

School & Governor News

Spring Term 2010



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POWYS GOVERNORS' ASSOCIATION

At the recent series of meetings held in Welshpool, Llandrindod Wells and Brecon to discuss the launch of a Powys Governors' Association there was agreement that this should happen and that an Association would be formed with immediate effect.

The draft terms of reference were discussed with one immediate change being that rather than attendance at Association meetings being limited to one governor per school, the meetings would be open to any governor who wished to attend.

The purpose of the Association will be to:

- engage more effectively in the strategic direction of education in Powys in order to ensure School Effectiveness.
- promote best practice in governance in schools within Powys Local Authority
- strengthen the partnership between the Local Authority and School Governors
- improve communication and consultation procedures
- develop an ownership to the wider improvement agenda beyond the individual school.

"The new Powys Governors' Association is an excellent opportunity for Governors to get together at a regional level to share and develop ideas relating to educational strategies and policies. Furthermore, if we as Governors commit fully to the process, the outcome will be strengthened links between schools and also between Governors and the Local Authority."

Wyn Owen, Chair – North Powys

At each of the meetings a Chair and Vice Chair was elected to serve on the Executive Committee of the Association, the purpose of which will be to co-ordinate the work of the Association. Parent Governor Representatives from each area will also serve on the Executive Committee.

The Executive Committee for this academic year is as follows:

North Powys

Chair - Wyn Owen - Vice-Chair at Ysgol Uwchradd Caereinion
Vice Chair - Adrian Roberts - Chair at Llanidloes Primary School
Parent Governor - Chris Himsworth - Governor at Berriew Primary School.

Mid Powys

Chair - Nigel Morgan - Chair at Dame Anna Child's Endowed School, Whitton
Vice Chair - Ruth Parry Wright - Governor at Llandrindod High School
Parent Governor Representative - Gareth Davies - Vice-Chair at Franksbridge Primary School

South Powys

Chair - Jackie Williams - Chair at Llanfaes Primary School
Vice Chair - Sian Cooper - Vice-Chair at Ysgol-y-Bannau
Parent Governor Representative - Alun Thomas - Chair at Penycae Primary School

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The first meeting of the Executive Committee will take place on Wednesday 20th January when the agenda for the Spring Term meetings will be set. If any governing body would like to propose an agenda item for meetings then please contact the Governor Training and Development Officer, [Beth Groves](mailto:beth.groves@powys.gov.uk) on 01597 826402 or e-mail beth.groves@powys.gov.uk by Friday 15th January 2010.

The Association will meet on the following dates during the Spring Term:

North Powys Wednesday 3rd March 2010 at Neuadd Maldwyn, Welshpool
Mid Powys Monday 1st March 2010 at Powys County Hall, Llandrindod Wells
South Powys Monday 8th March 2010 at Brecon High School

All meetings will commence at 7.00p.m and finish by 8.30p.m.

Hopefully there will be a good attendance at the Spring meetings to ensure this new approach is successful in its objectives.

Ian Roberts Principal Advisor: Schools and Inclusion

SCHOOL MODERNISATION NOVEMBER 2009

The review of School Modernisation in the Maesydderwen Catchment has continued during the Autumn Term and the focus has been on identifying the location of the four new schools that are to be developed in the area. The Area Project Board has previously agreed to move from the present 10 primary school model for educational provision to a 4 primary school model. It is hoped that the location of the four sites will be ratified by the School Modernisation Programme Board and Board of Council before the end of December so that the formal public consultation on the proposals can begin in the New Year.

The School Modernisation review of education in the Maesydderwen Catchment will see the implementation of proposals for the rationalisation of primary school education in the local area, but will also see a multi-million pound investment in secondary education for the area at Ysgol Maesydderwen.

In October the educational review of the Gwernyfed catchment area was initiated with the first meeting of the Area Project Board. The Gwernyfed Area is currently served by 10 primary schools. The Gwernyfed Catchment Area Project Board is made up of:

- a representative from each school in the catchment
- officers from the Authority representing a number of service areas e.g. education, youth service, leisure and social services
- representatives of other organisations e.g. Director of Diocesan Education, Local Health Board, PAVO

It is expected that the Gwernyfed Catchment Area Project Board will be in a position to make recommendations with regards the future of educational provision in the area by Autumn 2010.

A School Modernisation paper was presented to the Strategic Programme Board of the Council on 10th November. The recommendation for officers to undertake informal discussions with Governing Bodies of schools with less than 35 pupils which are not part of the area review process was approved by the Board.

A further School Modernisation paper is to be presented to the Board of Council before Christmas initiating a process for the review of secondary education within the whole Authority. It is planned that the next edition of the Governor newsletter will have more details about what this process will involve.

Darren Jones, School Modernisation Support Manager

50TH GREEN FLAG AWARDED FOR ECO-SCHOOLS IN POWYS

The Eco-Schools programme is an international initiative that encourages pupils to engage with environmental and sustainable development issues. Issues covered in the programme include: Litter, Waste Minimisation, Transport, Healthy Living, Energy, Water, School Grounds and Global Citizenship.

The Eco-Schools International Green Flag, awarded to schools with high achievement in their programme, is a highly-prized eco-label for performance in Education for Sustainable Development.

Berriew Primary School is the 50th school in Powys to achieve the Green Flag.



Berriew C.P. School

The Eco School committee members say: “We have come together as a team, thinking of our own ideas and making decisions that everyone in the school is then involved in. We have encouraged the pupils and staff of Berriew School to eat healthily, to stay active and to help the environment in lots of different ways, like sending less rubbish to landfill sites and developing our wildlife areas. Recently we have put together a rota for the school to empty out the compost bins when they are full and to pick up any litter”.

97% of Powys schools are members of the scheme and with over 50 schools awarded the prestigious Green Flag, Powys now boasts the second highest number of Green Flag schools in Wales. Pre school, Primary, Secondary and Special schools are all members of the scheme.

For more information on the scheme in Powys please contact

Yan James, School Improvement Officer on 01874 612041 or email: yan.james@powys.gov.uk

ADDITIONAL LEARNING NEEDS UPDATE

I welcome the opportunity on behalf of the Additional Learning Needs Team to update you on developments within the service. Amongst the many exciting opportunities, there have been times when 24 hours in a day are not enough. As a Service we realise that we need to improve how we engage with our schools and together manage the expectations of our schools and their communities.

In the Autumn Term 2007 the Authority launched its Draft Additional Learning Needs (ALN) Toolkit for Schools. It has been designed as a directory to make it as straightforward as possible for schools to “identify, assess and provide for children with special educational needs” within the guidelines of the SEN Code of Practice. We are grateful to schools for their constructive comments following the launch. In 2010 the final copy, which includes additional chapters, will be available. Please keep a look out for this.

The highlight of the year for the ALN Team is the opportunity to meet with all Powys SEN Co-ordinators. We have received exceptionally high ratings for these training events which are centrally funded. In line with the SEN Code of Practice, schools must identify a SEN Co-ordinator and, similarly, the Governing Body is expected to identify a governor who takes a lead on SEN. When there is a good working partnership between the SENCo and Governor there have been good outcomes for pupils who have barriers to learning.

In September 2009 we shared the outcome of the SEN Task and Finish Funding Group with both SENCos and Headteachers. The LMS SEN funding model is currently with schools for consultation. There is certainly agreement that the new proposed “formula” needs to take into account the diverse nature of Powys; to be fair, transparent and consistently applied and to avoid additional work. Powys schools have been invited to offer suggestions for greater “devolving” of SEN funding. Suggestions from school governors are also welcome.

Ann Thomas, Additional Learning Needs Manager

MORE ABLE AND TALENTED

The term More Able and Talented (MAT) encompasses approximately 20% of the total school population of Wales and is used to describe pupils who are more able and talented in one or more areas of the curriculum, or have demonstrated a particular talent for strong leadership, team working or entrepreneurial skills. More able and talented pupils are those who have additional learning needs in that they require opportunities for enrichment and extension that go beyond those provided for the general cohort of pupils.

When defining more able and talented from a Welsh perspective, the Welsh Assembly Government (WAG) has produced three key documents which are available on the WAG website (www.wales.gov.uk):

- Circular No: 006/2008 'Meeting the Challenge – Quality Standards in Education for More Able and Talented Pupils' (May 2008)
- Circular No: 47/2006 'Inclusion and Pupil Support' (November 2006)
- A curriculum of opportunity: developing potential into performance (meeting the needs of more able and talented pupils) (ACCAC 2003)

Educational research and evidence from school inspections show that making provision to meet the needs of more able and talented pupils will benefit all pupils; schools that focus on the needs of more able and talented pupils strive to improve the quality of teaching and learning and are effective at raising standards of achievement for all pupils.



Whilst there is no statutory duty to have a named governor with responsibility for more able and talented pupils, this is viewed as effective practice by both Governors Wales and the Estyn Inspection Service. It is a matter for each governing body and headteacher to decide where the role best fits and what that role should be.

The Authority provides support and guidance for schools in the identification and management of effective provision for more able and talented pupils - please contact Sian Fielding on 01597 826705 or e-mail sian.fielding@powys.gov.uk for advice or support.

Further information is also available from the following websites:
www.wales.gov.uk; www.governorswales.org.uk; www.nace.co.uk;
www.teachernet.gov.uk/teachingandlearning/gandtpupils/;
www.ygt.dcsf.gov.uk

Sian Fielding
School Improvement Officer / Lead Officer for More Able and Talented



Argraffwyd ar bapur wedi'i ailgylchu • Printed on recycled paper

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SCHOOL POLICIES

Listed below are the policies and documents required of Governing Bodies:

STATUTORY POLICIES (Required by law to be determined, adopted and implemented by governing bodies)

- **Admissions Policy** Voluntary Aided and Foundation Schools (Community and Controlled Schools if the LEA transfers the responsibility to them): *School Standards and Framework Act (SSFA) 1998 as amended by the Education Act 2002; Welsh Office Code of Practice on School Admissions 1999*
- **Charging and Remissions Policy** All Schools (Community Schools and Voluntary Schools should consult their LEA) *The Education (School Information) (Wales) Regulations 1999; The Education (School information) (Amendment) (Wales) Regulations 2002*
- **Complaints Procedures** All Schools *Section 29 of the Education Act 2002; School Governing Bodies Complaints Procedures – Circular No 03/2004; Guidance for School Governing Bodies on Procedures for Complaints Involving Pupils – Circular No. 39/2006. It is understood that revised guidance from the Assembly will be issued in 2009-10*
- **Child Protection Policy** All Schools *The Education Act 2002, Section 175; Preventing Unsuitable People from Working with Children and Young People – Circular No. 34/2002; Safeguarding Children in Education – Circular No. 005/2008*
- **Curriculum Policy** All Schools *School Government (Terms of Reference)(Wales) Regulations 2000; School Government (Terms of Reference) (Amendment) (Wales) Regulations 2002*
- **Health and Safety Policy** for Voluntary Aided and Foundation Schools *See the School Governors Guide to the Law for relevant legislative listings*
- **Pay Policy** All Schools *School Teachers' Pay and Conditions Document 2007*
- **Performance Management** All Schools *School Government (Terms of Reference) (Wales) Regulations 2000; School Government (Terms of Reference) (Amendment)(Wales) Regulations 2002; School Teacher Appraisal (Wales) Regulations 2002*
- **Pupil Discipline (Including Anti-Bullying) Policy** All Schools *School Standards and Framework Act 1998; Respecting Others: Anti-Bullying Guidance – Circular No 23/2003*
- **Race Equality Policy/Equal Opportunities Policy** All Schools *Race Relations (Amendment) Act 2000; See the School Governors Guide to the Law for relevant legislative listing*
- **School Session Times** *Changing of School Session Times (Wales) Regulations 2000*
- **Sex Education Policy** All secondary schools must provide sex education and keep a written record; Primary schools are not required but can decide whether to include sex education in the school's curriculum and keep a written record *Section 352 (1) (c) of Education Act 1996.*
- **Special Educational Needs Policy** All Schools *The Special Educational Needs (Provision of Information by LEAs)(Wales) Regulations 2002; Special Educational Needs Code of Practice for Wales*
- **Staff Discipline, Conduct, Capability and Grievance Procedures** All Schools *Section 35 and 37 of the Education Act 2002; The Staffing of Maintained Schools (Wales) Regulations 2006; The Staffing of Maintained Schools (Amendment) (Wales) Regulations 2007*
- **Substance Misuse Policy** Welsh Assembly Government Circular 17/02 'Substance Misuse: Children and Young People' strongly recommends all schools should have a clear policy to address substance misuse issues

The policies listed are those that governing bodies of schools have a duty to produce and adopt for their schools. These are not to be confused with other policies determined nationally which governing bodies have a statutory duty to implement, for example nutritional standards, acts of collective worship, etc.

NON-STATUTORY RECOMMENDED POLICIES

- **Data Protection Policy** All Schools *Data Protection Act 1998 and other related legislation*
- **Health & Safety** The LEA is responsible for setting the policy in Community, Community Special and Controlled Schools (*refer to the School Governors Guide to the Law for legislative position and listings*)
- **Letting Policy** All Schools *Section 13 of the School Standards and Framework Act 1998*
- **School Uniform Policy** All Schools *Guidance for governing bodies on school uniform and appearance policies available on <http://new.wales.gov.uk/dcells/publications/publications/guidanceandinformation/uniformandappearance/guidanceschooluniforme.pdf?lang=en>*
- **Sustainable Development** All Schools *The Inspection Framework for Education and Training in Wales*
- **Whistleblowing Policy** All Schools *Procedures for Whistleblowing in Schools and Model Policy – Circular No 036/2007*
- **Whole-School Food and Fitness Policy** Recommended by September 2008 for all Schools *Appetite for Life Action Plan – WAG Information document No 026/2007*
- **e-Safety Policy** All Schools



STATUTORY DOCUMENTS (Required by law that the governing body has a duty to produce, adopt and publish)

- **Accessibility Plan** *Disability Discrimination Act 1995 (as amended by the Special Needs and Disability Act 2001); DDA Part IV; DDA Part III; Planning to Increase Access to Schools for Disabled Pupils – NafW Circular 15/2004*
- **Action Plan following school inspection** *All Schools School Inspections Act 1996, Section 17*
- **Disability Equality Scheme** *Disability Equality Duty, Dec 2006*
- **Governors' Allowances** (Schemes for Payment) *All Schools (where governing body agrees to pay expenses) Section 19(3) of the Education Act 2002; Governors Allowances (Wales) Regulations 2005*
- **Governors' Annual Report to Parents** *All Schools Education Act 2002, Section 30; School Governors Annual Reports (Wales) Regulations 2001; Governors' Annual Reports – Circular No 15/2001 It is anticipated that revised guidance from the Assembly will be issued in 2008*
- **Freedom of Information Publication Scheme** *All Schools Section 19 of the Freedom of Information Act 2000; Freedom of Information Act – Model Publication Scheme for Schools – Circular No 09/2004*
- **Home-School Agreements** *All Schools Sections 110 and 111 of the School Standards and Framework Act 1998*
- **Instrument of Government** *All Schools Section 20 of the Education Act 2002; The Government of Maintained Schools (Wales) Regulations 2005*
- **Minutes of and papers considered at meetings of the Governing Body and its Committees** *All Schools The Government of Maintained Schools (Wales) Regulations 2005 NB with the exception of references to business a governing body deems to be confidential*
- **Prospectus** *All Schools Education School Information (Wales) Regulations 1999; School Prospectuses – Circular No 14/2001*
- **Register of Pupils** *All Schools The Education (Pupil Registration) Regulations 1995; The Education (Pupil Registration) Regulations 2001*
- **Register of Business Interests of Headteacher and Governors** *All Schools The Education (LEA Financial Schemes) (Wales) Regulations 2004*
- **Target Setting for Schools** *All Schools The Education (School Performance and Unauthorised Absence Targets (Wales) Regulations 1999; The Education (School Performance and Unauthorised Absence Targets (Amendment) (Wales) Regulations 2006*
- **Transition Plans** *All maintained secondary schools and their feeder primary schools The Education Act 2002; Guidance on the Preparation of Key Stage 2 to Key Stage 3 Transition Plans – Circular No. 30/2007*

NON-STATUTORY RECOMMENDED DOCUMENTS

- **School Development Plan** *All Schools Considered to be an essential document contributing towards the task of raising standards*
- **School Staffing Structure** *All Schools Details of the school staffing structure*
- **Self-evaluation Report** *All Schools Considered to be an essential document contributing towards the task of raising standards – Estyn July 2005*

The Authority has developed a range of model policies and procedures for schools to adopt / modify and these are available to download from the Key Documents Library of the Schools and Inclusion Intranet site [<http://intranet.powys.gov.uk>]. These reflect national legislation – Employment Law, Health and Safety Acts, etc – and, where appropriate, have been developed in consultation with unions.

For further information or support please contact
Rosie Davies on 01597 826457 or e-mail rosie.davies@powys.gov.uk

Rosie Davies
Policy Officer: Schools and Inclusion

