



# LDBS SCHOOLS BULLETIN

## CLERK TO SCHOOL GOVERNORS PACK

September 2009

Website: [www.london.anglican.org/schools](http://www.london.anglican.org/schools)

### ADMISSIONS

#### ***The New Code***

You will all know that a new school admissions code came into force on 10<sup>th</sup> February 2009. There are a number of mandatory provisions in this new code which mean that admission authorities must comply with the particular requirement or provision. All schools should have a copy of the code, but it is also available online at [www.dcsf.gov.uk/sacode](http://www.dcsf.gov.uk/sacode)

#### ***Consultation***

One of the main changes in the new code is the consultation arrangements. As before admission authorities must consult by 1<sup>st</sup> March. IF YOU ARE NOT MAKING ANY CHANGES; you will not need to consult for 2011 and will then need to consult in 2012.

However the majority of schools will be making some changes, even if minor and they must consult. These schools must now consult for a minimum of 8 weeks between 1<sup>st</sup> November and 1<sup>st</sup> March. Schools must consult with first of all the LDBS, their LA, all other admission authorities within the LA, the admission forum, admission authorities in neighbouring LA's and as a new provision, parents and other local and community groups. This last can be done by putting your arrangements on your website and publishing a notice in the local paper saying where they can be read. Having consulted by 1<sup>st</sup> March the arrangements must be determined by 15<sup>th</sup> April. A governors meeting must be held after 1<sup>st</sup> March and before the 15<sup>th</sup> April in order to determine the arrangements.

Further details on this can be found in section 1.25 – 1.33 of the code.

#### ***In Year Co-ordination***

Many schools will have been contacted by their LA regarding coordinated in year admissions. This is a mandatory requirement and is not something that LA's have just thought up. Penny Harvey has been having meetings with the LA's in the Diocese to work out the best way this can be handled. Do contact her if you have any questions or concerns.

#### ***Admissions Committees***

Penny Harvey had a number of cases last year regarding decisions of admissions committees. Members of the committee must act in accordance with the guidelines of any other committee of the Governing Body. This means that where a governor has a conflict of interest they should leave the meeting. This is especially relevant where a school has attendance at a local church as a criterion. The person who signed the form to indicate attendance should not take part in the decision making process for these applications. This will ensure an objective, transparent and independent decision making process.

### GOVERNORS & GOVERNANCE

#### ***Governing Body Minutes***

Please either send your governing body minutes directly to Leanne Gowar here at Causton Street or email them to [leanne.gowar@london.anglican.org](mailto:leanne.gowar@london.anglican.org)

#### ***Membership of the Governing Body***

Enclosed is the form to fill in with governors' details once you have had your 1<sup>st</sup> Governing Body meeting, please send back to Mitch **by 31<sup>st</sup> October**. This form is also available to fill in on-line or print off and can be found on the LDBS website: <http://schools.london.anglican.org/Governors/governors-index.htm>

#### ***LDBS Governor Training***

Enclosed is a schedule for LDBS training courses available in the Autumn Term. To sign up to these courses please return your details on the enclosed booking form, or apply online: [www.schools.london.anglican.org/Calendar/calendar-index.htm](http://www.schools.london.anglican.org/Calendar/calendar-index.htm) The Spring Term programme is also available online on the website.



## GOVERNOR SUPPORT PROGRAMME

# AUTUMN TERM 2009

You can also apply online at : <http://schools.london.anglican.org/Calendar/calendar-courses.htm>

*All governors are welcome to attend all sessions. It is essential that you give notice of your intention to attend a session, by completing the application form. Sessions attracting less than 6 governors will be cancelled.*

<u>DATE</u>	<u>TIME</u>	<u>SESSION</u>
<b>Mon 14 Sept</b> No. GC/11/09 (Graham Marriner & John Shannon)	2pm – 4pm	<b>Ensuring Effective Meetings.</b> The bulk of Governors work is achieved through meetings. This session is designed to enable you to be proactive, effective and make the best use of your time as well as making key strategic decisions.
<b>Mon 21 Sept</b> No. GC/12/09 (Bill Learmonth)	2pm – 4pm	<b>How Building Projects are funded.</b> A journey of discovery through the sea of the various sources of funding available for building projects at VA schools, including the arrangements for devolved formula capital (DFC). This session is aimed at those that are involved in decision making / finances regarding building matters.
<b>Mon 28 Sept</b> No. GC/13/09 (Penny Harvey)	2pm – 4pm	<b>Admissions – the new Code.</b> All schools should look at their admissions policy on an annual basis. If there are any changes proposed these must be consulted on and the agreement of the LDBS sought. The new code now means that consultation must start from 1 January 2010. Governors will need to ensure that details are in place in the Autumn term. This session will give governors an opportunity to look at their admissions policy in the light of the new Code of Practice and Rulings by the Adjudicator.
<b>Thur 15 Oct</b> No. GC/14/09 (Liz Wolverson & Graham Marriner)	10am – 12noon	<b>The New OFSTED Framework ~ for Governors.</b> An overview of the structure of the new Inspection framework which comes into effect from 1 <sup>st</sup> September 2009 and a detailed look at areas specific to the governing body.
<b>Wed 4 Nov</b> No. GC/15/09 (Penny Harvey & John Shannon)	2pm – 4pm	<b>The Chairman of the Governing Body.</b> This session aims to show how the Chairman can use the meeting to the governing body's best advantage, use limited time effectively and how to get governors involved.
<b>Mon 16 Nov</b> No. GC/16/09 (Graham Marriner & John Shannon)	2pm – 4pm	<b>Understanding Data and Using RAISE Online to Support School Improvement.</b> This session will focus on interpreting the ROL full report to support governors in understanding school strengths and areas for development. It will help you interpret data in order to support school improvement and will also talk you through the extra pupil level information that can be accessed by headteachers. This session will also consider other forms of data.
<b>Wed 2 Dec</b> No. GC/17/09 (Helen Ridding & Graham Marriner)	10am – 12noon	<b>How to prepare for and what to expect from a Section 48 Inspection ~ for Governors and Heads.</b> A look at what to expect in terms of Christian distinctiveness of the school, Collective worship, RE and leadership and management.

*Please give a copy of this paper to all governors. Thank you.*

## INDIVIDUAL GOVERNORS

Completed application forms should be returned to Mitch Gallacher. The application forms are available from the Link Governor, the Clerk to the governing body or Mitch Gallacher, LDBS, 36 Causton Street, SW1P 4AU

Tel: 020 7932 1160 Fax: 020 7932 1111 E-mail: [mitch.gallacher@london.anglican.org](mailto:mitch.gallacher@london.anglican.org)

## SCHOOL / OR CLUSTER-BASED

School / or cluster-based sessions involving staff and governors are welcomed. Governors may wish to consider asking for a session to be held at their school on one of the following topics, or other topics of their choosing :-

- 1 **RE and worship** : their place in the school and governors' responsibilities
- 2 **School policies** : those required by statute, expected by Ofsted and those which represent good practice
- 3 **Whole school pay policy** : requirements & suggestions for drafting & implementation
- 4 **Admission policies** : the theory, practice and appeal procedures
- 5 **Pupil behaviour policies** : exclusion procedures and appeals
- 6 **Roles and responsibilities** of governors of voluntary aided schools
- 7 **Governors as employers** : guidelines for good practice
- 8 **Appraising the work of the governing body** : how effective are we ?
- 9 **Recruitment and selection of staff** : eight important stages are considered
- 10 **The school's strengths and weaknesses** and how to set targets : a joint session with staff and governors
- 11 **Inspections** : the responsibilities of governors before, during and after an Ofsted inspection
- 12 **School development plans** : ways of evolving these crucial documents

## ARRANGEMENTS FOR PAYMENT

- 1 **Central Governor training** sessions are **FREE** for individual governors at schools who have bought into the **Core Service Agreement**. For governors at schools who have not bought in, the charge will be £30 per person per session.
- 2 **School based sessions** are £50 for those schools who have bought into the **Core Service Agreement** and £200 for those who have not.

## REQUESTS

Requests for school / or cluster-based sessions should be made to Penny Harvey at the LDBS on 020 7932 1151.

## ADVICE LINE

A telephone advice line is available to all governors of schools that have bought into the Core Service Agreement during office hours on 020 7932 1151.



# GOVERNOR SUPPORT PROGRAMME APPLICATION FORM

You can also apply online at : <http://schools.london.anglican.org/Calendar/calendar-courses.htm>

Forms may be completed and returned at any time, but no later than 10 days before the date of the consultation. Late applicants should telephone to confirm a place. The number of the session can be found on the governor support programme at the end of the session write up. Sessions which attract less than 6 governors will be cancelled.

(please print throughout)

Training Sessions.....No. - GC/..... Date ...../...../.....

Training Sessions.....No. - GC/..... Date ...../...../.....

Training Sessions.....No. - GC/..... Date ...../...../.....

Surname ..... First name ..... Title .....

Address.....

.....

Postcode .....

Tel No. home ..... work .....

Date form returned to LDBS .....

School(s) at which a governor :

..... LA .....

..... LA .....

Please tick box to indicate which method of payment has been chosen by your governing body :

£30 per person per session

Core Service Agreement - annual block payment

A cheque for £..... is enclosed with this application. Please make **cheque payable to LDBS** (London Diocesan Board For Schools).

Please return to : Mitch Gallacher (Mrs)  
LDBS  
36 Causton Street  
SW1P 4AU

E-mail : [mitch.gallacher@london.anglican.org](mailto:mitch.gallacher@london.anglican.org)  
Tel : 020 7932 1160  
Fax : 020 7932 1111