

## Ealing Governance Covid 19 update (Number seven)

1<sup>st</sup> May 2020

### Governance information

#### Upcoming Ealing online governance briefings and training

1. [Clerks' briefing](#) – hot topics and governing board (GB) meetings this term.  
Wednesday 6 May @ 11-12.pm
2. [Chairs'/governor leads' briefing](#) - hot topics and GB meetings this term.  
Thursday 7 May @ 6-7pm
3. [How to set up and run a virtual meeting](#) – principles and best practice. 11 May @ 11-12.15pm
4. [Governor induction/refresher](#) - what governors should know and do (online interactive training) Andrew Dodge (NB. this is two-part training session)  
Part one –Tuesday 19 May @ 6-8pm and part two – Wednesday 20 May @ 6-8pm
5. [Clerks' briefing](#) – hot topics and GB meetings this term.  
Tuesday 9 June @ 11-12.pm
6. [Chairs'/governor leads' briefing](#) - hot topics and GB meetings this term.  
Thursday 11 June @ 6-7pm
7. [SEND what all governors should know and their role in monitoring](#) - Katherine Walsh (DfE Regional SEND Leader).  
Wednesday 24th June @ 11-12pm

For more details or to book onto this training please go to [www.ealingcpd.org.uk](http://www.ealingcpd.org.uk) Once booked we will send you joining instructions including video conferencing link.

Details of other Ealing governance webinars/online training will be released soon so watch this space!

In the meantime we have signposted and negotiated a range of free training for Ealing schools in our [Support and online training/resources for Ealing governors](#) guide.

#### GovernorHub free trail until September

By now your clerks should have received details of how to log into GovernorHub. Once they have received login clerks need to upload governor details before governors can use. If you have not received the login details for your school and/or would like another governor to have access to upload information, e mail us at [governors@ealing.gov.uk](mailto:governors@ealing.gov.uk)

You can watch the GovernorHub training webinar – how to upload data and use - on YouTube here: <https://www.youtube.com/watch?v=A3uzkEM6-AY>

### **Cost from September (after Ealing extended free trial has ended)**

We have negotiated a reduced cost from 1<sup>st</sup> September 2020 – 31<sup>st</sup> March 2021 of £100.

(Usually the service costs £400 per annum so for this same period would normally cost £234).

From April 2021 we will offer GovernorHub as an option if schools wish to purchase through Ealing LA at a 50% cost reduction of approx. £200 (TBC nearer the time).

For the September – March 2021 cost we will advise school how to apply towards the end of the summer term.

### **GovernorHub video meetings are now live!**

You can now host a virtual governors' meeting using GovernorHub's own *built-in* video meeting feature. As this is so new and they are still refining it, this is something you would need to access from GovernorHub directly by registering a school credit or debit card. You can set a monthly spending limit. However, in the future there may be the opportunity to purchase at an additional cost to the front-end functionality, described above, as part of an LA membership subscriptions. For more information about the video meeting feature including costs and try before you buy can be found [here](#).

### **Managing governance membership**

If an elected governor's term of office expires during this time our recommendation is that the GB allow those governors to remain in office until it is possible for elections to be held. This decision should be recorded in the minutes.

Appointed governor positions can continue to be made as they normally would at meetings held virtually, following required procedures and protocol. The governing board may wish to consider how the process is managed on a practical level given that they are not going to be in the same room at the same time. E.g. whether they wish to ask the individuals concerned to join the virtual meeting at a later stage after their appointment/re-appointment has been confirmed.

Governing boards wishing to continue their efforts to identify and recruit new volunteers for appointed governor vacancies do not need to put this on hold. Active volunteers registered on [Inspiring Governance](#) and [Governors for Schools](#) are still keen to connect with GBs and be interviewed using video conference calls.

### **Agreeing/Signing minutes and policies during lockdown**

There is no formal guidance on this so being pragmatic, either:

- The clerk could sign minutes approved at the virtual meeting on behalf of the chair with a suitable comment in the minutes to say that the previous meeting minutes were agreed by the GB with the clerk signing on behalf of the chair for the lockdown period and/or

- Documents are saved for signature when lockdown is no longer being observed.

Whatever is decided, key is that it is agreed in advance by the clerk with chairs, spelt out clearly in the minutes, and recorded that the minutes of the previous meeting/policy have been approved. This guarantees a sound evidence trail. The clerks should also identify in the minutes that signing is carried forward as an action until such time as it is possible to do so. As there may be a number of documents for signing, the clerk should keep a dated file /list for the Chair's consideration for after lockdown.

## **Recent Covid 19 information and updates**

### **Ealing school recovery**

The council has put in place tactical groups (cells) to plan and communicate back to the emergency management response team around work to keep schools open and in relation to both short-term and longer-term [school recovery](#) issues arising from COVID 19. See link for more information

### **Symptoms and testing**

Guidance for staff in school who think they currently have symptoms is [on EGfL](#) There are no systems set up to contact trace for individual cases at present.

### **Daily exercise – update for those living with autism or learning disabilities.**

The Government have amended [their guidance](#) so that people with learning disabilities or autism can leave the house for exercise more than once a day and can travel outside of their local area under current lockdown measures ideally in-line with your care plan. Schools may wish to consider for some pupils if this applies that a school letter confirming may be helpful if the family are challenged. See also [Guidance: implementing social distancing in education and childcare settings](#)

### **Personal, protective equipment (PPE)**

Where a school needs PPE in line with the DfE [guidance on implementing social distancing in schools](#) document the school should contact the Family Information Service (FIS), email [children@ealing.gov.uk](mailto:children@ealing.gov.uk) (link sends e-mail) with details of what is required.

### **Free school meals (FSM)**

[Eligibility for free school meals has been extended](#) to include some children of groups with no recourse to public funds. The government also announced the [addition of Aldi](#) to the free school meal voucher scheme. See [EGfL for more information](#)

## **Attendance of vulnerable pupils**

There are two new resources to guide and support your school's response if you have low attendance of vulnerable pupils. See [EGfL for more information](#).

## **Early years**

DfE [Actions for early years and childcare providers during the coronavirus outbreak](#)

## **Reduced data requirements for summer term**

The DfE have cancelled or paused all but the most essential data collections, services and requests from educational and care settings until the end of June 2020. Click [here for Further information and a full list of data collection changes](#)

## **Newly qualified teachers (NQTs)**

The DfE have issued [Guidance](#) about changes (as a result of Covid 19) to induction assessment arrangements. Please see [Ealing information](#) for more information. Also, if recruiting, bear in mind that those completing teacher training will also have been impacted by Covid school and university closures.

## **Online safety at home**

Some information about how to stay safe and secure on the [National Cyber Security](#) and [ThinkUKnow websites](#).

## **NGA and Ofsted joint research project**

NGA and Ofsted will be researching how governors are continuing to support and challenge schools during these difficult times. As part of this research they would like to speak to governors. If you are interested in taking part, please contact [ResearchQuestion@Ofsted.gov.uk](mailto:ResearchQuestion@Ofsted.gov.uk)

If you have any questions or need any governance support remember we are here on

E mail: [governors@ealing.gov.uk](mailto:governors@ealing.gov.uk) or Tel: 020 8825 5444

Best wishes and stay safe,

*Therese and Michelle*

Ealing governor services