

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

The Local Area Forums for Governors took place as follows:-

GAM063	06/06/18	Uckfield Civic Centre	19.00-21:00
GAM066	14/06/18	County Hall, Lewes	18:30-20:30
GAM069	20/06/18	St Mary's House, Eastbourne	19.00-21:00
GAM072	28/06/18	The Sussex Exchange, Hastings	19.00-21:00

The following officers were in attendance:

Governor Workload

Jenny Barnard-Langston – National Leader of Governance
Michael Roy – Inspiring Governance
Karen Marr – National Leader of Governance (Hastings)
Simon Richards – Chairs Development Manager, NGA (Hastings)

The meetings will be chaired as follows:

Local Area Forum	Name
Uckfield	Matthew Jones
Lewes	Denise Kong
Eastbourne	Jane McCarthy-Penman
Hastings	Karen Marr

Agenda

No	Item	Time
1.	Welcome	7.00pm (6.30 Lewes)
2.	Minutes & Matters Arising	7.00pm (6.30 Lewes)
3.	<p><u>Governor Workload</u></p> <p>The session will cover the following aspects:</p> <ol style="list-style-type: none"> 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 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), 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) 	7.05pm (6.35 Lewes)
4.	<p>ESGF session</p> <p>An opportunity for governors to meet with their elected ESGF representative.</p> <p>The Hot Topic will focus on teacher workload and pay.</p>	8.30pm (8.00 Lewes)
5.	Close	9.00pm (8.30 Lewes)

Agenda Item	Discussion and Decisions	Action
1.	Welcome	
2.	<p>To receive the minutes of the Summer Term County Forum, East Sussex Governor Forum and Spring Local Area Forum <i>This item is included on the agenda each term for information only.</i> The minutes were noted as above.</p>	
3.	<p><u>Governor Workload</u> Governors received a presentation about effective governance and managing governor workload. The aim of the presentation was to explore how the work of the governing board can be carried out more efficiently. The sessions looked at issues that arise with the demands of governance and gave governors the opportunity to look at and discuss ideas and support solutions for this.</p> <p>There are 8 elements identified by the National Governors Association for successful governance. These are:</p> <ol style="list-style-type: none"> 1. The right people around the table 2. Understanding role & responsibilities 3. Good chairing 4. Professional clerking 5. Good relationships based on trust 6. Knowing the school – the data, the staff, the parents, the children, the community 7. Committed to asking challenging questions 8. Confident to have courageous conversations in the interests of the children and young people <p>All these elements need to be seen on a board for it to be successful.</p> <p>Governors felt that having a professional clerk was essential in being able to carry out their role, although some schools said if the clerk also had another role of the school, this comes with its own challenge.</p> <p>Governors stated it is essential to have a robust code of conduct on a governing board. This can be invaluable if governor behaviour needs to be managed. There should be an annual sign up to this.</p> <p>Governors gave examples of courageous conversations they had undertaken. Frequently these have been around work load and governors who do not turn up to meetings. Confidentiality is another issue that some governors have to have courageous conversations about, where a governor has shared information with a partner or a governor shares an email address with their partner. It is best practice for governors to each have their own school email addresses. Courageous conversations also happen with</p>	

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	<p>councillors who are sometimes politically motivated to become a governor. There is a need to make sure they are there for the right reasons. Sometimes councillors are also stretched and courageous conversations happen around their attendance and contribution to the governing board.</p> <p>Governors looked at how they are held to account for the work they do. Challenge should be well recorded in the minutes of meetings as Ofsted will look at minutes as part of the inspection. Ofsted comment on the leadership and management of the school, which includes governance. Governors can also undertake a self-facilitated or externally facilitated self-evaluation or External Review of Governance.</p> <p>Skills audits can be used to identify skills gaps in the governing board when recruiting a governor and also to identify training needs. Skills audits can be used to identify people to be upskilled.</p> <p>The DfE Competency Framework for Governors identifies that someone on the governing board should have a certain skill. The chair has a significant role but they shouldn't be doing everything. It allows governing boards to identify people with certain skills so not everyone has to have a specialism. This allows for a distribution of duties. It is important to remember to use a person's skills. If a governor finds it difficult to make school visits, but is strong in another area such as data, make full use of this.</p> <p>Succession planning is important. If people work in silos, when someone leaves, they take all their knowledge with them. Governing boards should move away from having a committee structure to having working groups or task and finish groups that report back to the full governing board. In a federation of 3 schools, there has been the need to go back to having a committee for finance as the task of looking at 3 budgets for 3 schools is too much. Important to have a vice chair who is being prepared for chair.</p> <p>Have an annual planner so governors are aware of what is coming up. Avoid repeating what has happened before. Question if it has made a difference and how. Work can be split into areas with governors assigned to areas. Governors then can carry out the work between them. It is important to have manageable delegated functions so the workload doesn't fall on one or two people. Volunteers are different to paid staff and can say no, however a governor is a volunteer with accountability and responsibility.</p> <p>Networking – Safeguarding Link Governors recently had the opportunity to take part in one of 2 networking sessions set up for safeguarding link governors. Feedback for these sessions has been good and governors have said that there is strength in supporting each other across agendas and in governors talking to each other. If there is a need for further sessions to be set up around other subjects, this can be facilitated by governor services and with a school offering themselves as a venue.</p> <p>The Chairs Development Programme is an in depth look at being Chair of Governors and targets existing chairs and inspiring chairs. The next session will start in September and will take place throughout the year. There is a charge of £500 for the session, but the DfE</p>	

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	<p>will subsidise this. Chairs can register their interest with the NGA to join this course. Chairs who have completed this course say it has been beneficial to them in their role as chair. Feedback also stated that it needs to be clearer how to book on the session and how the funding works.</p> <p>National Leaders of Governance (NLGs) can also provide support to governors and boards. There are 500 NLGs across the country. NLGs can be contacted through the National College or through the East Sussex Governor and Clerking Services.</p> <p>Local Support Governor Programme. In response to the growing need for governors to support each other, East Sussex has launched the East Sussex Local Support Governor Programme.</p> <p>The aim of the programme is to provide a more formal approach for governor led support, providing the framework within which:</p> <ul style="list-style-type: none"> • Governor led support and local networking can flourish • Local Support Governors can be better supported and developed • Governor development pathways can be established <p>Support Governors who will work alongside National Leaders of Governance and the East Sussex Governor and Clerking Service, to provide additional capacity and help broker local governor networks.</p> <p>The following key aspects have been identified for the Local Support Governor role:</p> <ol style="list-style-type: none"> 1. To support another governing board or the local authority by sitting on a panel, including: complaints panel, disciplinary panels, pay panels 2. To be appointed or seconded as an additional governor 3. To be appointed or seconded as a chair or vice-chair 4. To share expertise on specific issues through providing case studies and/or advice to individual governors 5. To help facilitate link governor networking in order to promote the sharing of experience, best practice and expertise 	
4.	<p>Inspiring Governance https://www.inspiringgovernance.org/</p> <p>Inspiring Governance facilitates the way in which schools can find skilled volunteers for their governing boards using an on-line, electronic, matching platform and provides new governors and trustees with induction, support and guidance. It is funded by the DfE and is delivered by Education and Employers.</p> <p>There are over 40000 vacancies for school governors nationally. Inspiring Governance enables volunteers to sign up to become a governor. Volunteers can also look for suitable vacancies in the area they want to become a governor. Volunteers can add their skill set so it makes it easier for schools to identify someone with the skills they need.</p>	

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	<p>Schools can also register the vacancies they have on their governing boards and the skills they are looking to recruit to. It is really important that schools are as prescriptive as possible when registering their vacancies. Inspiring Governance work with businesses and being able to identify a skills shortage in a particular area means they can target their recruitment to identify people with the skills that are needed.</p> <p>Benefits for Governing Boards:</p> <ul style="list-style-type: none"> • The ability to search for volunteers by skills, experience and location. • 1000's of volunteers have already signed up across the country. • Covers primary / secondary schools and colleges. • Bespoke recruitment service for finding chairs. • Support and advice for new governors • MATs, local authorities, diocesan boards and clerks will be able to use the service for multiple schools. • Hands on support available where it is not possible to make matches online. • Guidance on recruiting and appointing governors and trustees. • And via the Inspiring the Future platform schools and colleges have instant access to over 35,000 volunteers willing to inspire young people. <p>Benefits for Volunteers</p> <ul style="list-style-type: none"> • Easy and quick way to register interest in volunteering as a governor / trustee. • Ability to register indicating individual skills, preference for type of school, • Support and advice to help new governors for the first year. • Induction and training materials including fact sheets, top tips & specific guidance. • Free access to the NGA's 8 e-learning induction modules. • Dedicated support from the NGA via telephone and email. • Free Access to on-line resources, including Governing Matters. • If aged under 40, membership of the NGA's Young Governors Network. • Complimentary copy of the "Welcome to Governance" guide. • And via Inspiring the Future platform easy way to volunteer an hour a year to talk to young people, help with CV, mock interviews etc. <p>Benefits for Employers</p> <ul style="list-style-type: none"> • Effective way to support local community, meet CSR objectives and make a difference to education and the lives of young people. • Helps build links with local schools, connecting with 80% of secondary schools and 3000 primary schools across the country. • Helps develop staff skills including leadership, setting strategy and gives board level experience. • Ability to target different groups of staff by gender, age, experience etc. • Help available on how best to support staff serving as governors. • Regional managers available to present to staff about volunteering in schools. • Management information on their staff volunteering. • And via Inspiring the Future platform easy way for staff to volunteer in schools 	

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	<p>e.g. talking to young people, career insights, CVs, mock interviews.</p> <p>Governors also watched two short videos which are linked below:</p> <p>Inspiring Employers Video</p> <p>Inspiring Governors Video</p>																	
<p>5.</p>	<p>Dates of the next meetings:</p> <table border="1" data-bbox="264 725 1351 1173"> <tbody> <tr> <td data-bbox="264 725 456 837">GOV697</td> <td data-bbox="456 725 743 837">Wednesday 7th November</td> <td data-bbox="743 725 1161 837">Uckfield Civic Centre</td> <td data-bbox="1161 725 1351 837">19.00 – 20.30</td> </tr> <tr> <td data-bbox="264 837 456 949">GOV698</td> <td data-bbox="456 837 743 949">Thursday 15th November</td> <td data-bbox="743 837 1161 949">Hastings Sussex Exchange</td> <td data-bbox="1161 837 1351 949">19.00 – 20.30</td> </tr> <tr> <td data-bbox="264 949 456 1061">GOV699</td> <td data-bbox="456 949 743 1061">Wednesday 21st November</td> <td data-bbox="743 949 1161 1061">Lewes County Hall</td> <td data-bbox="1161 949 1351 1061">18.30 – 20.00</td> </tr> <tr> <td data-bbox="264 1061 456 1173">GOV700</td> <td data-bbox="456 1061 743 1173">Thursday 29th November</td> <td data-bbox="743 1061 1161 1173">Eastbourne St Mary's</td> <td data-bbox="1161 1061 1351 1173">19.00 – 20.30</td> </tr> </tbody> </table>	GOV697	Wednesday 7th November	Uckfield Civic Centre	19.00 – 20.30	GOV698	Thursday 15th November	Hastings Sussex Exchange	19.00 – 20.30	GOV699	Wednesday 21st November	Lewes County Hall	18.30 – 20.00	GOV700	Thursday 29th November	Eastbourne St Mary's	19.00 – 20.30	
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<p>6.</p>	<p>ESGF Forum</p> <p>Representatives from the Local Authority left the meeting so Governors could meet with representatives from the ESGF.</p>																	