Cancellations will not be received by phone.



Being an effective clerk

This course is aimed at potential and new clerks.

Friday 29th June 2018
Robertson House, Stevenage
9:30am – 3:30pm

Course code: BECK27

Lunch is included so please confirm if any food allergies apply when booking

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/Kelly King

For details of course costs, please contact: governance@hertsforlearning.co.uk

Cancellation of this training event requires five working days' notice. To avoid cancellation charges, please email: governance@hertsforlearning.co.uk

Cancellations will not be received by phone.



We are recruiting!

Herts for Learning Clerk to the Governing Body

Are you currently a school based clerk, or do you know anybody that would be interested in becoming a clerk? Herts for Learning currently employ over 70 clerks for Hertfordshire schools and academies and we are looking to recruit more, particularly in south and west Herts and on Herts borders.

To find out more, please contact: kelly.king@hertsforlearning.co.uk

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Governor details

Please ensure you check your governor's details, it is the clerk's responsibility to keep an up-to -date record of their school's governors. Maintained schools will need to use GovernorHub, academies and MATs can use GovernorHub or another means. Following the migration to GovernorHub if you need to check the details that were on the old database, please contact: governance@hertsforlearning.co.uk and governance will be able to send you a copy. All new governors and clerk require an ID number to book training, please contact: governance@hertsforlearning.co.uk to request this.

Reconstitution

We have recently been receiving a lot of requests for governing bodies to reconstitute. If your governing body wishes to reconstitute this will need to be discussed and clearly minuted at a full governing body meeting.

Following the meeting please draft a new instrument of government and email this and the minutes where the reconstitution has been discussed and agreed to: kelly.king@hertsforlearning.co.uk
A template and the constitution regulations can be found in the DfE document *The constitution of governing bodies of maintained schools: Statutory guidance for governing bodies of maintained schools and local authorities in England. August 2017* which can be accessed at the following link:

<https://www.gov.uk/government/publications/constitution-of-governing-bodies-of-maintained-schools>

Please make your governing bodies aware that the process to amend and seal a new instrument can take up to 12 weeks.



Maintained school websites

statutory items that schools must publish about their governors on their website

In the interests of transparency, a governing body should publish on its website up-to-date details of its governance arrangements in a readily accessible form. This should include:

- the structure and remit of the governing body and any committees, and the full names of the chair of each
- for each governor who has served at any point over the past 12 months
 - their full names, date of appointment, term of office, date they stepped down (where applicable), who appointed them (in accordance with the governing body's instrument of government)
 - relevant business and pecuniary interests (as recorded in the register of interests) including:
 - › governance roles in other educational institutions
 - › any material interests arising from relationships between governors or relationships between governors and school staff (including spouses, partners and close relatives); and
 - their attendance record at governing body and committee meetings over the last academic year

Governing bodies should also publish this information for associate members, making clear whether they have voting rights on any of the committees to which they have been appointed.

This information is taken from **The constitution of governing bodies of maintained schools Statutory guidance for governing bodies of maintained schools and local authorities in England August 2017**.

Full details available by visiting this link:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/640562/The_constitution_of_governing_bodies_of_maintained_schools_2017.pdf



HASG update and headteacher and governor briefings

The spring term is not quite as busy for the Hertfordshire Association of School Governors (HASG) Executive Committee as the autumn term. However, there is still much work to do: Planning has started for the conference in the autumn; Nominations have been opened for the 2018 Outstanding Governor Awards and new members of the executive are still finding their feet. We are also planning an additional executive meeting to give us time to review our aims and work. We continue to be short of a full complement of executive committee members and any governor of a member school wanting to help should contact us using the: membership@hertsgovernors.org email.

The HASG continues to sponsor the additional **headteachers' briefing** at the Beales Hotel in Hatfield, to which governors are invited. Last term's took place on the 8th March and was attended by over 60 governors and school senior leaders. The date the summer term briefing is:

Thursday 21st June 2018, 6:00pm – 8:00pm (refreshments for 5:30pm)

Letter to Chairs of Member Schools

At the time of preparation of the article (March), our Secretary Robert Smith is in the process of sending out a letter to the Chairs of member schools. FYI the text is shown here:

"Dear Chair,

On behalf of the Executive Committee of the Hertfordshire Association of School Governors (HASG) I would like to thank you for your continued membership of HASG.

Many of you were at the 2017 Governors' Annual Conference last November and know what a very enjoyable and positive experience this is an addition to it being a wonderful opportunity to network with other Governors throughout the county. This year's conference will be held on 17th November 2018, in Stevenage, at Robertson House and we look forward to welcoming you there.

This conference would not be possible without your membership of HASG as it is sponsored by our organisation. Details of this year's conference will shortly be available on our website:

www.hertsgovernors.org, on which you will find a wealth of material useful to your role as Chair of Governors. I do hope you will make use of our website as it is the primary communication vehicle of the activities of HASG.

In addition to the conference, HASG sponsors the regular Governor/Head Teacher Briefings (usually in Hatfield) and we run and sponsor the annual Outstanding Governor Awards, the winners being presented with their prizes at the Annual Conference. Details of all these events are on the website.

Finally, we are always trying to make our website more relevant and immediate for all our members so if you have any suggestions for articles or would be willing to put forward an article for inclusion on the website please contact our administration: admin@hertsgovernors.org

We would like to thank you for your dedication to the education of our children in Hertfordshire."

Hertfordshire Outstanding Governor Awards 2017 and 2018

2017 Awards

The winners and runners-up of the 2017 Awards were announced and presented at the Herts Governors Annual Conference in November. Information on the winners and runners-up can be found on the HASG website, see: <http://www.hertsgovernors.org/2017/11/outstanding-governors-2017/>

2018 Awards

Nominations have now opened for the 2018 Awards. Nominations close on the 1st June 2018.

The winners will be announced and prizes presented at the 2018 Herts Governors Annual Conference.

More information and the nomination form can be found on our website:

<http://www.hertsgovernors.org/2018/02/outstanding-governor-awards-2018-nominations-open/>

Hertfordshire Governors Annual Conference and HASG AGM

Members of the HASG Executive together with the conference team from HfL have already begun planning this year's Conference that will take place on 17th November 2018. The conference will be sponsored again by us and would not be possible without the subscriptions paid by our member schools.

Our AGM will as usual take place during the conference. Information and papers from our 2017 AGM, including draft minutes, can be found on our website:

<http://www.hertsgovernors.org/2018/03/minutes-of-agm-11th-november-2017/>

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