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School Workforce & Governance Development

Holding the Headteacher & Senior Leaders to Account

Session leader: Andrew Dodge

Session Outline

- 1. What is accountability
- 2. To whom are governors accountable?
- 3. What are they accountable for?
- 4. How do governors ensure accountability?
- 5. What should be monitored and evaluated?
- 6. How do governors monitor and evaluate progress?
- 7. Reporting to parents and other stakeholders
- 8. Evidencing how the GB holds the school to account

Useful Web Addresses

School Leadership/Governance: www.gov.uk/dfe * www.gov.uk/schools-colleges/governance
School Finance/Benchmarking: www.gov.uk/schools-colleges/administration-finance
DfE Performance Tables: www.compare-school-performance.service.gov.uk

Inspection: www.ofsted.gov.uk (Handbooks & Reports)

Safeguarding: www.safeguardinginschools.co.uk (Safeguarding Briefing)

Governor Recruitment: www.inspiringgovernance.org * www.academyambassadors.org * www.governorsforschools.org.uk

Advice & Support: www.egfl.org.uk * www.nga.org.uk * Governorline 0800-151 2410

Facilitator's e-mail: andrew@londonw4.co.uk * Twitter: @AndrewW4

OFSTED INSPECTION HANDBOOK (Section 5) – September 2019



Spiritual, Moral, Social & Cultural Development

Provision for the spiritual development of pupils includes developing their:

- ability to be reflective about their own beliefs (religious or otherwise) and perspective on life
- knowledge of, and respect for different people's faiths, feelings and values
- sense of enjoyment and fascination in learning about themselves, others and the world around them
- use of imagination and creativity in their learning
- willingness to reflect on their experiences.

Provision for the **moral development** of pupils includes developing their:

- ability to recognise the difference between right and wrong and to readily apply this understanding in their own lives, recognise legal boundaries and, in so doing, respect the civil and criminal law of England
- understanding of the consequences of their behaviour and actions
- interest in investigating and offering reasoned views about moral and ethical issues, and ability to understand and appreciate the viewpoints of others on these issues.

Provision for the social development of pupils includes developing their:

- use of a range of social skills in different contexts, for example working and socialising with other pupils, including those from different religious, ethnic and socio-economic backgrounds
- willingness to participate in a variety of communities and social settings, including by volunteering, cooperating well with others and being able to resolve conflicts effectively
- acceptance and engagement with the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs. They will develop and demonstrate skills and attitudes that will allow them to participate fully in and contribute positively to life in modern Britain.

Provision for the cultural development of pupils includes developing their:

- understanding and appreciation of the wide range of cultural influences that have shaped their own heritage and that of others
- understanding and appreciation of the range of different cultures in the school and further afield as an essential element of their preparation for life in modern Britain
- ability to recognise, and value, the things we share in common across cultural, religious, ethnic and socioeconomic communities
- knowledge of Britain's democratic parliamentary system and its central role in shaping our history and values, and in continuing to develop Britain
- willingness to participate in and respond positively to artistic, musical, sporting and cultural opportunities
- interest in exploring, improving understanding of and showing respect for different faiths and cultural diversity, and the extent to which they understand, accept, respect and celebrate diversity. This is shown by their respect and attitudes towards different religious, ethnic and socio-economic groups in the local, national and global communities.



Statutory Policies for Schools and Academy Trusts

1st November 2019 (Updated 27/01/2020)

Policy	LA schools	Academies	Review cycle	Approval level	
Admission arrangements	Yes	Yes	Annually	GB, LA, Trust or committee	
Charging and remissions	Yes	Yes	Recommended annually GB, committee, governor or		
Data protection	Yes	Yes	Recommended annually GB, governor or HT		
Protection of biometric information of children in schools	Yes	Yes	Recommended annually		
Register of pupils' admission to school and attendance	Yes	Yes	Live document GB, committee, individual governor or headteacher		
School info published on a website	Yes	Yes	Live document	GB, committee, governor or HT	
School complaints	Yes	Yes	Recommended annually	GB, committee, governor or HT	
Capability of staff	Yes	Yes	Recommended annually	GB, committee or governor	
Newly qualified teachers (NQTs)	Yes	Yes	Recommended annually	Governing body	
Staff discipline, conduct and grievance procedures	Yes	Yes	Recommended annually	LA schools: GB/Academies: GB, committee, governor or HT	
Single central record of recruitment and vetting checks	Yes	Yes	Live document	GB, committee, individual governor or headteacher	
Statement of procedures for dealing with allegations of abuse against staff	Yes	Yes	Recommended annually	GB, committee, governor or HT	
Teachers' pay	Yes	No	Annually	Governing body or LA	
Accessibility plan	Yes	Yes	Every 3 years	GB, committee, governor or HT	
Child protection policy & procedures	Yes	Yes	Annually	Governing body or proprietor	
Children with health needs who cannot attend school	Yes	Yes	Recommended annually	Governing body	
Designated teacher for looked-after children & previously LAC	Yes	Yes	Recommended annually	Governing body	
Early years foundation stage (EYFS)	Yes	Yes	Varies	Governing body can delegate	
Special educational needs & disability	Yes	Yes	Annually	Governing body or proprietor	
Supporting pupils with medical conditions	Yes	Yes	Recommended annually	Governing body	
Sex and relationships education	Yes	No*	Recommended annually	GB, committee, governor or HT	
Behaviour in schools	Yes	Yes	Recommended annually	Headteacher can delegate	
Behaviour principles statement	Yes	No	Recommended annually	Governing body or committee	
School exclusion	Yes	Yes	Recommended annually	GB, committee, governor or HT	
Health and safety	Yes	Yes	Annually	Employer	
First aid in schools	Yes	Yes	Recommended annually	Employer	
Premises management documents	Yes	Yes	Recommended annually	GB, committee, governor or HT	
Equality information & objectives (public sector equality duty)	Yes	Yes	Every 4 years	GB, committee, individual governor or headteacher	
Governors' allowances (scheme)	Yes	No	Recommended annually	GB, committee, governor or HT	
Instrument of government	Yes	No	Recommended annually	Governing body	
Register of business interests of headteachers and governors	Yes	Yes	Live document	GB can delegate approval subject to the LA scheme	
Careers guidance: details of programme & provider access	Yes	Yes	Recommended annually	Governing body	

^{*}applies to academies from September 2020

The Headteacher's Report – Reviewing the Content

Basic principles

- The main focus needs to be on the progress the school has made since the previous meeting
- Data should include context, comparisons, trends over time
- The report should have a forward focus indicating what has to happen next in order to maximise progress
- It should complement, not duplicate, feedback from committees;
- The report can help the GB to keep up to date with local& national legislation and policy developments;
- It should be well structured, with numbered &/or headed paragraphs for ease of use and reference;
- Jargon and acronyms should be avoided, or at least written in full on first use.

The primary purpose is to enable governors to evaluate the progress the school is making

Information <u>may</u> include: (NB. some areas may be covered by committees)	How much information? (Often headlines with more detail at committee)	
Progress & impact of SDP	Progress on key priorities	
Quality of Education	Curriculum development, quality of teaching, assessment	
Exam/SATs results/ASP/Inspection Data Summary Report	Trends, national/local comparisons; key messages	
% of pupils on track to meet or exceed targets	Curriculum area/Year group	
Pupil progress	% making expected/more than expected progress - by Year Group?	
Groups at risk of underachievement	Impact of interventions e.g. Pupil Premium	
Pupil numbers, attendance & punctuality	Breakdown (e.g. year group) — trends	
Exclusions, rewards	Breakdown (e.g. by gender) - trends	
Racist/Bullying incidents	Breakdown – trends	
Complaints to Headteacher	Analysis/on track per policy/no detail	
Results of school evaluation e.g. subject/faculty reviews	Main messages; how will they inform improvement priorities	
Curriculum developments not in SDP	Headlines - detail in committee	
Policy reviews	Which? Who has reviewed? Any changes?	
Budget progress	Projected end of year surplus/deficit – detail in committee	
Pupil Premium; Primary School Sport Funding	Amount/allocation/impact	
Premises issues/Health & Safety	As per policy e.g. no. of accidents	
Appraisal & Pay Progression	Annual report on implementation & impact	
Staffing	Appointments/resignations/vacancies/changes to structure	
Admissions/Destinations of leavers	Trends	
Special Educational Needs & Disability (SEND)	No of EHCPs (year group/gender); impact of extra funding	
Extra-curricular activities/school events/trips	Range/numbers of pupils taking part – trends not detail	
Achievements of pupils/staff	Groups/individuals	
Home/School links – relationships with parents	Parent survey results	

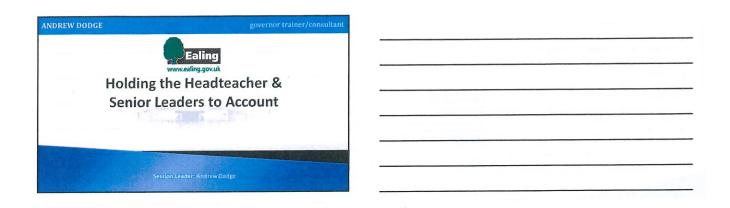
Best Value Questions

Supporting & Challenging the School	 How often do we consider value for money? Does the finance committee keep the full GB informed about its decisions? Do all governors understand them? 		
Ensuring the school has considered the financial implications of its plans	 How well do spending patterns reflect the SDP and overall vision? How well does the SDP cover staff costs? Does the 3-year plan assess potential changes in pupil numbers or major costs? 		
Reviewing the school's financial balances	 Is the school's surplus in excess of the recommended level? If so, what are the plans to reduce the balance? If in deficit, do we have a deficit management plan? 		
Supporting the school in purchasing goods & services	 How well do goods and services meet the school's requirements? Which cost the most and which does the school spend more on than other schools? Has the school reviewed whether there are better or cheaper alternatives? Do we review the quality and cost of individual service bought from the LA annually? Do we know if the financial limits on buying decisions by the Head and other staff are appropriate? Do we have thresholds for seeking quotations/tenders? Is the authorisation and processing of purchasing decisions separated effectively? Is there an audit trail for all major buying decisions? Could goods and services be used more efficiently? 		
Ensuring the school uses the workforce to best effect	 How well does staff deployment follow our school's vision and improvement priorities? By subject? Year group? How well do we understand the long-term financial consequences of creating a new post? Has the school assessed the value for money of different supply/cover arrangements and any temporary staff? 		
Encouraging collaborative working with other schools	 Have we challenged the school to consider buying goods & services or carry out joint training with other schools? Are there any opportunities to save money by sharing teaching/ non-teaching staff with other schools? Have we considered federating or clustering with other schools to achieve possible economies? 		
Using financial information to inform decision making	 How well do we understand the financial reports and performance data we receive? Do they help make decisions about economy and efficiency? Do we know which areas of spending in our school are higher/ lower than in similar schools? Do we know why? What savings has the school made in the last year? What further savings can the school make this year? What was the cost of improving outcomes? 		

From the Audit Commission's: Valuable Lessons: Improving Economy and Efficiency in Schools – 2009 Download "Briefing for School Governors" <u>www.audit-commission.gov.uk</u>

Evaluating Accountability – with reference to the 2019 Ofsted Framework

Score: 1 = outstanding, 2 = good, 3 = requires improvement, 4 = improvement priority How could this be improved? Aspects of accountability Score 1. Do governors hold the school to account by regularly asking appropriately challenging questions and tackling key concerns, if necessary? 2. Could governors describe the quality of education at the school? In particular, the breadth of the curriculum, its implementation (quality of teaching, assessment) and its impact as evidenced by pupil outcomes and progression 3. Are governors clear about their safeguarding responsibilities and ensure they are rigorously met? 4. Does the GB ensure all statutory policies are in place, regularly reviewed & consistently implemented? 5. Does the GB monitor and evaluate the effectiveness of the school's behaviour and attendance policies and the consistency of their implementation? 6. Do governors know how the school ensures pupils' spiritual, moral, social & cultural development, e.g. promoting fundamental British values? 7. Do governors know what the school is doing to ensure pupils' well-being (including mental health) and staff well-being (including reducing workload)? 8. Do governors know the views of parents, pupils and staff including their views on behaviour at the school? 9. Do governors engage with key stakeholders, including parents, pupils and staff? 10. Does the GB monitor how effectively the school uses the Pupil Premium, Primary Sports Premium & SEND funding?



Session Objectives

- To understand how governors effectively and appropriately hold the headteacher and senior leaders to account
- 2. To identify how the governing body can maximise its accountability



Core Functions

- Ensuring clarity of vision, ethos and strategic direction
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent

Department for Education
Governance handbook
For academies, multi-academy trusts and maintained schools
March 2019

Effective governance is based on six key features:

- Strategic leadership that sets and champions vision, ethos and strategy
- 2. Accountability that drives up educational standards and financial performance.
- 3. People with the right skills, experience, qualities & capacity.
- 4. Structures that reinforce clearly defined roles and responsibilities.
- 5. Compliance with statutory and contractual requirements.
- 6. Evaluation to monitor and improve the quality and impact of governance.



A Competency Framework for Governance

The knowledge skills and behaviour needed for effective governance in maintained schools, academies and multi-scademy trusts.

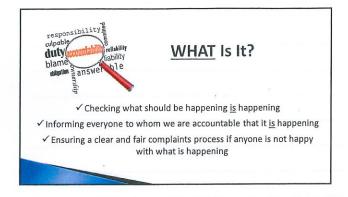
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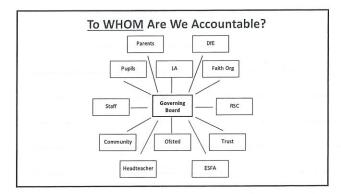


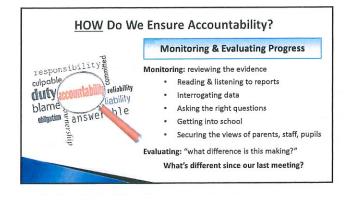


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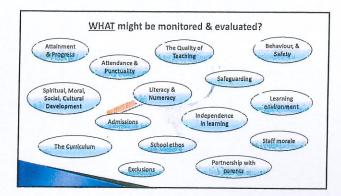
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We instil in our pupils a sense of pride in what they do

 We foster compassion and respect for all

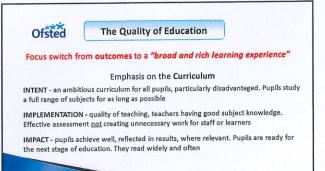
 We teach children to think independently and creatively as well as develop their leadership skills

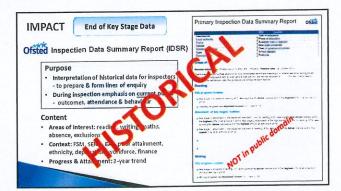
4. We ensure that every child is able to communicate effectively and achieves a high level of literacy & numeracy skills

5. We ensure that each child is safe and cared for, including their emotional, physical and social needs









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Department for Education

Analyse school performance (ASP)

- Performance data base and test & exam results
- · Interactive with man, le Iters
- Comparisons Na Seri & LA
- Secure admir anonymised data views for governors
- Accre ite suppliers given access to develop services

NOT In public domain

IMPACT

<u>Current</u> progress indicators

% pupils on track to meet age-related expectations
% pupils making expected/more than expected progress
Progress of any significant groups

Readiness for next stage in education

Behaviour & Attitudes

- \checkmark Calm, orderly environment with clear routines and expectations
- \checkmark Effective behaviour and attendance policies, consistently applied
- \checkmark Pupils motivated with positive attitudes to learning
- ✓ Positive, respectful school culture; staff know and care about pupils
- \checkmark Safe environment; on/offline bullying and discrimination dealt with

Personal Development

- ✓ Spiritual, moral, social, cultural development
- ✓ Promotion of equal opportunity
- \checkmark Inclusive environment (protected characteristics)
- ✓ PSHE recognising online/offline risks to well-being
- ✓ Relationships and Sex Education (RSE)
- ✓ Healthy lifestyles physical and mental well-being
- ✓ Extra-curricular provision

Leadership & Management

- ✓ High expectations
- \checkmark Continued professional development of staff
- ✓ Staff workload and well-being
- ✓ Parental engagement
- ✓ Pupil premium
- ✓ Safeguarding
- ✓ Governance

Inspectors judge whether

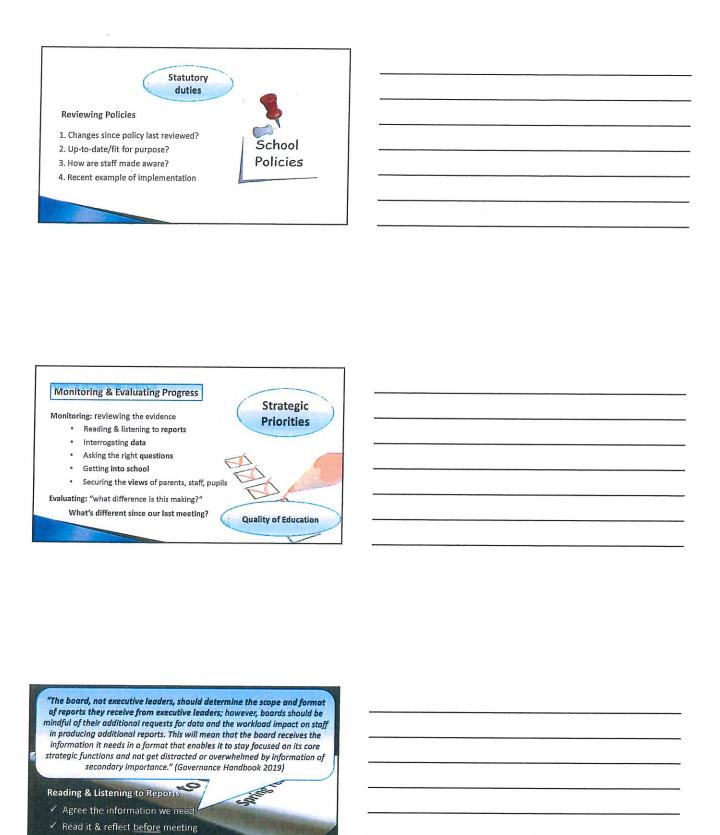
"Those with responsibility for governance ensure that the school fulfils its statutory duties, e.g. under the Equality Act 2010, & other duties, e.g.in relation to the 'Prevent' duty and safeguarding."

Ofsted Inspection Handbook 2019

What are governors' key responsibilities in being accountable for safeguarding?

Policies * Procedures * Training

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✓ Identify successes & prepare questions

Key Themes 1. Pupil numbers/attendance/exclusions 2. Attainment and progress 3. Curriculum planning – staffing and class sizes 4. Financial management and governance 5. Quality assurance 6. Safeguarding and well-being 7. The school community – staff, pupils, parents Asking the right questions • How do you know that? • What difference is this making? • When should we expect to see a difference? • How does it compare with/what's the trend?

4. Getting into school

Why did you decide on this?Did you consider other options?

• Where is the most/least progress being made?

How should governors visit the school?
What to avoid? What to focus on?
A protocol for visits during the day?

Getting into school ✓ agree the purpose ✓ ensure visits seen as supportive to teachers,

- to inform our work, understand challenges

 no judgements on individuals
- ✓ avoid note taking in lessons
- √ feedback to whoever arranged visit
- ✓ report back to the GB team



Focus on Learning

- ✓ Behaviour and relationships
- ✓ Are children motivated and learning?
- ✓ How are aspects of the curriculum taught?
- √ How are resources used?
- √ How are different needs addressed?

Securing the Views of Stakeholders

How well do we know their views? Do we take any action as a result?



Do parents, staff, pupils know: Who the governors are? What we do? Our view on how the school is progressing?

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Dispersed to Liketon Governance handbook

Core Functions

- 1. Ensuring clarity of vision, ethos and strategic direction
- 2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff
- 3. Overseeing the financial performance of the organisation and making sure its money is well spent

Accountability for financial performance

Are resources allocated in line with the school's strategic priorities? Does the school have a clear budget forecast (3yrs?) identifying opportunities and risks? Does the school have sufficient reserves to cover any major changes and risks? Is the organisation making best use of its budget including curriculum planning & delivery? Are the school's assets & resources being used efficiently? How can better value for money be achieved? Is the organisation complying with basic procurement rules? Is the school looking to collaborate with other schools to generate efficiencies?

Governance Handbook 2019

ESFA Financial Health & Efficiency

- Strategic financial planning
- · Financial benchmarking
- Financial efficiency metric tool
- Top 10 planning checks



7	Planning
10	Checks

- 1. Staff pay as % of total expenditure
- 2. Average teacher cost
- 3. Pupil-to-teacher ratio (PTR)
- 4. Class sizes
- 5. Teacher contact ratio
- 6. % budget spent on leadership team
- 7. 3 to 5 year budget projections
- 8. Spend per pupil for non-pay expenditure
- 9. SDP priorities & relative cost of options 10. List of contracts with costs & renewal dates

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