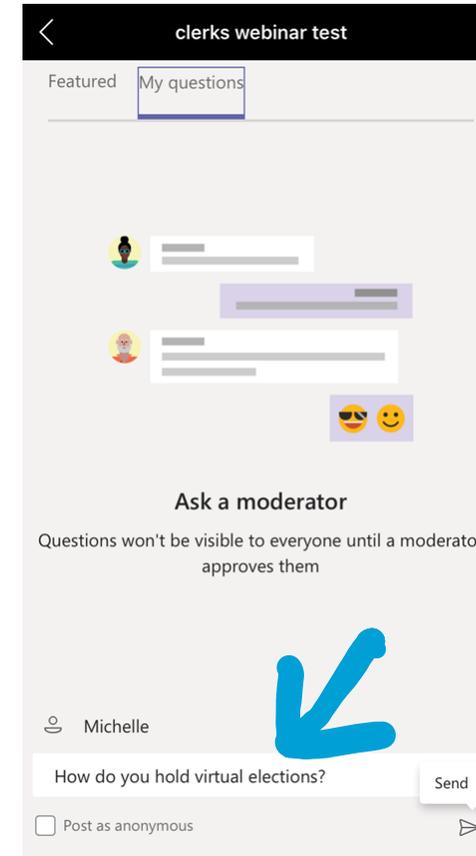
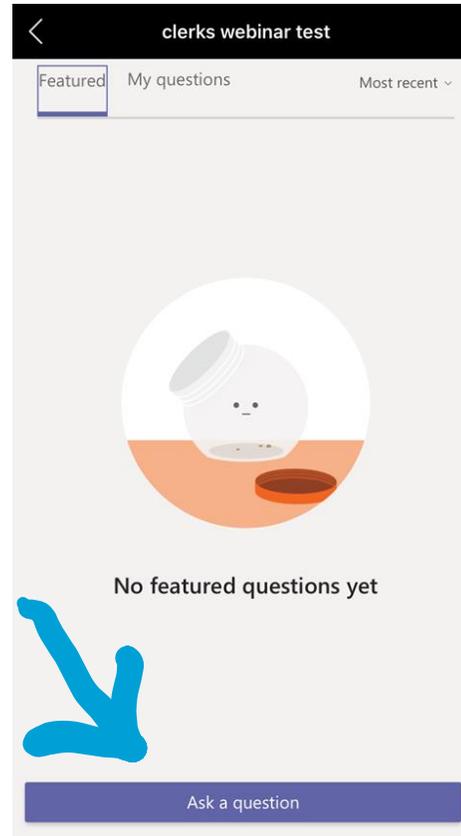
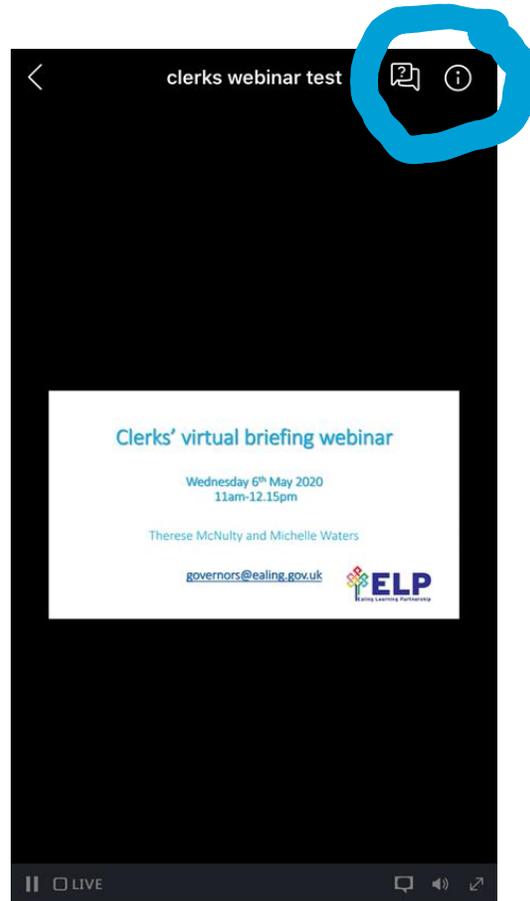


The Chair'/lead governor briefing webinar will start shortly...

In the meantime, please type your name, school and position into the Q&A function



Chairs' / lead governor virtual briefing



Thursday 14th May 2020
6.00 -7.00pm

Therese McNulty and Michelle Waters
governors@ealing.gov.uk





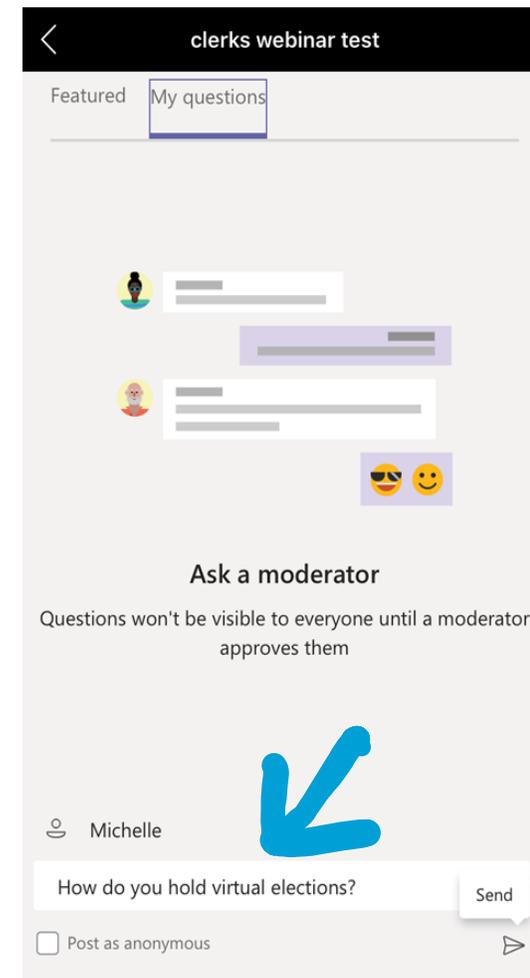
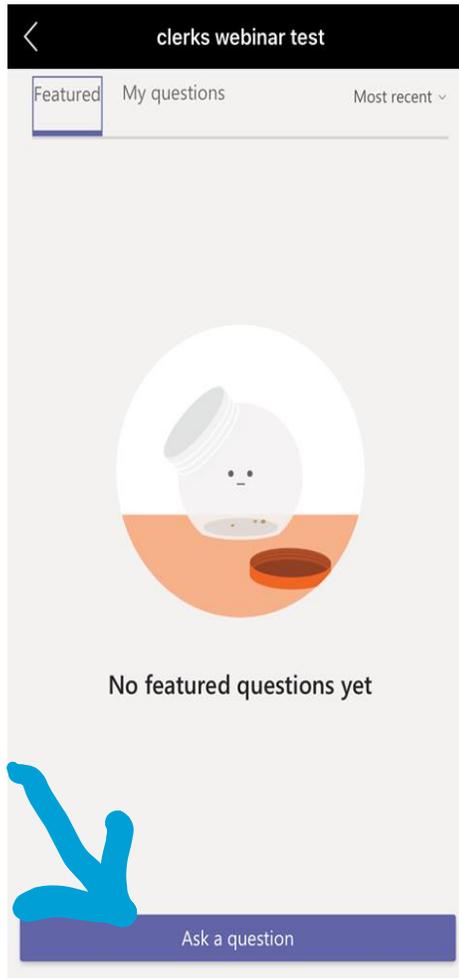
Therese McNulty



Michelle Waters



Please type your name, school and position into the Q&A function



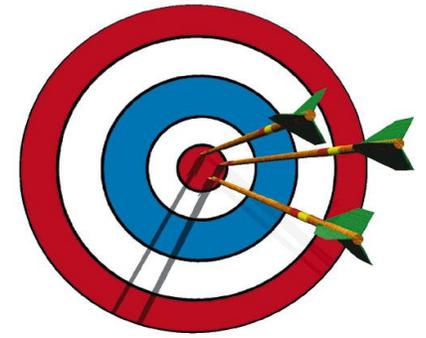
Webinar documents

Documents are attached to your email invite

- PowerPoint slides
- Links to other documents in slides



Aims of the session



- Update on current Government guidance for schools and governing boards - hot topics
- Chairing a board meeting using remote technology - practical tips
- Local authority and other organisations support

CORONAVIRUS

FOLLOW THE RULES, SAVE LIVES



Stay at home as much as possible



Work from home if you can



Limit contact with other people



Keep your distance if you go out
(2 metres apart where possible)



Wash your hands regularly

Things you can now do:

- Spend more time outdoors, e.g. picnic, sunbathe, exercise more
- Meet one other person from a different household outdoors - still 2m apart
- Play sports outdoors with your household or one other person
- No limit to the distance you can travel for outdoor visits
- Visit a garden centre

Things you still can't do:

- Visit friends/family in their homes
- Gather publicly in groups of more than two (excluding your own household)
- Visit a private or ticketed attraction
- Leave your home to stay at another home for a holiday
- Use playgrounds, outdoor gyms, indoor sports facilities

STAY ALERT

CONTROL THE VIRUS

SAVE LIVES

Guidance

Actions for education and childcare settings to prepare for wider opening from 1 June 2020

Updated 12 May 2020

Guidance

Opening schools for more children and young people: initial planning framework for schools in England

Updated 12 May 2020

Guidance

Coronavirus (COVID-19): implementing protective measures in education and childcare settings

Updated 12 May 2020

Guidance

What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak

Updated 11 May 2020

What parents and carers need to know about schools, colleges and other education settings during the coronavirus outbreak

Updated 11 May 2020

- From 1st June *at the earliest*,
- **Primary schools** may extend provision for children in nursery, reception, year 1 and year 6 (in addition to vulnerable children and children of key workers)
- **Secondary schools** to consider offering some face-to-face support to year 10 and year 12 students alongside the full time provision they are offering to priority groups.
- **Special schools**, should work towards welcoming back as many children as can be safely catered for in their setting.
- **Nurseries** /other early years providers to begin welcoming all children

Risk assessment

- Volume - sufficient staff to open more widely
- People capacity - capacity for supporting those pupils in school in smaller groups but also year groups not returning to school.
- Site capacity
- Social distancing
- Expanding numbers
- Secondary arrangements
- Staff wellbeing
- Parental confidence
- Coherence
- Liability



Key principles



- Priority is the health and safety of pupils, families and staff
- A commitment to the welfare and well being of pupils and staff
- Approaching the planning task in a measured and deliberate way - need to risk assess and look carefully at what will work in practice e.g. how many staff are available to work and when it is safe for each group of children to return.
- Making the best possible decisions on the basis of the evidence we have and within the constraints and parameters we face in our schools

Risk assessment plans for Ealing schools

By next week, and in consultation with stakeholders, Ealing will:

- Provide all schools with a **generic risk assessment template and planning guide** for schools. The template can be adapted to suit the specific circumstances of individual schools
- Provide **guidance on expectations of staff** so that headteachers can prepare their workforce
- Provide **guidance on pre-opening considerations** for schools based on [government guidance](#)

Staff workload and wellbeing



- Governing boards should be conscious of the wellbeing of all staff, including senior leaders themselves, and the need to implement flexible working practices in a way that promotes good work-life balance and supports teachers and leaders
- Workload should be carefully managed and schools should assess whether staff who are having to stay at home due to health conditions are able to support remote education, while others focus on face-to-face provision.
- Senior leaders and boards will want to factor this into their resource and curriculum planning, and consider where additional resource could be safely brought in if necessary.

Guidance

Opening schools and educational settings to more pupils from 1 June: guidance for parents and carers

Updated 11 May 2020

- [DfE Q&A - answers key questions parents may have](#)
- Ultimately parents will want to know more from their school's leaders and teachers, whom they know and trust
- Ealing template letter
- Reassurance - child's safety and wellbeing is the utmost priority
- How the school is approaching the planning task and of course that their



Making decisions

NGA view

*The headteacher (or possibly another executive within a multi academy trust) will need to undertake a full risk assessment before making a decision, and it would be **wise for them to bring that assessment to their governing board**. **Governing boards**, while trusting their professional leaders to carry out that assessment, should **test its robustness**. The assessment will need to be kept under review.*

NAHT view

School leaders, in consultation with their governing boards, will remain responsible for evaluating whether and how it might be safe to expand the number of pupils attending their schools, subject to a risk assessment based on the specific circumstances of the school. This may mean that it is not possible for schools to bring back all the pupils the government has indicated it would like to see back in school on the 1 June.

*...While the government has the authority to set national policy, **school leaders and their governing boards** have the ultimate responsibility and duty to ensure that individual schools are able to operate in a safe manner.*

[Joint union statement](#)

Ealing guidance out next week



Governors



What else?

Governance tips on chairing virtually

Other key priorities – urgent /timebound items

Correspondence

School governance update March 2020

Updated 15 April 2020

Guidance clearly states

- There should be **no face to face board meetings** until further notice
- There are **no statutory changes needed to meet remotely**
- Boards should be pragmatic - **focus on urgent, time-bound decisions**
- **Defer non-urgent decisions/agenda items** until future meetings
- Have in place **contingency plans** in case the chair and/or vice chair become unavailable

Think about in advance

- Can everyone access the meeting and papers
- Security of meetings and decision making
- Confidentiality
- Agree in advance a procedure for voting, agreeing minutes and policies
- Make clear on the agenda expectations for each item e.g. read for information, make a decision
- Stress the importance of reading papers in advance and making notes
- Ask for questions to be sent in advance
- Managing membership incl. recruitment and terms of office
- Agreeing and signing minutes/policies



Chairing the meeting – practical tips



- Agree in advance how you will **chair the meeting** with your clerk
- Agree a set of **rules to follow** for board members to follow
- **Arrive early** and test settings
- **Video feed**, as well as audio, helps everyone feel part of the meeting and allows you to see attendance/who is speaking
- **Minimising distractions** e.g. ask board members to mute microphone unless speaking
- **Identifying who wants to speak** e.g. use of ‘chat’ or ‘hands up’ features
- Use of **sharing the screen** – so can focus on the paper being discussed
- Ensure the **meeting is quorate**
- **Confidentiality and security settings**

GB meetings

- Protocols for holding meetings virtually
- Clarification re chairs' action and agree GB leadership cascade
- HT update/report on the current situation
- Risk assessment / transition
- Safeguarding arrangements incl. DSL and agreement of addendum to CP/safeguarding policy
- Budget /finance – closing 19/20; agreeing 20/21 any other pressures
- Staffing – recruitment for September and wellbeing
- Pupil learning vs childcare
- Business continuity/contingency planning incl policies



Safeguarding

- DfE new interim [guidance](#) for schools to support KCSiE during the Covid 19 pandemic
- GBs must review their CP/safeguarding policies in the light of Covid 19. Recommend a COVID-19 annex/addendum that summarises key changes not a rewrite of any policies
- DSL arrangements. [See Ealing guidance](#)
- NGA [template annex to Child Protection policy produced by Browne Jacobson](#),
- Online safety - [checklist from the Met police](#) (On Governors for Schools website)
- Contact with families especially those who meet the 'vulnerable' definition. [Ealing Guidance: keeping in touch calls for children with an EHCP](#)
- [Expanded NSPCC helpline](#)

Vulnerable children

- DfE [new guidance on SEND risk assessments](#) regarding risk assessments.
- Ealing [Covid 19 SEND guidance on EGfL](#) includes information on statutory assessment, education, EHC plans and annual reviews, resources for parents/carers and risk assessments.
- [Keeping in touch guidance for DSLs](#)
- [Guidance: keeping in touch calls for children with an EHCP](#) (word)
To support members of staff keeping in touch by phone with parents of children with EHC plans.
- [Support to improve attendance of the most vulnerable children during COVID-19](#)
- [Ealing Safeguarding process to help increase attendance of vulnerable children](#)
- [Safeguarding guidance – FAQs COVID-19](#)





Maintained schools

- SFVS – close of budget March 31st for 2019/20
- Approving budget for 2020/21
- [Funding support for schools - guidance from DfE \(EGfL\)](#)
- [Closing of accounts and new year budget setting during COVID-19 \(EGfL\)](#)

Academies

- Year end 31st August - audited accounts submitted by 31st December 2020 – for 2019/20
- Budget setting returns – July 2020

- Support staff pensions contributions - LGPS employers' contribution rate has gone down from 26% to 22.5% from 1st April 2020.

Staffing (for September)



Recruitment

- Arrangements for interviewing using video conferencing technology
- Use of activities
- Employment checks
- [DBS](#) ID checking guidance has changed for a temporary period to enable ID documents to be viewed over video link – this will include governors.

Appraisals

DfE advice is that maintained schools should continue to adhere to the School Teachers Pay and Conditions Document (STPCD),

Be pragmatic and use discretion and take pragmatic steps, to take account of the current circumstances e.g. by basing performance on the period schools were open, adjusting, for expected trajectory without any closures.



Assessments/exams



Primary

Assessments against the early learning goals that form the Early Years Foundation Stage profile and SATs will not go ahead this summer.

Secondary

- Exams, including GCSEs, AS levels and A levels will not go ahead this summer
- The Secretary of State, [has confirmed](#) that this year's GCSE students will get their results on 20 August and A level results will get theirs on Thursday 13 August.
- The exam regulator, Ofqual, and exam boards will work with teachers and other educational staff to provide grades to students
- Further information is available from the DfE on [how qualifications will be awarded in summer 2020](#).

Resources for home learning

- Care leavers, children with a social worker at secondary school and disadvantaged children in year 10 eligible for [4G routers to help](#) learning from
- LA has sent information for maintained schools to check. MATs will need to apply directly to the DfE
- Major telecommunications providers will temporarily exempt educational sites from data charges
- List of [online resources](#)

Other information



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](#)

FSM

- [Eligibility for free school meals has been extended](#) to include some children of groups with no recourse to public funds.
- See [EGfL for more information](#)



Admissions

- The [DfE](#) has relaxed some of the rules surrounding appeal panels so that admission authorities can hold appeals by telephone, video conference or in writing, where necessary, instead of holding face to face hearings with parents.
- In Ealing the admissions team are planning remote hearings for community school admission appeals and for those non community schools that currently buy in to their service,
- Non-community schools who make their own arrangements need to plan ahead by surveying their panel members and appellants on the arrangements for remote hearings.

Complaints

- No formal guidance for during Covid 19
- Adhere to your policy but no face to face meetings – all would need to agree to meeting remotely or complete the process in writing.
- Where all parties cannot agree, or it is not practically possible then it would need to be postponed until after the school reopens.
- For new complaints these should be dealt with once the school reopens.
Remember to communicate information clearly to all parties' whatever the stage.

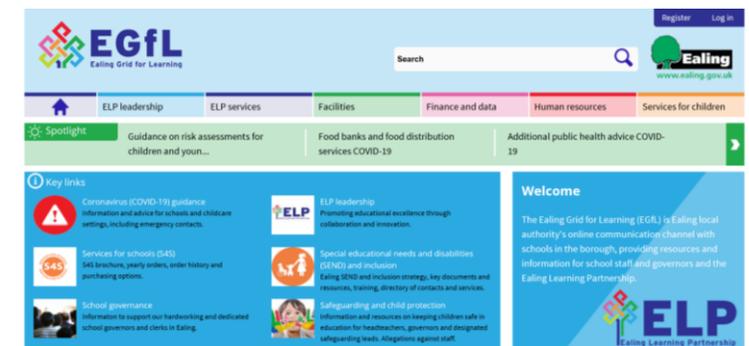
Exclusions

- [DfE guidance](#) is that the timeframes set out in the Regulations 2012 remain in force. This applies to all exclusions, including those that were issued before 23 March. It is for the GB/arranging authority to assess the facts and decide if to delay or use alternative technology.



Ealing governance support

- Weekly governance Covid 19 updates on [EGFL](#)
- Ealing online training and briefings (next slide)
- Access to free online [resources & training](#)
- [GovernorHub](#) – Free trial



Online training for the summer term



- [Governor induction/refresher](#) Andrew Dodge (NB. this is two-part training session) [Part 1](#): 19 May, 6-8pm and [part 2](#): 20 May, 6-8pm
- [Clerks' briefing](#) 9 June, 11-12.pm
- [Chairs'/governor leads' briefing](#) 11 June, 6-7pm
- [SEND what all governors should know and their role in monitoring](#) Katherine Walsh (DfE Regional SEND Leader). 24th June, 11-12pm
- **Clerks virtual informal meetings** every Wednesday starting 13th May 11-11.30am & **Chairs/governors** every Thursday - NEW change of time to 10-10.30am
- Other free webinars: [Governors for Schools](#), [NGA](#), [Services 4 Schools](#), [Better Governor webinars](#)

Question time via the Q&A function



Thank you

- Please send us your suggestions, for future online webinar themes.
- Please complete the short [Survey Monkey evaluation](#) or scan the QR code



- Please come back next time 😊
- Thank you – you are doing a great job. You are all ★★★★★



Sources of information

- Ealing governor services E: governors@ealing.gov.uk T: 020 8825 5444
- Ealing Grid for Learning www.egfl.org.uk
- Ealing governance training www.ealingcpd.org.uk
- DfE Schools Guidance
<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>
- DfE Governance Update <https://www.gov.uk/government/publications/school-governance-update>