

**GOVERNOR SERVICES**  
**SUPPORTING INFORMATION FOR SPRING TERM 2020**  
**AGENDA**  
**CONTENTS**

	<b>Page</b>
<b>Inspection Data Summary Report (IDSR)</b>	<b>2</b>
<b>Schools Financial Value Standard (SFVS)</b>	<b>2</b>
<b>School Budget 2020/21</b>	<b>3</b>
<b>Lancashire Schools Forum</b>	<b>5</b>
<b>Lancashire Governor Training and Development Update</b>	<b>7</b>
<b>Capacity within School to Support NQT Induction 2019-2020</b>	<b>9</b>
<b>Lancashire Personnel Policies</b>	<b>14</b>
<b>Determination of Admission Arrangements</b>	<b>14</b>
<b>Government Announces Plans for Universal School Inspections</b>	<b>15</b>
<b>Primary School Performance Details 2019</b>	<b>15</b>
<b>Forums for Chairs and Vice Chairs</b>	<b>16</b>
<b>Civic Reception for Chairs of Governors</b>	<b>17</b>
<b>LASGB</b>	<b>18</b>
<b>Governor Services Area Team Contact Details</b>	<b>20</b>

## **Inspection Data Summary Report (IDSR)**

Ofsted has re-developed the IDSR following the introduction of the new Education Inspection Framework (EIF). The 2019 IDSR contains fewer charts and is reduced in size. The IDSR has been designed to:

- reduce the time spent preparing for an inspection
- provide interpretation of the data for inspectors
- minimise the focus on small groups that distract the conversation away from meeting the needs of all pupils.

The IDSR continues to contain areas of interest sentences, to highlight important data trends and differences from national data. Existing contextual information remains but is presented in the charts that were in the 2017 IDSR.

The areas of interest in the IDSR are sentences providing inspectors with interpretation of a school's historical data. A sentence may be triggered by high or low performance, either across 3 years, the last 2 years or in the latest year.

Areas of interest sentences are shown in grey (not triggered) when there is not something significant to note, the criteria have not been met for a minimum of the latest year, or data relates to a small cohort.

For progress and attainment, this is confirmed on the 'Progress and attainment trend' section of your IDSR. The school's data is in either quintile 1 and highlighted in green or quintile 5 and highlighted in red (for at least the latest year) to trigger a sentence which is not grey. These grey sentences are included to show inspectors that the data has been analysed, but that the historical data is not an area of interest.

Sentences are not produced when the cohorts are very small, this applies to cohorts of 10 or fewer.

Sentences about permanent exclusions will appear for every school, regardless of cohort size.

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## **Schools Financial Value Standard (SFVS)**

The Schools Financial Value Standard (SFVS) is an annual statutory requirement for all maintained schools. By 31 March 2020, all maintained schools must have completed the annual process and submitted their return to the local authority via the Schools' Portal e-form. This report provides brief information on the requirements of the Standard and identifies the actions the governing body need to take to complete the standard by the required date.

The governing body is reminded that the Schools Financial Value Standard for 2019/20 has been updated by the DfE, and now consists of two parts:

- **A checklist**, which asks a number of questions of governing bodies in six areas of resource management to provide assurance that the school is managing its resources effectively (similar to the 2018/19 SFVS but now with 29 questions);
- **A dashboard**, which shows how a school's data compares to thresholds on a range of statistics that have been identified as indicators for good resource management and outcomes.

The revised 2019/20 SFVS template is available on the DfE website, together with supporting notes for the checklist and the dashboard. The website is available [here](#). *(At the time of writing, the DfE website still shows 2018/19 SFVS documents at the top of the page, and schools may need to scroll down the page to access the relevant 2019/20 documentation).*

The LA has refreshed the SFVS eform on the Schools' Portal to reflect the updated standard and this is now available from the 'Forms' section on the Schools' Portal. This can be accessed via the Schools' Portal home page under Forms – Finance – Schools Financial Value Standard. Under the revised system, schools can simply upload the completed DfE spreadsheet once all the relevant sections have been completed.

Please note that as SFVS is a statutory requirement for maintained schools and the Schools Forum has approved sanctions for any school failing to complete the annual SFVS process and submit their return by 31 March each year, failure to submit the return may ultimately result in the issuing of a Notice of Concern in Respect of Financial Delegation.

### **Decision Required**

#### **The governing body is asked to:**

- Approve the 2019/20 Schools Financial Value Standard (SFVS), including:
  - The 29 question checklist and any relevant comments, evidence and proposed actions;
  - The completed dashboard spreadsheet;
  - The summary of agreed action and timetable for reporting back.
- Approve the submission of the school's completed 2019/20 Schools Financial Value Standard (SFVS), to the local authority in the prescribed format by 31 March 2020.

**Contact:** Kevin Smith email: [kevin.smith@lancashire.gov.uk](mailto:kevin.smith@lancashire.gov.uk)

## **School Budget 2020/21**

The authority will issue school budgets in February 2020 detailing the construction of the funding for the 2020/21 financial year.

The school funding framework for 2020/21 is again operating under the 'soft' School National Funding Formula (NFF) arrangements first introduced in 2018/19. This is where the allocations for each Local Authority (LA) are calculated by the Education and Skills Funding Agency (ESFA) on the aggregated individual school NFF amounts, but the LA's local formula

still applies in making actual allocations to schools. The ESFA will also apply the LA's local formula in determining academy allocations in each area.

Following a consultation with schools in late 2017, the Schools Forum supported the introduction of the NFF methodology from 2018/19 as the Lancashire funding model, and this approach has again be used to construct individual school budgets for 2020/21.

School budgets from April 2020 incorporate the £2.6b of additional funding nationally that has been announced by the Government for 2020/21.

The 2020/21 announcements also confirmed mandatory minimum pupil funding (MPF) levels for primary and secondary schools:

- For secondary schools, the MPF level will be £5,000 per pupil from 2020/21 (compared to £4,800 per pupil in 2019/20);
- The primary school MPF level will be £3,750 per pupil in 2020/21 (compared to £3,500 per pupil in 2019/20, and is proposed to rise to £4,000 per pupil in 2021/22).

The governing body is asked to remember that the MPF levels in primary and secondary schools are not the same as the Age Weighted Pupil Unit (AWPU) or the basic pupil element in your school funding. AWPU is the rate set to allocate the basic entitlement of funding for pre-16 pupils in mainstream schools that is provided for all pupils. This is then supplemented by other formula factors based on the characteristics of your pupils and the school, including your lump sum allocation. The MPF funding ensures that schools receive a minimum level of funding calculated by dividing all your pupil led factors plus the lump sum allocation by the number of pupils on roll. This calculation excludes other factors, for example rates.

Allocations for special schools, PRUs and nursery schools also take account of the increased High Needs Block and Early Years Block funding allocations from the Government for 2020/21.

Lancashire's Scheme for Financing Schools requires the governing body to approve a budget plan and submit it to the authority within the deadline set out below. From 2019/20 onwards, the Income and Expenditure (I&E) return introduced a requirement to submit a balanced budget plan for the year, along with financial forecasts for the subsequent two years. This requirement will again apply to the 2020/21 I&E return. Further information has been provided for schools around the possible budget assumptions to include in the forecasts for future years.

Governors are asked to give careful consideration to the sustainability of the approved budget and any actions that may be required in response to the position shown in the future years forecast. The school's agreed 2019/20 Schools Financial Value Standard submission should also provide useful context when the 2020/21 budget is being considered.

It is recommended that the governing body request that the Finance Committee meets at an appropriate date to enable sufficient time to prepare and consider budget options for the 2020/21 budget and to make recommendations to the full governing body for approval. When considering the 2020/21 budget, the Finance Committee will wish to be aware that there remain considerable cost pressures facing schools in 2020/21, and that even with the additional funding in the education system, some schools are only receiving inflationary level increases in funding compared to 2019/20.

Budget plans will be required by no later than **Friday 15 May 2020** and information will be forwarded to schools in due course about the submission arrangements.

Governors are reminded that the Scheme for Financing Schools indicates that the governing body shall not approve a budget for a school which exceeds its total available resources, including any balances brought forward.

Where a school is unable to submit a balanced budget, the school can submit a budget recovery plan that includes a request to apply for a budget anticipation of up to three years. A recovery plan should be submitted as soon as possible, but no later than **Friday 26 June 2020**. In accordance with the agreed Schools in Financial Difficulty (SIFD) procedures, schools that fail to comply with this deadline, even after a reminder has been sent, may be issued with a Notice of Concern in Respect of Financial Delegation and representatives of the School Improvement Challenge Board (SICB) may attend the autumn term meeting of the governing body.

Schools that purchase the budget preparation and financial forecast services from the Schools Finance Team will get support to work on a recovery plan request.

### **Decision Required**

**The governing body is asked to make arrangements** to approve the school's budget plan for 2020/21 and for this to be submitted to the authority, along with a forecast for 2021/22 and 2022/23, by no later than Friday 15 May 2020.

**Contact:** Kevin Smith e-mail: [kevin.smith@lancashire.gov.uk](mailto:kevin.smith@lancashire.gov.uk)

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## **Lancashire Schools Forum**

The Schools Forum continues to work with the County Council to offer advice and guidance on school funding matters to ensure that a school perspective is considered. Information on the work of the Forum is publicised through numerous communications on the Schools' Portal and via articles in the Lancashire Governor.

Governors play a key role on the Forum, with half the school membership being governors. In order to keep the Forum membership fresh, each year at least 10% of the schools membership of the Forum is re-elected on an academic year cycle.

### *Nominations for the Schools Forum for September 2020 Appointments*

Whilst we do not yet know what vacancies will arise, any governors interested in joining the Forum are asked to self-nominate by completing an e-form. A link is provided below. The closing date for receipt of self-nominations is 31 March 2020.

Once we know what vacancies are available for September 2020, we will contact those governors that have self-nominated to provide more details.

### *Further details about the Schools Forum:*

The Schools Forum is a statutory body made up of headteacher and governor representatives from all phases of Lancashire schools and advises the County Council on matters relating to school funding. The Forum also has some decision-making powers about school funding arrangements.

The Forum operates on an electronic basis and no hard copy papers are provided. The Forum have agreed to loan a tablet device to any Forum members who join that do not have their own mobile electronic device (eg iPad, tablet, laptop etc).

Applying for membership of the Schools Forum is in addition to your duties as a school governor and would require attendance at about eight meetings each year. Meetings are currently held in a morning at County Hall in Preston. Travel expenses can be claimed in line with LCC arrangements. The mileage rate is currently 45p per mile.

If more nominations are received than there are vacancies available in each phase, an election process will be held to determine which nominee(s) should be appointed to the Forum. In the election, each school governing body in that phase will be entitled to one vote, with voting documentation being issued via the chair of governors. It should be noted that, depending on the governor vacancies that arise and the nominations received, elections may not be required in all phases.

Further details about the functions of the Lancashire Schools Forum are available in the Forum's Operational Arrangements document, which can be viewed on the County Council website, together with national guidance from the DfE

<http://www.lancashire.gov.uk/practitioners/supporting-children-and-families/education/schools-forum.aspx>

A current Forum membership list and meeting agendas, papers and minutes are also available at this address.

Please note

- Colleagues that hold governorships at multiple types of school are free to self-nominate for each phase. This would require separate self-nominations to be completed. If a governor was to be successful in an election process to represent more than one type of school, a decision would then need to be taken to choose which appointment to accept;
- Existing Forum members need not reapply.

### *Election process*

Dependent on the type of vacancies that arise for September 2020, appointment and the number of self-nominations we receive, elections may be required to determine who should be appointed to the Forum.

Correspondence asking the governing body to cast a vote in an election process will be issued to the chair of governors via the Schools' Portal. Therefore governing bodies are asked to consider what arrangements they wish to make for casting their vote in any election process which may take place in the summer term 2020.

## Decision Required

The governing body is asked to note the information provided about the Schools Forum election process and to consider what arrangements they wish to make for voting in any election which may take place in the summer term 2020.

Individual governors are asked to consider joining the Schools Forum and those that wish to be considered are asked to complete the e-form available from the link below, by 31 March 2020:

<https://lccsecure.lancashire.gov.uk/corporate/questionnaires/runQuestionnaire.asp?qid=806480>

**Contact:** Paul Bonser e-mail: [schoolsforum@lancashire.gov.uk](mailto:schoolsforum@lancashire.gov.uk)

If you require any further information about the Forum, please contact Christine Hurford on 01772 534844.

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## Lancashire Governor Training and Development Update

### Chairs' Conference 2020

In view of the three area Civic Receptions to be held for chairs of governors in the spring term, the date of the annual Chairs' Conference will be amended. We are now looking at a new date, on a Saturday in June or the autumn term. Details will be posted on the Schools' Portal later in the spring term.

### New courses

#### 'Scanning the horizon' – Vision, Strategy and Values

This course is offered as a countywide, school based / cluster course.

This course explores:

- Why do schools need a vision?
- What should a vision statement say?
- Whose vision should it be?
- How do we get started?
- From vision to strategy
- Living our values on the journey

School based and cluster courses can be booked anytime.

### Countywide course dates 2020

Thursday 2 April 9.30 am – 12.00 noon	West Lancashire Investment Centre Skelmersdale WN8 9TG
Monday 27 April 6.30 pm – 9.00 pm	Ribby Hall Village, Wrea Green, Kirkham, Preston PR4 2PR

Wednesday 29 April 6.30 pm – 9.00 pm	Burnley Football Club, Turf Moor, Harry Potts Way BB10 4BX
Tuesday 19 May 9.30 am – 12.00 noon	Oswaldtwistle Mills Clifton Mill, Pickup St, Accrington BB5 0EY
Monday 1 Jun 6.30 pm – 9.00 pm	Hallmark (Leyland Hotel), Leyland PR25 4JX

## **The Governors Guide to Marketing Your School**

This course is offered as a school based / cluster course only.

The aims of the course:

- The different drivers for your individual situation.
- Aspects of the school you want to promote.
- Who the “pitch” is aimed at.
- Strategies or techniques that can be used
- The next step.

## **Governor Skills Audit**

Has your governing board undertaken a governor skills audit this year?

The revised Governor Skills Audit is stored on the governors' pages of the Schools' Portal. It provides guidelines on how to conduct an audit and supplies an audit for established governors and one for new governors.

## **Governor Training and Development Programme 2019/20**

The Programme is also available on the Schools' Portal and stored on the governors' pages of the Portal.

All countywide courses are available via the website shown below.

For governors seeking to book a course:

- search for a course by a keyword or subject,
- enter GOV in the 'Find a course' blue box. If you know the course number (e.g. GOV101) you can enter this in the box to direct you to the specific course.
- Alternatively, select Governor Training from the drop down list in the pink 'Browse subjects' box.
- All current courses are listed on this page. The list automatically updates as new courses are added in to the programme throughout the academic year.
- Please select the course you wish to book by clicking on 'Book it'.

An electronic version of the Training Programme has been posted on the Schools' Portal. It is recommended that governors check the Schools' Portal on a regular basis for details of new courses and dates. Alternatively, check the website for updates and on line booking.

## Contacts for queries and to book all courses:

Online: [www.lancashire.gov.uk/lpds](http://www.lancashire.gov.uk/lpds)

Email: [lpds@lancashire.gov.uk](mailto:lpds@lancashire.gov.uk)

Tel: 01257 516100

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## Capacity within School to Support NQT Induction 2019 – 2020

In line with the Induction Regulations for Newly Qualified Teachers (NQT) (England): Statutory Guidance for Appropriate Bodies, Headteachers, School Staff and Governing Bodies' (2018), Lancashire County Council in its role as an Appropriate Body has the main quality assurance role within the NQT induction process.

Through this quality assurance process, the Appropriate Body should assure itself that:

- headteachers and governing boards are aware of, and are capable of meeting their responsibilities for the monitoring, support and assessment of NQTs. This includes ensuring that an NQT receives a personalised induction programme, designated tutor support and a timetable that is reduced by a further 10% for CPD over and above the 10% allocation for PPA time;
- headteachers/principals (and governing bodies where appropriate) are meeting their responsibilities in respect of providing a suitable post for induction;
- the monitoring, support, assessment and guidance procedures that are in place are fair and appropriate.
- where an NQT may be experiencing difficulties, action is taken to address areas of performance that require further development and support;
- where an institution is not fulfilling its responsibilities, contact is made with the institution to raise its concerns; and
- induction tutors are trained and supported including being given sufficient time to carry out the role effectively.

To discharge this quality assurance process, Lancashire County Council in its role as an Appropriate Body has drawn up the attached NQT Induction Partnership Agreement Checklist for 2019 – 2020 which identifies the statutory entitlements that must be included in all induction programmes and the elements that the Appropriate Body recommends are included in any induction programmes for newly qualified teachers.

As a governing body, please discuss and complete the column identified with the heading GB by ticking or crossing where appropriate to verify that your school has the capacity to provide these elements and that they are in place in school. The copy of the Checklist completed by the governing body and signed by the chair of governors should remain in school.

Your school advisor (or a representative of the Appropriate Body if your school does not purchase the School Service Guarantee) will complete a further copy of the Partnership Agreement Checklist with your headteacher and lodge this with the NQT Steering Group.

For further advice related to NQT Induction, please contact Kate Armstrong via [nqts@lancashire.gov.uk](mailto:nqts@lancashire.gov.uk) or 01257 516100.

## NEWLY QUALIFIED TEACHER INDUCTION PARTNERSHIP AGREEMENT CHECKLIST 2019 - 2020



In registering your NQT with Lancashire County Council, your School is deemed to be agreeing to provide the following statutory entitlements and recommended elements of an Induction programme. Equally, Lancashire County Council will provide the following statutory provision and none statutory elements of an Induction programme.

**School Name:**

**Name(s) of NQTs:**

**Named Induction Tutor:**

**Induction Tutor Email:**

Key S = Statutory, R = Recommended, NS = None Statutory, GB = Governing Body, ADV = School Adviser

School Responsibilities	S	R	GB	ADV
The school has a headteacher	X			
There is a named Induction Tutor recently trained by the Local Authority in the Teachers' Standards and new Guidance from September 2012		X		
The Induction Tutor holds QTS Status	X			
The Induction Tutor has sufficient time and experience to perform their role effectively	X			
The Induction Tutor has a copy of the 2012 Teachers' Standards	X			
The NQT has a teaching timetable of no more than 81% of the teaching timetable of other mainscale teachers	X			
The NQT teaches the National Curriculum		X		
In Primary Schools, the NQT is teaching both English and Maths	X			
The NQT is teaching within the age range and subjects for which s/he trained		X		
The Key Stage, Department or Faculty that the NQT works within has appropriate expertise to support the development of the NQT or can make external provision to facilitate this	X			
Where an NQT is teaching solely A Level qualifications or in an FE or Sixth Form College setting, no more than 10% of their teaching is devoted to classes predominantly consisting of pupils aged 19 and over and they will	X			

spend a minimum of ten days (preferably with up to a further fifteen days) teaching children of compulsory school age in a school setting during their induction?				
Where an NQT is teaching in a maintained, non-maintained or independent nursery school or maintained children's centre there is a Headteacher who can make the recommendation against the Standards and the NQT is teaching classes of pupils predominantly aged three and over	X			
The NQT has a job description that does not make unreasonable demands upon them	X			
The workload of the NQT has regard to their health and welfare	X			
The NQT teaches the same class(es) on a regular basis	X			
The behaviour of the pupils does not make unreasonable demands upon the NQT for the context of the setting	X			
The governing body has been informed about the arrangements for NQT induction including assessment arrangements and has agreed that the School has capacity to host Induction	X			
A personalised programme of monitoring and support has been created for the NQT taking into account their needs following the completion of their Initial Teacher Training Programme	X			
The NQT has been given appropriate information on school policies including Safeguarding, Online Safety, Behaviour, Learning & Teaching, Assessment and Curriculum		X		
The headteacher and Induction Tutor are clear about their responsibilities and the processes to follow when responding to an NQT who is not meeting the Teachers' Standards	X			
The school submits assessment forms that make a judgement relating to the NQTs performance against the Standards in a timely manner and forwards forms to the Local Authority	X			
The school alerts the Local Authority in cases where NQTs may be at risk of not completing an induction period satisfactorily or where an NQTs absence totals thirty days or more	X			
The school retains all NQT paperwork for a period of six years	X			
The NQT is registered with the Teacher Regulation Agency as holding QTS Status and the headteacher has checked that the NQT does hold QTS Status via Employer Access.	X			
The NQT has been appointed using the Safer Recruitment Guidance and registered on the school's Single Central Record	X			
A Pre Employment Health Check has been completed with an OHU Provider ** For schools who purchase the LCC Health & Safety SLA, in the Recruitment section of the School's Portal is a How To Guide called 'Appoint to a Job'. In Step 3 of this Guide, there is a bullet point that states the following: Verification of the candidate's medical fitness via Pre-Employment Health Declaration form . This then directs the School to the guidance on Occupational Health referrals so that they can request a Pre-employment Health Check for all new staff (Support Staff and Teachers new to a School in addition to NQTs) **	X			
The NQT has been registered with the Local Authority via NQT Manager	X			

<b>Does the School based Induction Programme include the following?</b>	<b>S</b>	<b>R</b>	<b>GB</b>	<b>ADV</b>
<p>Observation of the NQT teaching and timely feedback that is reflected within the Lancashire Assessment Framework.</p> <p>Observations against the Standards should take place at least once every six weeks, with a first lesson observation within four weeks of commencing employment in school. For NQTs who are working on a part time basis, lesson observations should take place on a pro-rata basis (ie a 0.5 contract means a lesson observation every term)?</p>	X			
In Secondary age range schools where a Subject Mentor has been assigned as well as an Induction Tutor, is the Induction Tutor drawing together departmental support and subject issues with general induction support and whole school issues?		X		
<p>Regular, documented meetings between the Induction Tutor and the NQT to discuss progress against the Standards?</p> <p>You may find it useful at the start of an Induction Year to hold meetings on a weekly basis to ensure the NQT is settling well into school. Weekly, documented meetings should also be held where an NQT is struggling to meet the Standards.</p>	X			
Documented half termly reviews of progress between the NQT and their Induction Tutor (or pro-rata for part-time NQTs as above) to discuss progress and set objectives at which the Lancashire Assessment Framework is updated and the NQT has the opportunity to share any evidence they feel they have of meeting the Standards?	X			
Opportunities for the NQT to observe other experienced and effective teachers with a focus for the observation either in their own school or in a differing school where effective practice has been identified?	X			
Documented assessment meetings at the close of each assessment period (or pro-rata for part-time NQTs as above) between the NQT and their Induction Tutor at which the NQT has opportunity to share any evidence they have of meeting the Standards, the Lancashire Assessment Framework is updated and an Assessment Form completed which the NQT has had opportunity to add their own comments to?	X			
<p>Professional development opportunities which might include:</p> <ul style="list-style-type: none"> <li>• team teaching with the NQT,</li> <li>• joint planning within your Key Stage, Department or Faculty,</li> <li>• attendance at courses and conferences,</li> <li>• observing a colleague teaching the NQTs class,</li> <li>• visits to other schools with a specific focus,</li> <li>• modelling a focus area such as planning, behaviour management strategies, report writing,</li> <li>• meetings with other specialist staff in order to develop strategies for teaching such as the SENCo, AGT Co-ordinator, the use of IT in the classroom, Pastoral Managers, Key Stage Leaders etc etc</li> <li>• personal research, reflection and enquiry,</li> <li>• shadowing colleagues at meetings.</li> </ul>	X			
Is the Lancashire NQT Assessment Form and Framework in use and are copies retained in school for six years?	X			

<b>Lancashire County Council Responsibilities</b>	<b>S</b>	<b>NS</b>
Referring NQTs to the Teacher Regulation Agency as having commenced, ceased working towards or having successfully completed an Induction period or Year.	X	
Ensure that NQTs receive a high quality induction experience that meets the statutory entitlements for NQT Induction	X	
Ensure schools are capable of meeting their responsibilities for the monitoring, support and assessment of NQTs	X	
Where an NQT may be experiencing difficulties, action is taken to address areas of performance that require further development and support	X	
Where an institution is not fulfilling its responsibilities, contact is made with the institution to raise its concerns;	X	
Ensure that Induction Tutors are trained and supported, including being given sufficient time to carry out the role effectively;	X	
Making the final decision relating to whether an NQTs performance against the relevant Standards is satisfactory	X	
Awarding extensions and reductions to an NQTs Induction Year	X	
Provision of a Pre Induction Year Conference		X
Provision of an Induction Year Conference		X
Provision of professional development sessions relating to teaching pupils with SEND, wellbeing and resilience for NQTs, teaching a mixed primary age class in English and Maths and twilight cluster sessions for NQTs.		X
Provision of Induction Tutor training		X
Provision of a drop in session for Induction Tutors		X
Provision of six, bespoke 1-1 sessions with a Teaching & Learning Consultant/SLE where an NQT is struggling to meet the Standards		X
Provision of sessions relating to teaching a Unit of English and teaching a Unit of Maths for primary phase NQTs and differentiation for Secondary NQTs who are struggling to meet the Standards		X
Provision of a lesson observation and training sessions for NQTs struggling to meet Standards around behaviour and classroom management		X

**Please insert the Adviser, Chair of Governors and Headteachers name and initials below to verify the completion of this document. A copy of the document should be retained in school and the School Adviser should also return the document electronically to [nqts@lancashire.gov.uk](mailto:nqts@lancashire.gov.uk)**

<b>Headteacher</b>	<b>Chair of Governors</b>	<b>School Adviser</b>

## Lancashire Personnel Policies

Policy	Review Date	Amendments
Alcohol/Drug abuse, statement for employees	December 2019	No amendments
Capability Policy (Teachers) - Centrally Managed Services	September 2019	Minor amends to terminology
Capability Policy (Teachers)	September 2019	Minor amends to terminology
Paternity leave Policy & Form	November 2019	No amendments
Paternity leave Policy & Form	November 2019	No amendments
Recruitment and Selection	September 2019	Slight amend to eq op policy statement, GOQs (religion) - disc with Diocese, update SWP 2019, panels containing 2+ members, amended notes for applicants, social media/internet checks, amends re Bichard 'record.'
School Staff Code of Conduct	September 2019	Updated versions of KCSIE and GFSWP referred to
Smoke-free Policy	September 2019	No amendments

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## Determination of Admission Arrangements 2021/22

(Voluntary Aided, Foundation, Free schools and Academies Only)

In order to comply with the School Admissions Code, governing bodies and trusts of all own admission authority schools must have determined their admission arrangements for 2021/22 on or before 28 February 2020, with a copy to their Diocesan Officer where applicable.

Unfortunately, any last minute changes to the admission criteria *cannot* be made now; they should have been fully consulted upon over the autumn term 2019. [The next consultation window will open on 1 October 2020, looking at 2022/23 arrangements].

**The governing body/trust is asked** to forward the determined admission arrangements to us by 15 March 2020 via the **newly updated** email address:

[determined@lancashire.gov.uk](mailto:determined@lancashire.gov.uk)

and also to place the document on the school's webpage, clearly marked, allowing the policy to be easily seen. Where applicable, policies should be sent to neighbouring local authorities and out of county schools.

By law, governors must 'determine' admission arrangements for 2021/22 (*whether changes have been made, or not*).

If you intend to change any arrangements for 2022/23, please do not hesitate to call me, because it is always helpful to talk a plan through.

**Contact for further information:** Nan Hogg, County Pupil Access Team Tel: 01772 531676.

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## **Government Announces Plans for Universal School Inspections**

Ofsted will visit all schools judged to be outstanding within the next five academic years under Government proposals, bringing an end to the era of some schools going over a decade without inspection

The change will mean schools rated as outstanding by Ofsted will no longer be exempt from routine inspection, as is currently the case, and underlines the government's position that school inspection serves a vital purpose in improving standards and behaviour.

Under the proposals in the consultation launched on 10 January, all outstanding schools and colleges will be brought back into a regular inspection cycle – with Ofsted visiting every four to five years. This will affect around 3,700 schools and colleges rated outstanding when the exemption is lifted in September.

Ending the exemption, which was introduced in 2012, will mean all parents have up to date information about every school and can be confident that their children's schools are continuing to deliver the best education. It will also help to maintain the rising standards that have enabled schools to help pupils get to grips with the new, more demanding curriculum at both primary and secondary level.

The proposals in the consultation, which will be subject to parliamentary approval, will prioritise those schools that have gone the longest without inspection. Ofsted is preparing so that it is ready to inspect from September 2020.

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## **Primary School Performance Details 2019**

The Department for Education has published the Primary School Performance Details for 2019.

The tables show results from:

- the key stage 2 tests in:
  - reading
  - grammar, punctuation and spelling
  - mathematics

- key stage 2 teacher assessments in:
  - writing
  - science
  
- key stage 1 to 2 pupil progress measures in:
  - reading
  - writing
  - mathematics

Schools also have their results presented as a three-year average.

Additional school-level data includes:

- information on the expenditure of each local authority maintained school open for the full 2018 to 2019 financial year;
- the numbers of teachers, teaching assistants and other school staff;
- the pupil to teacher ratio;
- the average salary of full-time teachers;
- pupil characteristics;
- pupil absences;
- Ofsted ratings

The tables are available at the following link:

<https://www.compare-school-performance.service.gov.uk>

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## Forums for Chairs and Vice Chairs

Please note that all forums are from 7.00 pm until 9.00 pm

### Spring Term 2020

District	Date	Venue
South Ribble	Monday 2 March	Cop Lane Church of England Primary School, Cop Lane, Penwortham, Preston, PR1 9AE
Fylde	Tuesday 3 March	Freckleton Church of England Primary School, School Lane, Freckleton, Preston, PR4 1PJ
Preston	Wednesday 11 March	Eldon Primary School, Eldon Street, Preston, PR1 7YE
Pendle	Thursday 12 March	Nelson St Paul's Church of England Primary School, Hibson Road, Nelson, BB9 0DZ

## Summer Term 2020

District	Date	Venue
Lancaster	Monday 8 June	St Bernadette's Catholic Primary School, Bowerham Road, Lancaster, LA1 4HT
Chorley	Tuesday 9 June	Mawdesley St Peter's Church of England Primary School, Hurst Green, Mawdesley, L40 2QT
Hyndburn	Wednesday 17 June	Great Harwood Primary School, Rushton Street, Great Harwood, Blackburn, BB6 7JQ
Preston	Thursday 18 June	Frenchwood Community Primary School, Frenchwood Knoll, Preston, PR1 4LE

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## Civic Reception for Chairs of Governors

### (All Lancashire Schools and Academies)

The chairman of Lancashire County Council, County Councillor Paul Rigby, will shortly be sending an invitation to all chairs of governors of Lancashire schools and academies to attend one of three civic receptions to acknowledge the work that school governors do in Lancashire and to update governors on a range of issues.

These invitations will be posted on the Schools' Portal on a staggered basis but you are initially requested to note the date and venue of the reception appropriate to the location of your school.

### Area East

#### (Districts 11, 12, 13 and 14 – Hyndburn, Burnley, Pendle and Rossendale)

Tuesday 17 March 2020 at Burnley Football Club, in the James Hargreaves Suite

### Area South/Central

#### (Districts 6, 7, 8 and 9 – Preston, South Ribble, West Lancashire and Chorley)

Wednesday 29 April 2020 at County Hall, Preston, in The Exchange Conference Suite

### Area North

#### (Districts 1, 2 and 4 – Lancaster, Wyre and Fylde)

Tuesday 5 May 2020 at Morecambe Football Club, in the Globe Arena

**Please note:** Due to accommodation restrictions this will be a single invitation for the governing body and is limited to **either** the chair **or** vice chair.

Email: [joanne.friend@lancashire.gov.uk](mailto:joanne.friend@lancashire.gov.uk) Tel: 01772 533360

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## **Lancashire Association of School Governing Bodies (LASGB) – run for governors by governors**

Please find a summary of forthcoming events:

### **Special Schools Workshop**

**Date:** Wednesday 18 March 2020  
**Time:** 7.00 pm until 9.00 pm (Buffet served from 6.30 pm)  
**Venue:** Macdonald Tickled Trout Hotel, Preston PR5 0UJ  
**Focus:** Update on Special Schools Issues  
**Speakers:** Will Gale and Paul Duckworth

All governors of Special Schools who are members of the LASGB are invited to attend. If you are interested then please e-mail [admin@lasgb.org.uk](mailto:admin@lasgb.org.uk)

### **Spring Term Workshop**

**Date:** Thursday 2 April 2020  
**Time:** 7.00pm until 9-00pm (Buffet served from 6.30 pm)  
**Venue:** Macdonald Tickled Trout Hotel, Preston PR5 0UJ  
**Focus:** To be confirmed

Save the date, we are hoping to have speakers from schools who have been inspected under the new Ofsted Framework, to give us first-hand knowledge of their experiences.

To book a place go to [www.lasgb.org.uk](http://www.lasgb.org.uk) click on training find the workshop and click on "BOOK TRAINING"

### **Special Recognition Awards**

Any member governing body can nominate any member of their governing body, for the Special Recognition Award. These awards are presented at our Annual Conference each year. All we need is a short e-mail from the chair or headteacher, with the name of the school, the governor you wish to nominate and the reasons why you think they are worthy of an award. The closing date has been extended to 31 May 2020. Nominations to [johnmdavey@btinternet.com](mailto:johnmdavey@btinternet.com)

Finally we represent nearly 500 schools in Lancashire, check if your school is a member. If you are a member, please make sure we have your e-mail address, to receive our regular newsletter. We have recently emailed all member headteachers, requesting an email address that we can send information and newsletters to. So far we have had a very poor response, please let us have at least one email address that we can use.

If you are not a member, then why don't you join? The cost is £30 a year, and all your governors can attend all our events free of charge, including our Annual Conference and our termly workshops.

For further information please contact: John M Davey JP, Chair of the LASGB  
e-mail: [johnmdavey@btinternet.com](mailto:johnmdavey@btinternet.com)



## Contact details for Area North Governor Services Team

### Schools in Lancaster, Fylde, Wyre and Preston

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Email general enquiries to:

[governors.north@lancashire.gov.uk](mailto:governors.north@lancashire.gov.uk)

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