

Spring Area Meeting
GOVERNORS' AREA MEETING Spring 2017
SUMMARY REPORT

The Area Meetings for governors (Spring term) took place as follows:-

| Code | Time | Date | Venue |
|---------------|-----------------------|-----------------------------------|------------------------------------|
| GAM053 | 19:00 - 21:00 | 8th March 2017 | Uckfield Civic Centre |
| GAM054 | 19.00 – 21.00 | 16th March 2017 | Sussex Exchange, Hastings |
| GAM055 | 19:00 - 21:00 | 23rd March 2017 | St Mary's House, Eastbourne |
| GAM056 | 18:45 - 20.450 | 29th March 2017 | County Hall, Lewes |

The following officers were in attendance:

Julie Dougill – Senior Manager: Leadership and Governor Services

Apprenticeship Levy

Supporting documentation can be found on Czone here:

<https://czone.eastsussex.gov.uk/schoolmanagement/governors/keyevents/Pages/LocalAreaForumPapers-Spring2017.aspx>

Holly Aquilina - Employability and Skills Strategy Manager

Caroline Bragg – Partnership Manager

Rebecca Parsons – Apprenticeship Partnership Manager

Ofsted Update

Supporting documentation can be found on Czone here:

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Julie Dougill – Senior Manager: Leadership and Governor Services

Karen Bye – Chair of Governors and Consultant

The meetings were chaired as follows:

Uckfield Area: Matthew Jones

Hastings Area: Karen Marr

Eastbourne Area: Jane McCarthy-Penman

Lewes Area: Denise Kong

Agenda

| Agenda Item | Discussion and Decisions | Action |
|-------------|---|--------|
| 1. | Welcome | |
| 2. | <p>To receive the minutes of the Spring Term County Forum and Autumn Area Meetings <i>This item is included on the agenda each term for information only.</i></p> <p>The minutes of the Spring Term County Forum and Area Meetings were received and noted.</p> | |
| 3. | <p>Copies of the Area Meeting Papers and presentations can be found on Czone here: https://czone.eastsussex.gov.uk/schoolmanagement/governors/keyevents/Pages/LocalAreaForumPapers-Spring2017.aspx</p> <p><u>The Apprenticeship Levy</u></p> <p>Governors received a presentation about the forthcoming introduction of the Apprenticeship Levy and what the implication of this will be on schools. From the 1st April 2017, employers with a wage bill of over £3 million will have to pay 0.5% of their wage bill towards the apprenticeship levy. This funding, along with an additional 10% funded by the government, will be used to invest in apprenticeships for levy payers. The government is working towards 2.3% of the workforce being an apprentice.</p> <p>East Sussex County Council is the payroll for community and voluntary controlled schools, so these schools will have to pay towards the levy. Voluntary aided schools and academies will not have to pay unless their wage bill exceeds £3 million. ESCC did lobby against schools being levied as they didn't want schools to be included. The levy will be taken at source from payroll and will come back into a digital account with the top up.</p> <p>The levy can be used to train people in schools to have the right skills and qualifications. It can be used to train TA's. Staff who are already at the school can benefit as well as new recruits. Level 2 to level 7 training will be available. The levy cannot be spent on salary or administration, only on training. The funding can be used to upskill people in hard to fill vacancies. As part of the framework, 20% of time must be spent studying.</p> <p>Martin Kelly has been appointed to lead on the apprenticeship levy.</p> <p>In terms of money, secondary schools will receive enough to fund an apprentice. Schools can pool their resources to access training for someone. VSB 098/2017 contains recommendations on what the money can be used for. Schools will need to make a decision about the best way forward with the funding and inform their EIP. Schools will also need to look at which courses and training will need to be commissioned in time for September.</p> <p>Teaching qualifications are being developed as a trailblazer with the University of Brighton. These will not be available straight away. It is expected that the apprenticeship teaching route will be an alternative route into teaching.</p> | |

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| | <p>Is it an annual payment? The money is taken/paid on a monthly basis. Schools will have 24 months to spend the money on a rolling basis. Training can be paid the same way.</p> <p>Can people top up the money? Yes schools can contribute to top up the levy. Schools can also work together to pool the resources.</p> <p>Can schools provide their own training? All trainers and providers need to be on the register of approved providers.</p> <p>Do apprentices need to have a job after their training? No but they will need to be supported through the application process.</p> <p>Can schools donate their allocation? Schools can donate 10% of their funding to a partner.</p> <p>Is there an obligation to stay for 2 years following training? There is no provision for this. There will be the usual contract of employment. Schools need to make sure they choose the right person.</p> <p>Are the only courses the ones on the list? No, there are other courses in development and standards are coming in.</p> <p>Can the levy be used for courses such as first aid? No, the course has to be a full qualification.</p> <p>Are Forest Schools considered? New ideas for qualifications are being considered. Courses take a year to be developed. This type of course could be developed as a level 2.</p> <p>The apprenticeship levy has been launched before all the qualifications are in place. Schools should look to maximise the benefits available to them. Look at growing your own teachers.</p> <p>Schools who are likely to have an underspend need to go back to their EIPS and identify this.</p> <p>Academies and VA schools who are not paying into the levy will still be able to access the apprenticeship scheme by paying 10% of the cost of the training.</p> <p>Apprenticeships can start at any time of the year. As the various start times become habit it will be flexible.</p> <p>It is advised that schools make sure they pick the right candidate for the role to avoid drop out.</p> <p>SENCO's often work across schools this would be the perfect use of schools pooling together their apprenticeship levy.</p> | |

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| | <p><u>Ofsted</u></p> <p>Governors received an Ofsted update about the current inspection landscape in East Sussex Schools and the key messages that have come out of recent Ofsted inspections. Governors also heard some top tips from governors who have recently had an Ofsted inspection.</p> <p>Currently East Sussex data shows that in January 92% of schools are good or outstanding. This is above the national average. Schools are getting better at a time of immense change. Schools are stronger and governance is more effective. Self evaluation is a good basis for preparing for an inspection. Reviews of Governance also are good as they demonstrate and external eye in. External Reviews of Governance are independently commissioned by the Local Authority.</p> <p>There is a big drive at the moment to recruit more teachers and headteachers to East Sussex called “Finding your Spark”.</p> <p>Ofsted inspectors will look at your schools website 3 weeks prior to an inspection taking place. Therefore it is really important that all the statutory information in on the website. There is a web site check available on Czone. It is important to remember the statutory information has to be on the live website. Schools have nearly failed their inspection when information has not been on the live site when switching over websites.</p> <p>Governors need to look at the data and know their gaps, particularly in relation to disadvantage, which is a focus for inspectors. Attendance is important. Make sure you have completed the safeguarding checklist and the Single Central Record is up to date. It should be checked and signed 6 times per year. Check that the minutes of governing body meetings are up to date, show challenge and make sure that minutes and documents are easily to hand. Ensure safeguarding is a standing item at each FGB. Ensure governor training records are up to date, including any external training.</p> <p>Manage the inspection. Make sure you know who the core team are who will be meeting with the inspectors. Make sure that everyone is notified. Make sure everyone sings from the same hymn sheet. Have 3 key priorities and make sure everyone knows what they are. Be confident with the message you are putting across. Be able to illustrate how you know something about the school – e.g. the student council or pupil voice or data. Back everything up with evidence. How do you know you are keeping children safe?</p> <p>Manage the inspector. Make sure they have a parking space outside the school. Make sure they have a room with everything they need such as wi fi, tea and coffee and fruit – you don’t want them wandering around the school.</p> <p>At the feedback, it is important to challenge judgements if you don’t think they are fair. Ask for evidence of the judgment. You can negotiate the wording of the feedback. Remember the judgment can’t be shared until the report is published.</p> <p>After the inspection, thank staff. There may be mixed emotions as to how the day went. Some staff may be disappointed they were not seen or talked to. Celebrate at the end.</p> | |

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| | <p>Offer cakes. It is important that the Chair and Head thank their staff.</p> <p>The 5 minute plan is a useful tool for governors and schools to use for when they get the phone call.</p> | | | | | | | | | | | | | | | | | | | | | |
| 4. | <p>Dates of the next meetings:</p> <p>Summer 2017</p> <table border="0"> <tr> <td>GAM057</td> <td>8/6/2017</td> <td>19:00</td> <td>21:00</td> <td>St Mary's House</td> </tr> <tr> <td>GAM058</td> <td>14/6/2017</td> <td>19:00</td> <td>21:00</td> <td>The Sussex Exchange</td> </tr> <tr> <td>GAM059</td> <td>22/6/2017</td> <td>18:45</td> <td>20:45</td> <td>County Hall</td> </tr> <tr> <td>GAM060</td> <td>28/6/2017</td> <td>19:00</td> <td>21:00</td> <td>Uckfield Civic Centre</td> </tr> </table> | GAM057 | 8/6/2017 | 19:00 | 21:00 | St Mary's House | GAM058 | 14/6/2017 | 19:00 | 21:00 | The Sussex Exchange | GAM059 | 22/6/2017 | 18:45 | 20:45 | County Hall | GAM060 | 28/6/2017 | 19:00 | 21:00 | Uckfield Civic Centre | |
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| 5. | <p>ESGRG Forum</p> <p>Representatives from the Local Authority left the meeting so Governors could meet with representatives from the ESGRG.</p> | | | | | | | | | | | | | | | | | | | | | |