



COUNTY CONSULTATIVE COMMITTEE **(COUNTY FORUM)**

WEDNESDAY, 2 MAY 2018

6.30 pm COMMITTEE ROOM - COUNTY HALL, LEWES

MEMBERSHIP - Councillor Bob Standley (Chair)
Councillors Colin Belsey, Roy Galley, Alan Shuttleworth and Trevor Webb

ALSO INVITED - Fiona Wright, James Roberts, Denise Kong, Jane McCarthy-Penman, Ian Pickard, Monica Whitehead, Geoffry Lucas, Matthew Jones, Stuart Ford, Richard Sage, Karen Marr, Monica Pell, Jane Branson, Tina Nay, Sue Berry, Andy Crab, David Ashton, Jenny Barnard-Langston, Duncan Irvine, Clare Cornford,

A G E N D A

- 1 Minutes of the previous meeting (*Pages 3 - 6*)
- 2 Apologies for absence
- 3 Disclosure of Interests
Disclosure by all Members present of personal interests in matters on the agenda, the nature of any interest and whether the Members regard the interest as prejudicial under the terms of the Code of Conduct.
- 4 Urgent items
Notification of any items which the Chair considers urgent and proposes to take at the appropriate part of the agenda. Any members who wish to raise urgent items are asked, wherever possible, to notify the Chair before the start of the meeting. In so doing, they must state the special circumstances which they consider justify the matter being considered urgent.
- 5 Academies Update (standing item)
- 6 Governor Workload - Creating the Time (*Pages 7 - 16*)
- 7 Local Authority Governor Update Report for Councillors (*Pages 17 - 20*)
- 8 Governor Local Area Forums (*Pages 21 - 32*)
- 9 Any other items previously notified under agenda item 4

PHILIP BAKER
Assistant Chief Executive
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24 April 2018

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COUNTY FORUM Draft Minutes: Spring Term 2018

SUMMARY REPORT

Meeting: **County Forum Meeting** comprising of the County Consultative Committee and East Sussex Governors' Forum (ESGF)

Date: 1st February 2018

Venue: St Mary's House, Eastbourne

Present: Cllr Sylvia Tidy, Cllr Field, Cllr Galley, Jessica Stubbings, James Roberts, Denise Kong, Karen Marr, Matthew Jones, Richard Sage, Catherine Dooley.

Apologies: Cllr Standley, Cllr Shuttleworth, Fiona Wright, Stuart Ford, Geoff Lucas, Jane McCarthy-Penman, Ray Donelan, Monica Whitehead, Danielle Cassell

Item	Decisions and Outcomes	Action
1.	Minutes of previous County Forum Meeting – 19th October 2017 The minutes were noted as a true record.	
2.	Apologies for Absence Apologies were received and noted as above. Cllr Tidy stood as chair in place of Cllr Standley. Cllr Field was in attendance in place of Cllr Shuttleworth.	
3.	Declaration of Interest Disclosures by all members present of personal interests in matters on the agenda, the nature of any interest and whether the member regards the interest as prejudicial under the terms of the Code of Conduct. No interests were declared.	
4.	Urgent Items No urgent items were raised	
5.	Academies Update – Jessica Stubbings in place of Fiona Wright There has only been one conversion since the last meeting. Ocklynge Junior School was required to convert to a sponsored academy under the South Downs Learning Trust by the Regional Schools Commissioner. Hazel Court will be converting in April.,this is a voluntary decision to convert.	
6.	Safeguarding – Catherine Dooley This presentation will be an opportunity to present to governors the detailed feedback of the 175 audits and toolkits completed by schools. 93% of schools have completed and returned this in East Sussex. This helps provide a full and comprehensive dataset about safeguarding in schools. It is important to remind governors that this is a self evaluation by schools. Governors need to be aware of their role and have sight of the key findings from the audit from their school. It is important that governors discuss the audit and the findings at a full governing board meeting and provide robust challenge to the school and that this challenge is minuted in the minutes of Governing Board meetings. The presentation will give an overview of the key areas. It is interesting to note that schools are reporting strengths in areas where the Local Authority's own safeguarding audits have reported weaknesses – this includes the Single Central Record (SCR) and recruitment.	

	<p>The Single Central Record (SCR) and recruitment are the one aspect where schools are often not compliant. Schools can be put straight into special measures if the SCR is not right. The other area in which schools judged themselves high is reporting and responding to concerns in terms of the schools' record keeping and reporting. This is an area for further training and development for school staff and governors.</p> <p>Complaints are another area that comes up as an issue. . This could be concerns raised by the school or concerns raised by other services. There were 115 concerns raised to the local authority last year about how schools tackle various aspects. Some are multiple concerns about the same school, but most are individual. Some come through Ofsted when the Local Authority is made aware that complaints have been made. Any concerns that come through Ofsted about safeguarding are automatically directed to the Local Authority. There have been some serious complaints made. The Local Authority has a duty to undertake a safeguarding view if it concerns safeguarding. There is no longer a delay with safeguarding complaints coming through from Ofsted.</p> <p>The presentation will look at how to deal with complaints of this nature. Schools can't stop complaints coming in however, the Senior Leadership Team and Governing Board can be pro-active in managing this, such as building a good relationship with parents. It is important to have a robust and up to date complaints policy in place. This should be visible to parents. Parents should be encouraged to use the complaints process if they are unhappy. Often the headteacher will know who has made the complaint – the smaller the school, the more likely this is. The child often has SEN or is a low achiever. Sometimes the child is removed from the school before a complaint is made to it is also important for governors to ask about the reasons for pupils leaving the school..</p> <p>The discussion will look at why there is a difference of opinion on the SCR. Governors can't monitor what they don't know.</p> <p>It was agreed that safeguarding will be taken to the Local Area Forums. It is important to ensure governors have enough time to discuss the issues and raise any questions they may have. The session should emphasise an embedded a culture of safeguarding.</p>	
7.	<p>Teaching schools</p> <p>Members of the forum received a briefing on Teaching Schools in East Sussex. Teaching Schools are the future of school to school support. The presentation will need to provide an overview of what a Teaching School is and what the benefits are to being involved with a Teaching School. It is proposed to invite the appropriate Teaching School to the relevant Local Area Forum in order to provide more detail.</p> <p>Teaching schools are monitored by the Regional Schools Commissioner. They are required to provide a return on funding and impact. Information on Teaching Schools is already shared with headteachers; governors need to be aware of what they can access from local teaching schools.</p> <p>It is proposed that the Teaching Schools that are invited will showcase the activity of their teaching school.</p> <p>The ESGF advised that they would like the presentation to have the following format: Slide 1 – What are teaching schools within the current educational landscape Slide 2 – Teaching Schools in East Sussex, outline of who/where they are. Following slides – Information from the invited teaching school to provide an overview of their work and offer</p>	

	<p>Final Slide – Considerations for governors – including key questions that governors need to ask.</p> <p>For the Eastbourne area, it was agreed to invite Cuckmere House and also the school currently applying to be a Teaching School.</p> <p>Cllr Galley stated that the Scrutiny Committee are going to have a review on how schools are managing in the current educational landscape and would be interested in the views of governors. JS is involved in this review.</p>	JS
8.	<p>Local Authority Governor Update for Councillors</p> <p>The Local Authority Governor Panel was disbanded in October 2017 and the approval process delegated to the Director of Children’s Services. It was agreed that an update on local authority governor approvals would be given to Councillors at the County Consultative Committee.</p> <p>Councillors received a list of the nominations that have been made and also a breakdown of the current number of governor vacancies across East Sussex. Councillors were made aware of the Governor Recruitment Campaign to encourage people to become governors.</p> <p>If there is an area where governors are needed, Councillors may be aware of people who would be interested although they are aware of the need to recruit governors on a skills basis.</p> <p>Cllr Field raised an issue about examining a governors’ training record and also about governors who had not been allocated a school. Governor Services confirmed that training records are still examined as part of the application process and that Councillors are also still contacted for their opinion of applicants from their local area. The number of Local Authority governors has reduced to 1 per maintained school due to constitution regulation changes, which came into effect in 2015. This has reduced the number of application to become or re-apply as a Local Authority Governor.</p> <p>In terms of the vacancy data, clerks maintain the database with information about their governing body. The Governor and Clerking Service make every effort to ensure that the data is correct but do rely on clerks to input the information so it may not always be completely accurate.</p>	
9.	<p>Governor Local Area Forums</p> <ul style="list-style-type: none"> i) County Forum Members received the Autumn Term Local Area Forum 2017 Summary Report. ii) County Forum Members were happy with the topics discussed at the Autumn Local Area Forums. <p>Agreed items for the Spring rounds of Local Area Forums</p> <ul style="list-style-type: none"> • Safeguarding • Teaching Schools <p>Hot Topic Question: “Do you engage with your EIP? Are you aware of the work that the EIP do?”</p>	
10.	Any other Business	
11.	<p>Dates of Future Meetings</p> <p>2nd May 2018 at County Hall, Lewes at 18.30.</p>	

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Report to: County Consultative Committee

Date of meeting: 2 May 2018

By: Jenny Barnard-Langston and James Roberts

Title: Governor Workload – creating the time

Purpose: For members of the Committee to receive a briefing. To decide whether this subject should be taken forward to the next round of Local Area Forums and what in what format it will be delivered. .

RECOMMENDATIONS

To decide whether this subject should be taken forward to the next round of Local Area Forums.

1 Background

- To look at the briefing for Governor Workload – creating the time

2 Supporting information

- 2.1 Appendix 1 – Governor Workload – creating the time briefing
Appendix 2 – Local Support Governor – programme outline
Appendix 3 – Inspiring Governors Future Chairs Programme.

Details about the NLG Programme can be found [here](#).

Details about the work of Inspiring Governance can be found [here](#).

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Conclusion and reasons for recommendations

- 3.1 **To decide whether this subject should be taken forward to the next round of Local Area Forums and what in what format it will be delivered.**

Stuart Gallimore
Director of Children's Services

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BACKGROUND DOCUMENTS

None

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Governor Area Forum – Summer topic

Title: Governor's workload - creating the time.

The Local Authority approach is that Governing Boards should:

- Review how they operate as a team and distribute tasks to ensure all governors are engaged and contributing to the GB workload – for example working groups/link governor with specific leads etc
- Consider succession planning and growing leaders from within - making use role description for chair and vice chair

The session will be led by:

1. Local National Leader of Governance (NLG)
2. Representative of Inspiring Governance

The session will cover the following aspects:

1. The requirement for GBs to complete skills audits and individual governor training plans
2. The benefits of a task based approach to workload management
3. Recruiting volunteers with the right skills – GBs maximising use of Inspiring Governance website/ ESCC recruitment posters and postcards / linking with ESCC recruitment campaign
4. Governor led support, share best practice, promoting local networking – governors with particular leads working together to find solutions and share best practice/ develop local multi-school working groups to share the load and solve issues together
5. Local Support Governor Programme (LSG) (launching Term 6 – programme outline attached) – providing local support and help broker governor led support
6. NLG programme – how to access the programme and maximise use of the support available
7. Succession planning – touch on how the above approach will aid succession planning. Future Chairs Programme (NGA/Inspiring Governance joint national programme)

Aim of the session

Short term:

- To encourage GBs to implement a skills and task based approach to workload planning;
- To implement individual governor training, development and recruitment based on the outcomes of the skills audit.

Long term:

- To generate governor led support that encourages local networking, sharing best practice and provide local support;
- To encourage more governors, through increased experience and self-confidence, to apply to become LSG, NLGs and apply to the Chair of Governors Development Programme /Future Chairs Programme.

Questions for the tables

How does your GB and Training Link Governor utilise the results of skills audits to inform:

1. governor recruitment activity?
2. individual governor training and development activity?

How is your GB making use of recruitment materials locally and accessing national websites?

How does your GB make use of a task based approach to planning workload?

How could you make use of LSG or NLG support?

How could your GB benefit from local governor networking opportunities with link governors or local working groups? What subject areas would be most beneficial?
How does your GB make use of Chair of Governor and Vice CoG role descriptions to manage work load?

Children's Services Standards and Learning Effectiveness Service Governor and Clerking Service



Local Support Governor Programme

Background

The East Sussex Excellence for All strategy sets out our vision that East Sussex should be one of the best places in England to go to school and all children and young people will have the chance to prosper and achieve, regardless of their educational or physical needs, their family background, the school they attend or the neighbourhood where they live.

We value the important contribution that governors make to help us achieve this vision. Our schools could not exist without the dedication, time and effort of every single volunteer governor. At any one time East Sussex has approximately 1800 governors across the county working to support their schools, offering their time, knowledge and experience.

East Sussex schools have a track record of working in partnership for the benefit of all children and young people in their area, including through the development of Education Improvement Partnerships and Teaching School Alliances. As we move towards a sustainable model of system led improvement we believe that we need to further develop local leaders with the expertise and vision required to work successfully across a number of schools.

We recognise there is a wealth of experience within the existing governor community and governor to governor support is already taking place across the county, through the development of governor networks, governors taking on a governor role in another school, the support provided by National Leaders of Governance (NLGs) and through more ad hoc and local arrangements. To further build capacity and to provide a coordinated approach to sharing individual governor skills, knowledge and experience we are now launching a Local Support Governor programme.

Local Support Governor Role

Local Support Governors will be experienced and skilled governors who are recognised as such by the East Sussex Governor and Clerking Service and who are willing to support other governing boards in East Sussex. The range of support that Local Support Governors may be asked to provide would include:

- To support another governing board or the local authority by sitting on a panel, including: complaints panel, disciplinary panels, pay panels
- To help facilitate governor networking in order to promote the sharing of experience, best practice and expertise
- To be appointed or seconded as an additional governor and/or to act as a chair or vice-chair
- To share their expertise on specific issues through providing case studies and/or advice to individual governors

Additional training will be offered to Local Support Governors two times a year on a specific topic that will further develop governance skills and provide any knowledge update as identified by Local Support Governors.

The Local Support Governor programme will complement the work of National Leaders of Governance (NLGs), and may provide a pathway for individual governors to progress to apply to become a NLG. NLGs are nationally selected and provide a range of support to other governors including: coaching and mentoring to other governors, chairing or being a member of an Interim Executive Board, providing additional capacity to governing boards and some also undertake external reviews of governance. For more details about becoming a NLG view: <https://www.gov.uk/guidance/national-leaders-of-governance-a-guide-for-potential-applicants>

Local Support Governors will be appointed for a two year period. A list of those appointed to Local Support Governors will be available on the East Sussex Governors website. Schools wishing to use the expertise of a Local Support Governor will do so through the East Sussex Governor and Clerking Service. Expenses will be claimable for any expenses incurred as part of the role.

How to Apply

Governors interested in applying should complete the application form and submit it to [insert email address]. Applications will be assessed three times a year: 1 May, 1 October and 1 February. Applications will be assessed by a panel.

Person specification for a Local Support Governor

Those applying to be a Local Support Governance should set out in their application form how they meet the following requirements for experience and skills, knowledge and understanding.

Experience

- Has experience as a governor in the last three years
- Able to demonstrate a strong track record in governance to include any of the following:
 - has a minimum of two years experience as a chair or vice chair of governors or chair of a governing board committee
 - has held a link governor role
 - was in a school graded good or better by Ofsted for overall effectiveness in leadership and management whilst in any of the above leadership posts
 - a good history of attendance at governor training and networking events
 - Any relevant qualifications/accreditation such as Chair of Governors development course
 - has experience of sitting on, or chairing a complaints panel, disciplinary panels, pay panels
 - specific experience on any governance issue such as: moving to a federation or academy, recruitment of a Headteacher, data, pupil premium, etc.

Skill, knowledge and understanding

- Well developed and comprehensive understanding of governance in the current school landscape
- Passionate about governance and school improvement
- A commitment to quality and raising standards for all pupils
- Ability to work positively with others and debate, whilst being constructive
- Good communication and interpersonal skills, and the ability to identify with a range of audiences
- Dynamic and motivational integrity to act without self interest
- A willingness to further develop skills, knowledge and understanding.

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Future Chairs Recruitment Service



The Future Chairs Recruitment Service helps boards with the vital task of recruiting a high calibre individual who has the potential to become a chair, vice-chair or committee chair within a year of joining a school governing board. The service identifies and recruits skilled and experienced individuals from within and beyond the education sector who are interested in this opportunity.

Succession planning

While all boards should have succession plans in place and develop future leaders by identifying and nurturing talent, boards should not hesitate to recruit externally to fill a gap in their succession plan where they do not already have a suitable skilled individual on the board.

This approach can apply to the roles of vice-chair and committee chairs as well as chair of governors. This might be particularly appropriate where the school is engaged in a period of transformation, such as expanding, forming a federation or joining a MAT.

Benefits of using the service

- Access a pool of skilled and experienced individuals, including:
 - * Board level and chairing experience
 - * Strategic leadership
 - * Performance management of senior leaders
 - * Strategic plan design, development and implementation
 - * Corporate governance and accountability
- Be supported through the recruitment process.
- Access training and development opportunities
- Improve the outcomes for children at your school.

Who are we looking for?

Inspiring Governance is keen to work with schools, governing boards and MATs that are interested in recruiting a governor or trustee with the right blend of skills, experience and attributes to become a vice-chair, chair of a committee or chair of governors as part of their succession plan.

Find a Future Chair

1	It all starts with a simple registration form at www.inspiringgovernance.org , in which you tell us about your school, the type of governor and skills you are looking to recruit, and that you have future vacancies in chairing roles.
2	Once you register you'll be able to search a pool of volunteers in your local area who are interested in becoming governors or trustees. The Inspiring Governance team will also proactively search for suitable candidates for you to consider for your chair vacancy. We will put candidates in touch with you and support your appointment process.
3	<p>If you and the volunteer decide to go ahead, you'll want to go through your normal interview process to check that</p> <ul style="list-style-type: none"> • they're clear about the roles and responsibilities • their skills and experience match with what the board is looking for • you feel they are a good fit for the school and board <p>You can arrange everything, including the time and place, through the Inspiring Governance online platform. Please note you will still need to carry out an enhanced DBS check; this is not done through the service.</p>
4	If the candidate is suitable for the role, you'll offer a place on the governing board, and appoint them as part of a succession plan to take the chairing role in the future. Of course, not every volunteer is the right one, so we will continue to support you until you find a match.
5	<p>If you recruit, that's great! New governors and trustees will be able to access a range of support from the NGA, and for future chairs this will include:</p> <ul style="list-style-type: none"> • a dedicated telephone and email support line to walk them through their first year • a complimentary copy of NGA's Welcome to Governance induction guide • access to NGA's online guidance centre containing a wealth of governance resources • access to free e-learning induction modules with NGA Learning Link • membership of the Young Governors' Network for volunteers under the age of 40 • a complimentary copy of NGA's Chairs Handbook • access to an experienced chair to act as a mentor • the opportunity to join a NGA Leading Governance course

Interested in finding out more?

Get in touch:

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 Chairs Development Manager
 National Governance Association
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 Inspiring Governance Manager
 Education and Employers
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Report to: County Consultative Committee

Date of meeting: 2 May 2018

By: Jessica Stubbings

Title: Local Authority Governor Update for Councillors

Purpose: To update Councillors on the nomination for appointment of Local Authority Governors

RECOMMENDATIONS

The Committee is recommended to note the report

1 Background

1.1 It was agreed by Full Council on 17 October that:

- the Governor's Panel would be 'discontinued'; and instead
- the power to nominate Local Authority Governors be delegated to the Director of Children's Services

The report to Council also stated that the Lead Member for Education and Inclusion, Special Educational Needs and Disability would be provided with regular summary reports concerning vacancies, applications approved for nomination and the take up of training by Local Authority Governors. It was agreed that Scrutiny committee Members would be given access to these reports and that they would have the ability to scrutinise issues if they so wanted.

1.2 So as to meet these requirements it was agreed that a report is provided to the County Consultative Committee (County Forum) each time it meets providing the required information.

2 Supporting information

2.1 Since the 1st February 2018 the following Local Authority Governors were nominated for appointment, all were current local authority governors and all were approved for reappointment for a further 4 year term of office.

Mark Beaver	Grovelands Primary School	New appointment
Penny Anderson	St Thomas Primary School, Winchelsea	New Appointment
Angela Reid	Sacred Heart Catholic Primary School, Hastings	Reappointment
Garry Saunders	Groombridge St Thomas Primary School	Reappointment
Anne Franklin	Ringmer Primary School	Reappointment
Debbie Aggett	Motcombe Community School	Reappointment
Andrea Harwood	St Peter and St Paul Primary School	Reappointment
Christopher Bonner	Meridian Priamry School	New Appointment
Tracie White	St Michael's Withyham	New Appointment
Janet Kipping	Rotherfield Primary School	Reappointment
Robyn Martin	To be allocated	New appointment

2.2 Of the 114 Authority Governor places in East Sussex maintained schools, there are currently 12 vacancies. This is a vacancy rate of 10.5%. The overall vacancy rate for all types of governors in East Sussex is 15.4%.

2.3 Further information on the governor vacancies across East Sussex, by type of governor is shown in Appendix 1.

2.4 Information on governing bodies and governors is accessed through the Governors Online database. This is a database maintained by the local authority, since January 2016 clerks to governing bodies for local authority maintained schools are now responsible for updating the information on their governors and governing bodies. The Governor and Clerking Team do regular checks of the data to highlight inaccuracies and missing data. Clerks have dedicated training through the clerk network meetings and trainings on using and updating the database. We do not hold governor information for academy schools.

2.4 The East Sussex Governor and Clerking Service supports governing boards in a number of ways to recruit governors. This includes working with Inspiring Governance <https://www.inspiringgovernance.org/> and Governors for Schools <https://www.sgoss.org.uk/> to help advertise governor vacancies and identify potential governors.

2.5 The team also supports governing boards that have a large number of vacancies, or have a need for experienced governors to strengthen their board to recruit experienced governors from existing East Sussex governors. Since September 2017 we have identified and placed 8 governors at 6 schools.

2.6 The team are running a recruitment campaign for governors in East Sussex, this will include a digital campaign on social media, local radio and publicity across East Sussex including on trains. The campaign will be two fold, aimed at employers to consider releasing their staff to be governors to help develop their skills in the workplace, and also at individuals. This campaign should have a positive impact of the number of governor vacancies in East Sussex.

Governor Training

2.6 The Governor Online database that is used for governors to sign up for training does not currently have the facility to report on governor training by governor type. We are in discussion with the company to develop a report to show this information so that it can be shared with you at future meetings. Since September 2017, we have run 43 training courses for governors with 589 attendees.

3. Conclusion and reasons for recommendations

The Committee is recommended to note the report.

Jessica Stubbings

Senior Manager, Partnerships and Governance

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BACKGROUND DOCUMENTS

None

Appendix 1**Governor Places and Vacancies in East Sussex local authority maintained schools
Monitoring Report 2017/2018**

	2017/8 February	2017/8 April
Governor Places at LA Maintained schools	1395	1395
Vacancies (not including non gov HT)	226 (16.2%)	221(15.4%)
Schools with 25%+ vacancies	1	1
Head teachers who are not governors	0	0
Head teachers who are governors	116	116
LA governor Places	114	114
LA governor vacancies	13 (10.8%)	12 (10.5%)
Parent governor Places	274	274
Parent governor vacancies	35 (12.7%)	45 (16.4%)
Staff governor Places	114	114
Staff governor vacancies	17 (14.9%)	12 (10.5%)
Co-opted governor Places	502	502
Co-opted governor vacancies	109 (21.7%)	98 (19.5%)
Foundation governor Places	269	269
Foundation governors vacancies	52 (19.3%)	52 (19.3%)
Membership changes		
New governors	183 (since 01/09/17)	204 (Since 01/09/17)

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Report to: County Consultative Committee

Date of meeting: 2 May 2018

By: Stuart Gallimore

Title: Governor Local Area Forums

Purpose: For members of the Committee to look at minutes, attendance and feedback from the last round of Local Area Forums. For Members of the Committee to decide the agenda items for the next round of Local Area Forums.

RECOMMENDATIONS

- 1) To note the minutes, attendance and feedback from the last round of meetings
 - 2) To agree on the agenda for the next round of Local Area Forums.
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1 Background

1.1 For members of the Committee to look at minutes, attendance and feedback from the last round of Local Area Forums. For Members of the Committee to decide the agenda items for the next round of Local Area Forums.

2 Supporting information

- 2.1 Appendix 1 – minutes of the last round of Local Area Forums
- 2.2 Appendix 2 – Attendance at the Spring Round of Area Forums

3. Conclusion and reasons for recommendations

- 3.1 To note any feedback from the last round of Local Area Forums.
- 3.2 To decide the agenda for the next round of Local Area Forums.

Stuart Gallimore
Director of Children's Services

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BACKGROUND DOCUMENTS

None

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Autumn Local Area Forum
GOVERNORS' Local Area Forum Spring 2018
SUMMARY REPORT

The Local Area Forums for Governors took place as follows:

Code	Date	Start Time	End Time	Venue
GAM062	07/03/18	19.00	21.00	Uckfield Civic Centre
GAM065	14/03/18	18.30	20.30	County Hall, Lewes
GAM068	22/03/18	19.00	21.00	St Mary's House, Eastbourne
GAM071	28/03/18	19.00	21.00	The Sussex Exchange, Hastings

The following officers were in attendance:

Danielle Cassell – Senior Manager, System Leadership.
 Uckfield – Claire Rivers, St Mark's Teaching School
 Lewes – Sophie Thomas, Newick Teaching School
 Eastbourne – Gareth Lucas, Cuckmere House Teaching School
 Hastings – Joanne Callendine-Evans, St Richards Teaching School.

Uckfield and Hastings - Vicky Rowe, School Safeguarding Officer
 Lewes – Catherine Dooley, Senior Manager – SLES
 Eastbourne – Dion Page-Hammond, Support and Intervention Manager - Safeguarding

The meetings were chaired as follows:

Uckfield Area: Denise Kong
 Lewes Area: Denise Kong
 Eastbourne: Denise Kong
 Hastings Area: Karen Marr

Agenda

Agenda Item	Discussion and Decisions	Action
1.	Welcome	
2.	<p>To receive the minutes of Autumn Term County Forum and ESGF Meetings and Autumn Local Area Forum <i>This item is included on the agenda each term for information only.</i></p> <p>The minutes of the Autumn Term County Forum and Local Area Forum were received and noted.</p>	
3.	<p><u>The Role of the Teaching Schools:</u> This session will look at the role of Teaching Schools in the current educational landscape and in East Sussex. Teaching Schools in each respective Local Area Forum Area have been invited to attend each session and will be talking about the work they are doing. Governors will bring back to their Governing Board this information and questions they can ask about the impact of teaching schools on their own school.</p> <p>The government is driving a vision of a school-based, self-improving school system. The role of the LA is changing; moving towards facilitating and procuring rather than delivering. School Improvement funding is moving away from the LA to schools, overseen by the Regional Schools Commissioner. Teaching school funding takes the form of annual grant funding paid directly to the school, this reduces over three years to 40k. Teaching schools are a critical part of this landscape. Teaching schools are not confined to Education Improvement Partnerships and can work outside of them.</p> <p>Teaching schools are seen as centres of excellence for teaching. Staff within teaching schools can improve their own performance. This can lead to improvements within the school and within alliances. It also makes schools attractive to teachers. Teachers find it exciting. Teaching schools also have a sense of responsibility towards other schools. There is a focus on the big 3 outcomes – Initial Teacher Training, Professional Development and School to School Support.</p> <p>The Regional Schools Commissioner (RSC) is promoting the development of teaching schools. Ideally there should be a secondary and primary teaching school in each area. Teaching Schools used to have to be Ofsted outstanding, now they can have a proven record of being good. The RSC is not looking to appoint teaching schools too near to other teaching schools.</p> <p>Teaching Schools do not gain financially from their status. A lot of the funding received goes on admin or is ring-fenced for specific purposes. . Teaching schools get a lot of information from the government first. Teaching schools can draw down funding to benefit schools across the whole of East Sussex.</p> <p>Teaching schools put on a lot of courses, particularly around middle leadership and Maths. One barrier to success for teaching schools is attendance on training – how to let schools know what is going on and promoting training sessions. Marketing is difficult.</p>	

Agenda Item	Discussion and Decisions	Action
	<p>Applications for teaching training are dropping. Historically, there was a surplus of applicants, this is now significantly less. Large bursaries are not drawing people in. It is crucial to keep teachers in training and have a clear career pathway for them. Teaching schools can recruit Specialist Leaders of Education.</p> <p>Training in teaching schools is cross phase for leadership. Teaching schools need to have a good relationship with all parties, including the LA in delivering support. NLGs are now attached to Teaching Schools. Robsack Wood Teaching School is engaged in action research.</p> <p>In some schools, support comes from existing teachers. It would be good to look outwards for solutions. This could be provided through teaching schools.</p> <p>Teaching Schools can help improve pupil outcomes through training teachers to be the best they can. Maths Mastery is the latest project with proven results being rolled out.</p> <p>Governors would like to know what is on offer from Teaching Schools. This needs to be more streamlined as schools are often bombarded with training opportunities.</p> <p>When there are examples of best practices, these need to be shared. With schools.</p>	
4.	<p>Safeguarding in Schools Update: The safeguarding session will unpick the findings of the recent Safeguarding 175 Audit. Particular detail will be paid to looking at the Single Central Record and recording incidents and record keeping. The session will also look at managing complaints and concerns raised around safeguarding. There will be a particular focus on the monitoring role of the Governing Board. There will be plenty of opportunity for governors to discuss issues and raise questions.</p> <p>Governors received the headline results from the Safeguarding 175 Audit. Only a couple of schools had not returned their audits. The audit looks across all maintained schools and is broken down into yes or no, so a school has either achieved the target or has not. There is no grey area. The results for independent have not yet been collated. They complete a 157 audit. Lots of intelligence has come from the 175 Audit and this can be used to develop the training programme. The Local Authority needs to report to the Local Safeguarding Children's Board that appropriate school based practice is in place.</p> <p>There are 7 standards within the audit. The first segment is about leadership and governance. On the chart, the purple areas are statutory areas where schools are not compliant. Green is where it is being met.</p> <p>Electronic safeguarding record keeping means there is no fragmentation of records and it is more joined up.</p> <p>Governors raised that there were some differences between the Ofsted expectations and East Sussex expectations. Governors would like clarification about this.</p> <p>The Single Central Record is a big area where non compliance is often found. Checking the SCR is often difficult because it is only as good as it is on the day. It is difficult to</p>	

Agenda Item	Discussion and Decisions	Action
	<p>scrutinise the detail. Choose one member of staff, perhaps the last person to join to do the check. The safeguarding Link Governor needs to check and sign off the SCR. East Sussex recommend that this is done 6 times per year. Any omissions need to be followed up. Be aware of GDPR and data protection in this area. Ensure overseas references have been taken up. The SCR has statutory columns, even if the set up is slightly different. In a federation this should be standardised. Companies should be able to prove they have done safer recruitment checks or use approved supplier where this is undertaken by the Local Authority. A regular contractor needs to be on the Single Central Record. During school holidays when no children are there, anyone can go in. Fencing can also be used to create a barrier.</p> <p>The Safeguarding role is hard to do. The head should not be the DSL. Safeguarding needs to be confidential, so there has to be a level of trust with the DSL and Head that things are being picked up and concerns are being recorded.</p> <p>There is a checklist for governors in terms of monitoring. The Local Authority will be going out to 25 schools to look at their records. The Safeguarding Link Governor will be invited to this.</p> <p>Governors should ask if their DSLs are attending the networking sessions? Training is also being developed for the DSL and Safeguarding Link Governor to attend the same training. Networking sessions are also being developed across the county for Safeguarding Link Governors.</p> <p>There are an increasing number of complaints being raised about safeguarding. These come from a variety of sources, but are often complaints sent to Ofsted by parents. Ofsted then tell the local Authority who have to take action. There is often a common theme to complaints, including SEN, bullying, site and safety issues, peer on peer sexual abuse, breaches of confidentiality and restraint have all been issues raised. Sometimes complaints are not related to safeguarding but have been labelled as such by the parents or Ofsted as a safeguarding issue. Some complaints are vexatious. Some are serious complaints about schools not following procedures and raise issues that need to be addressed. There can be a lot of ramifications for schools, particularly if Ofsted as they can do unannounced safeguarding inspections. MPs also get a lot of complaints from parents.</p> <p>Historically, Ofsted have taken a long time in dealing with complaints which has meant that often complaints had been resolved by the time Ofsted stepped in. This has now moved up a gear and the Local Authority are being asked to step in very quickly. Ofsted Inspectors have been known to have copies of complaints when they come into schools.</p> <p>Governors should ensure that being open and forging good relationships with parents. This can be key to avoiding escalation. Parents want to be listened to. Complaints can put an undue focus on an inspection.</p> <p>Governors need to know about safeguarding complaints. They need to be aware of the complaints policy and be able to stick to it.</p>	

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	Improved training is being laid o for governors in dealing with parental complaints and dates will be circulated to governors.																										
5.	Dates of the next meetings: <table><tr><th>Code</th><th>Date</th><th>Start Time</th><th>End Time</th><th>Venue</th></tr><tr><td>GAM063</td><td>06/06/18</td><td>19.00</td><td>21.00</td><td>Uckfield Civic Centre</td></tr><tr><td>GAM066</td><td>14/06/18</td><td>18.30</td><td>20.30</td><td>County Hall, Lewes</td></tr><tr><td>GAM069</td><td>20/06/18</td><td>19.00</td><td>21.00</td><td>St Mary’s House, Eastbourne</td></tr><tr><td>GAM072</td><td>28/06/18</td><td>19.00</td><td>21.00</td><td>The Sussex Exchange, Hastings</td></tr></table>	Code	Date	Start Time	End Time	Venue	GAM063	06/06/18	19.00	21.00	Uckfield Civic Centre	GAM066	14/06/18	18.30	20.30	County Hall, Lewes	GAM069	20/06/18	19.00	21.00	St Mary’s House, Eastbourne	GAM072	28/06/18	19.00	21.00	The Sussex Exchange, Hastings	
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6.	ESGF Forum Representatives from the Local Authority left the meeting so Governors could meet with representatives from the ESGF.																										

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SUMMARY OF ATTENDANCE AT AREA FORUMS**Area Meetings for Governors Autumn 2017 and Spring 2018 terms.**

Area	Total number of governors attending		Total number of schools represented	
	Autumn 2017	Spring 2018	Autumn 2017	Spring 2018
Eastbourne	18	24	16	21
Hastings/Bexhill	15	32	13	32
Lewes	19	14	15	13
Uckfield	30	31	19	20
TOTALS	82	101	63	86

List of schools attending Local Area Forums**Uckfield**

Ashdown Primary School - Governing Body
Cross in Hand CE Primary School - Governing Body
Forest Row CE Primary School - Governing Body
Groombridge St Thomas' CE Primary School
Harlands Primary School - Governing Body
Heathfield Community College - Governing Body
High Hurstwood CE Primary School - Governing Body
Holy Cross CE Primary School - Governing Body
Manor Primary School - Governing Body
Newick CE Primary School - Governing Body
Nutley CE Primary School - Governing Body
Rocks Park Primary School - Governing Body
Rotherfield Primary School - Governing Body
South Ashdown Schools Federation
St Mary's Catholic Primary School (Crowborough) - Governing Body
St Thomas a Becket Church of England Federation - Blackboys and Framfield
The Pioneer Federation - East Hoathly and Chiddingly
The Woodlands Federation - Broad Oak, Punnetts Town and Dallington
Uckfield Community Technology College - Governing Body
Willingdon Primary School - Governing Body

Lewes

Chailey St Peter's CE Primary School - Governing Body
Iford and Kingston CE Primary School - Governing Body
Meridian Primary School - Governing Body
Newick CE Primary School - Governing Body

Priory School - Governing Body
Ringmer Primary School - Governing Body
Seaford Head School (Academy) - Governing Body
Seaford Primary School - Governing Body
Seahaven Academy - Governing Body
STEP Hawkes Farm and Burfield Academies - Governing Body
Wallands Community Primary School - Governing Body

Eastbourne

Bourne Primary School - Governing Body
Chyngton School - Governing Body
Hankham Primary - Governing Body
Heron Park Primary Academy - Governing Body
Oakwood Primary Academy
Park Mead Primary School - Governing Body
Pashley Down Infant School - Governing Body
Peacehaven Heights Primary School - Governing Body
Polegate School - Governing Body
Ratton School Academy Trust - Governing Body
Roselands and Stafford Federation
St Andrew's CE Infant School - Governing Body
St John's Meads CE Primary School - Governing Body
St Richards Catholic College - Governing Body
St Thomas a Becket Federation of Catholic Infant and Junior Schools
Stone Cross School - Governing Body
The Aspire Federation - Mayfield and Five Ashes
The Cavendish School - Academy Board
West Rise Community Infant School - Governing Body
West Rise Junior School - Governing Body

Hastings

All Saints C E Primary School (Bexhill) - Governing Body
Battle and Langton CE Primary School - Governing Body
Chantry Community Primary School - Governing Body
Claverham Community College - Governing Body
Guestling-Bradshaw CE Primary School - Governing Body
Heathfield Community College - Governing Body
Herstmonceux CE Primary School - Governing Body
Icklesham CE Primary School - Governing Body
Langney Primary School - Governing Body
Maynards Green Community Primary School - Governing Body
Netherfield CE Primary School - Governing Body
Ninfield CE Primary School - Governing Body
Ratton School Academy Trust - Governing Body
Robertsbridge Community College - Governing Body

Salehurst CE Primary School - Governing Body
St Mary Magdalene's Catholic Primary School - Governing Body
St Mary Star Of The Sea Catholic Primary School - IEB
St Michael's CE Primary School (Playden) - IEB and Shadow Governing Body
St Peter and St Paul CE Primary School - Governing Body
St Thomas' CE Primary School - Governing Body
Staplecross Methodist Primary School - Governing Body
The Beckley Peasmarsh Schools Federation
The Quercus Federation - Northiam and Hurst Green
The Riverside Federation - Bodiam and Etchingham
Westfield School - Governing Body

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