

## Yearly Cycle

- In order to comply with the following to ensure that children and young people are safe in your school, have you..

received an annual safeguarding report from the designated person?

agreed a Child Protection Policy that all staff are aware of and is being adhered to?

agreed a recruitment & selection procedure which is consistently applied?

agreed an induction process for all new staff, including safeguarding details?

agreed staff procedures are in place and are clear, including conduct, capability, grievance and whistle blowing policies and procedures?

ensured that clear guidance for recording concerns and allegations are available to all staff?

ensured that an appropriate governor is booked on the safeguarding for governors course if necessary?

ensured that an appropriate governor is booked on the Safer Recruitment course if necessary?

- **Governing bodies need to ensure that the school's budget plan for 2009/10 has been approved** by the governing body and returned to the Local Authority (LA) by 1st May. This must be accompanied by the best value plan.

- **The Minister with responsibility for SEN and disabilities** has written to all headteachers and chairs of governing bodies. She stresses the importance of continuing to tackle bullying in schools, especially as research indicates that children with SEN and disabilities can be particularly vulnerable to bullying.

The letter also asks schools to look carefully at how exclusions of children with SEN and disabilities can be reduced, and ensure there is monitoring and evaluation of the progress being made by children with SEN and disabilities.

Schools should also ensure they have consulted on and published a disability equality scheme. The scheme must be actively implemented, monitored and evaluated, to drive the improvement of outcomes for disabled children.

Checklist ✓ is compiled and produced for Governors in Devon by Devon Learning and Development Partnership - Governor Support on behalf of Devon County Council.

## Useful contacts

Devon Learning and Development Partnership - Governor Support:

telephone helpline:  
01392 / 01271 383611 or 383602  
email helpline for Devon governors:  
[governor@devon.gov.uk](mailto:governor@devon.gov.uk)

email helpline for clerks:  
[clerks@devon.gov.uk](mailto:clerks@devon.gov.uk)  
website:  
[www.devon.gov.uk/governors](http://www.devon.gov.uk/governors)

**Devon Association of Governors:**  
email contact:  
[dmmrtall@mvdartmoor.freemove.co.uk](mailto:dmmrtall@mvdartmoor.freemove.co.uk)  
website: [www.dag.gb.com](http://www.dag.gb.com)

**Diocesan Contacts:**

**Church of England:**  
email contact:  
[christina.mabin@exeter.anglican.org](mailto:christina.mabin@exeter.anglican.org)  
telephone contact: 01392 294939

**Roman Catholic**  
telephone contact: 01392 671320

**National Organisations:**

National Governors Association:  
0121 643 5787  
[governorhq@nga.org.uk](mailto:governorhq@nga.org.uk)

Governorline:  
08000 722 181

[www.governornet.co.uk](http://www.governornet.co.uk)

[www.teachernet.gov.uk](http://www.teachernet.gov.uk)

[www.dcsf.gov.uk](http://www.dcsf.gov.uk)

DCSF publications  
0845 6022260  
[dcsf@prolog.uk.com](mailto:dcsf@prolog.uk.com)

**Teachers' TV**  
Programme information can be found at: [www.teachers.tv/programmeguide](http://www.teachers.tv/programmeguide)  
Access Teachers TV on Sky 880,  
Freeview 88, ntl 240, Telewest 240



Devon  
Learning and  
Development  
Partnership

# Welcome to Summer Term 2009 Checklist ✓

**For the attention of:**

- Chair of Governors
- Headteacher/Principal
- Clerk to the Governing Body

**We recommend that you copy Checklist ✓ to all governors**

## Have You..?

- ✓ **Begun auditing your schools contribution to community cohesion?** Ofsted have issued guidelines to inspectors on how to make an inspection of this duty. These guidelines will give schools a useful insight into what is expected of them. Visit our website for further details.
- ✓ **Taken note that from 20th April the new Learning and Development Partnership (LDP) comes into being?** This new partnership will include the majority of Devon's school support services. These services are coming together to enable a more joined up delivery for school improvement and inclusion to support the outcomes of Every Child Matters. The services that will sit within the LDP are Devon Education Services including Governor Support; Devon Discovery Service; Devon Music Service; English as an Additional Language Service; Education Psychology Service; Education Welfare Service; Gipsy Roma Traveller Education Service; Inclusion, Reintegration and Education other than at School Service; Specialist Advisory Teacher Service and School Library Service including Devon Learning Resources.  
  
An appointment of Head of Devon LDP will be made during this term and further announcements will follow. In the meantime it is hoped that all schools will begin to reap the benefits that further integrated working between the services will be able to offer.
- ✓ **Taken note that the guidance on charging for school activities and school visits has been revised?** This document helps headteachers and governing bodies set out their policies on charging and remissions for school activities and visits. It reflects the terms of Sections 449-462 of the Education Act 1996, which all schools must abide by when setting out their charging and remissions policies. The revised guidance is available at: [www.teachernet.gov.uk/docbank/index.cfm?id=8145](http://www.teachernet.gov.uk/docbank/index.cfm?id=8145)

Summer 2009

Issue No: 30



# Checklist

is compiled and distributed for governors in Devon Learning and Development Partnership - Governor Support, on behalf of Devon County Council



## Watch out for...

- **Targeted Support and Intervention Programme (TISP)** The consultation period for TISP is now complete and we would like to thank governors for their feedback in helping to shape the programme. TISP will replace the current schools causing concern process and is the strategy for supporting schools who find themselves unable to maximise their potential at a particular point in time. TISP will be implemented from the summer term 2009 and the final guidance document will be available to schools and governing bodies after Easter. Please look out for that to gain an overview of the Local Authority's strategy for working with schools. For further information contact David Chaplin [david.chaplin@devon.gov.uk](mailto:david.chaplin@devon.gov.uk) or David Blower [david.blower@devon.gov.uk](mailto:david.blower@devon.gov.uk)
- **From 1 April 2009 it will be mandatory for all first time heads in maintained schools** to hold the NPQH (National Professional Qualification for Headships) before they can be appointed. This will replace the transitional requirement for new headteachers to be working towards the NPQH prior to appointment. 'Appointment' means the date an individual is appointed by a governing body (or trustees) to a headship post, rather than the date the individual takes up the post. An appointment means an offer has both been made and accepted. For further information please contact the NCSL Helpline on 0845 609 0009, or by emailing [enquiries@ncsl.org.uk](mailto:enquiries@ncsl.org.uk)
- **The White Paper on 21st century schools.** After a period of consultation this is due to be published in May and is likely to include direction on schools working together in 'sustainable partnerships' (federations) and future changes to school funding. (see article in Spring edition of The Devon Governor)
- **Also expected in May** is the report from the DCSF on the findings of the recent review into school governance. (We aim to keep you updated via future editions of Checklist and The Devon Governor)
- **A new Education Data Set** will be available in the summer term which will have information at Local Learning Community level to support collaborative working and improving outcomes for children. For further information please contact: Keith Lewis, School Data Manager, 01392 383695 [keith.lewis@devon.gov.uk](mailto:keith.lewis@devon.gov.uk)

## Events

- **Setting up Parent Councils or Parent Forums workshop**  
2 October 2009, Bristol  
For further information please contact Fiona Carnie [carnie@clara.co.uk](mailto:carnie@clara.co.uk)  
Tel: 01225 460640
- **Behaviour & Attendance: Social & Emotional Aspects of Learning (SEAL)**  
Devon Secondary Schools' Conference  
Wednesday 8 July 2009, St Cuthbert's Conference Centre, Buckfast Abbey  
For further information please contact Vanessa Underwood Tel: 01392 386460
- **How ready are you for a 'critical incident' in your school or local community?**  
Conference for senior leaders and school governors.  
Wednesday 8 July, Buckfast Abbey, Devon  
£95 per place (including lunch)  
For further details please contact: Sally Skinner, 97 Heavitree Rd, Exeter EX1 2NE

## Training

- **Succession Planning Workshops**  
18.30 – 21.00, 19 May  
Great Moor House, Exeter  
10.00-12.30, 21 May  
Buckfast Abbey
- **Link Gobs – Extended Services**  
19.00 – 21.00, 14th May,  
The Barnstaple Hotel  
19th May, Newton Abbot Race Course  
3rd June, Great Moor House, Exeter
- **'New Governors for Old Governors'**  
9.45 – 15.30, 30 June, The Tiverton Hotel
- **Clerks Updates**  
9.30 – 13.00  
16 June, Great Moor House, Exeter  
18 June, Caddsdow Bus. Centre, Bideford  
23 June, The Tiverton Hotel, Tiverton  
25 June, Buckfast Abbey

To book a place on any of our training courses please either fill in the booking form in the centre pages of last term's Devon Governor Newsletter or tel: 01392 383613 or: [www.devon.gov.uk/governors](http://www.devon.gov.uk/governors)

## In General

- **The plans for a new Fair Funding for Schools campaign continue apace.** The Devon Education Forum has now endorsed the Devon County Council strategy for an autumn campaign timed to influence the Government's review into school funding. DCC will be working closely with headteacher colleagues from the professional associations to establish some key messages for the campaign and establish just what we do want in Devon. Be alert to any opportunities for governors to have a voice in this debate.
- **As a part of the review of school funding** the cost of additional educational needs (AEN) and special educational needs (SEN) will be researched - All secondary schools throughout England will be invited to participate in the research as well as a random selection of 3,500 primary schools. This is an opportunity for you to feed back on how well the current funding arrangements support provision for AEN and SEN pupils in your school and on how the system might be improved.

Visit [teachernet](http://teachernet.gov.uk) for more information.  
[www.teachernet.gov.uk/management/schoolfunding/DSGformulareview/](http://www.teachernet.gov.uk/management/schoolfunding/DSGformulareview/)

- **The Vetting and Barring scheme (VBS)** which is at the heart of the Government's strategy to increase the protection of vulnerable members of our society is now delayed until July 2010. There are aspects of the scheme which will still become functional on 12th October 2009 as planned, which are:
  - The creation of the two new barred lists, one for vulnerable adults and the other for children which will replace the current PoCA, PoVA and List 99 barred lists
  - The employer's duty to refer information onto the ISA
  - The extension of the Exceptions Order 1975 to include all those positions engaged in 'regulated activity' (entitlement to be CRB checked)

The application and registrations aspect of the scheme, along with the continuous monitoring is now planned to go live in July 2010, with some built-in flexibility until November 2010 until it will become a legal requirement.

- **It is considered good practice** for governing bodies to nominate a Governor with responsibility for Children in Care. Clerks should inform Deborah Booth of nominations [deborah.booth@devon.gov.uk](mailto:deborah.booth@devon.gov.uk)

## Devon Association of Governors (DAG)

Ivan Godfrey has completed this term's round of Area Meetings and his detailed feedback is available in bite sized sections on the website. A number of issues were covered and a lot can be learned with just a few minutes of selective reading.

I am pleased to report that another 70 governing bodies have signed up to the Intermediary Governors scheme and feedback is very positive. DAG now has direct contact with 210 Devon governing bodies. If you are not a "member", but would like to join and receive important information early, please let me know.

The 2009 AGM was held on Thursday 12 March 2009. The list of the new Executive is on the website. I take this opportunity to publicly thank Oriana Hosford, Sylvia Martin and Sally Aldridge for their work on the DAG Exec before standing down. We welcome Bruce Pollit and Pam Barnard to the Executive and of course if anybody else would like to offer their services could they please let me know. Succession Planning is important to every organisation and DAG is no different.

The 2009 Conference will be held on Saturday 4 July at County Hall. Full details and electronic application forms have been published on the website. Two school choirs will entertain us during the day and we have also secured the services of four excellent speakers: Sue Palmer, a renowned author; Chris Keates, the General Secretary of NASUWT; David Triggs the CEO of the Academies Enterprise Trust and Principal of Greensward Academy (Essex) and Judith Johnson the LA's Head of Learning and Schools. It promises to be a very good event and you are encouraged to sign up early.

The Summer Term Edition of the Devon Governor Newsletter will be sent out to clerks in the schools post on: **2nd June 2009**. Please distribute as soon as possible. Summer 2009 training dates will be in this edition.