

LEARNING AND CHILDREN'S SERVICES

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**DIRECTOR'S REPORT TO SCHOOL GOVERNORS
FOR THE SPRING TERM 2012**

CONTENTS

- 1. Go Kingston (Olympic Games)**
- 2. School Emergency Guidance**
- 3. Internal Audit and Investigations update**
- 4. In Year Admissions 2013/2014**
- 5. School Admissions Code**
- 6. Education Act 2011**
- 7. Pupil Premium**
- 8. Education Kingston**
- 9. Fostering and Adoption**
- 10. Governor Updates**
- 11. Primary School Parent Governor Representatives on the People's Services Committee and Scrutiny Panel**
- 12. Continuous Professional Development and Training for Governors and Clerks for the Academic Year 2011 – 2012**

1. GO KINGSTON (OLYMPIC GAMES)

The London 2012 Olympic and Paralympic Games (the Games of the Cultural Olympiad) will take place from 27 July 2012 and 12 August 2012. The 2012 Summer Paralympic Games will be the fourteenth Paralympics and will take place between 29 August 2012 and 9 September 2012 at the Summer Olympics venues in London.

All London Boroughs have the opportunity to benefit from the economic, cultural and social benefits of the Games, and will host events in the Cultural Olympiad and Torch Relay. Kingston has additional opportunities, such as the Men's and Women's Cycling Road Races, and the Cycling Time Trials which are scheduled to pass through the borough in the first week of the Games.

Go Kingston Group was set up to plan projects and programmes in the borough to engage with the local community by working with key partners including Kingston First, Kingston University, Kingston College, Community Sport and Physical Activity Network (CSPAN), Kingston Volunteer Centre, The Rose Theatre, local sports and arts organisations, neighbouring borough officers and respective national bodies including Arts Council England and Sport England.

Go Kingston brand was set up to have its own identify. A competition was held through the education sector to design a logo. A student from Kingston College designed the logo to capture the river, telephone boxes and the bridge.

Our legacy will be supporting our volunteer workforce through our key partner (KVC) now rebranded Go Kingston Volunteering.

A unique opportunity has been made available to showcase Kingston around the world as a place where business and community work so well in partnership that even the biggest of world events can be hosted with confidence. The Olympic Games will be used to position Kingston as 'the birthplace of England' and to promote Kingston's strengths as an example of localism delivering results through partnership across public, private and voluntary sectors.

The objectives of this project are to enhance the reputation of Kingston at international, national, London and Kingston level in order to:

- inspire people of all ages and ability to participate in physical and cultural activities
- enhance the attractiveness of the borough for business location and increase inward investment through tourism and improved visitor spend
- promote RBK as a leader of localism delivering results through partnership across public, private and voluntary sectors

Go Kingston has seven working groups: Operations; Communications; Education and Youth; Business, Volunteering, Cultural Programme and CSPAN (Community Sports and Physical Activity Network).

A Governance structure has been set up with key people and membership of each of the seven sub-groups:

- **Operations:** Torch Relays, Cycle Road Races and Time Trial
- **Cultural Programme:** Kingston Aviation Festival, IYAF, Kingston Carnival and River Festival. Sports Taster Days and launch of Cultural Programme linked with Queens Diamond Jubilee
- **Education:** Get Set Network and Project Opportunities through Kingston's Cultural Programme
- **Communications:** Ensuring that partner communications, marketing, branding and sponsorship activity is coordinated to support successful events
- **Business:** Reviewing business issues and priorities galvanised by the London to Surrey Cycle Race on 14 August 2011. Running a series of Roadshows across the borough for local businesses
- **Volunteering:** Ensuring that volunteering as well partner activity via communications, marketing, branding and sponsorship is co-ordinated to deliver successful events and to maximise legacy benefits. – Volunteering conference scheduled for 8 March
- **CSPAN:** Committed to providing locally determined solutions to increase participation and widen access to sport and physical activity for the whole community and to contribute to the achievement of wider social objectives that reduce inequalities

For further information on the above please contact: Sandie Barker, Project Manager on 0208 547 5208, or email: Sandie.Barker@rbk.kingston.gov.uk

2. SCHOOL EMERGENCY GUIDANCE

Rationale for Recent Update of School Emergency Guidance

Ensuring the safety of children, young people and school staff is one of the most important roles of Kingston schools.

Kingston Local Authority (LA) recognises its responsibility to support schools in their preparation to respond to any type of emergency, particularly those that are on a scale or type that is beyond the normal coping capacity of a school. One of the best ways the LA is able to help schools in their thinking and preparation, is to produce guidance that can be used by schools to create and maintain their own School Emergency Plan.

Kingston LA has therefore recently updated their guidance documentation for schools to help them with their planning, preparation, response and recovery from school emergencies. The guidance is not intended to be prescriptive or to attempt to cover all possible events. A major fire at a weekend, a serious accident on a school trip, or an outbreak of a communicable illness each require different types and scales of response, and will involve different agencies. It is not possible to plan for every eventuality and incidents may arise which could not have been foreseen. However, efficient and effective emergency planning can ensure that a school and supporting agencies can respond rapidly and confidently, thereby reducing the likelihood of harm to staff and students. The guidance is intended to empower and support schools in the production of their own individual school emergency plans.

The Department for Education (DfE) recommends that schools have their own individual emergency plan, to ensure that they have clear guidance and procedures in place to effectively respond in an emergency situation. It can also prevent escalation, protect

against litigation and ensure schools are viewed as reliable and effective institutions, giving confidence and support to school staff, children, young people, and their families.

Format of New School Emergency Guidance

Following consultation with staff in Kingston schools and emergency planning officers, the guidance has been revised to take account of the needs of the schools within the Borough, recent Government and research initiatives, and guidance produced by the Metropolitan Police ('Police Advice on Critical Incidents in Schools'). The following documentation has been divided into three separate booklets:

1 – Preparation

Guidance documentation for schools to support them in the writing of their own emergency plan. Appendices provide exemplars and templates.

2 – Action

Incidence response documentation to be used alongside schools' own individual plan in the event of an emergency

3 – Recovery

Guidance documentation to think about the critical tasks required for recovery and restoration following a school emergency (business continuity planning). Particular emphasis is given in the documentation on addressing the emotional and psychological impact that school emergencies can have on a school community.

Recent School Emergency Guidance Launch and Workshop for Schools

Given the importance of planning and preparation for school emergencies and the recent updated LA guidance for schools, two launch / workshops were undertaken (15.11.2011 and 05.12.2011). The workshops were particularly well attended by Kingston schools:

- 94% (33 out of 35) of Primary Schools attended
- 70% (7 out of 10) of Secondary Schools attended
- 100% of Special Schools attended

The launch / workshops were extremely well received by attendees with 100% of evaluations rating the sessions as 'very good' or 'excellent'. All attendees went away from the training with action plans and things that they were going to do in light of the RBK guidance and input. The session and activities highlighted a number of gaps for schools in their current thinking and planning for school emergencies, as there were some schools that do not have a plan currently in place – although they are subsequently working on this. Others identified gaps in their plans or were going to update them in light of the input. The main point attendees reported taking away was to ensure that the whole school (including extended services) are involved in preparation and planning so that there is ownership at a whole school level rather than just one person having responsibility for planning.

Here is the link to information for schools, pertaining to school emergencies on the RBK intranet:

http://inside.kingston.gov.uk/plans_policies_and_procedures/emergency_planning/Pages/SchoolsProcedures.aspx

For further information on the above please contact: Sarah Lambe, Senior Specialist Educational Psychologist on 0208 547 6699 or email: sarah.lambe@rbk.kingston.gov.uk

3. INTERNAL AUDIT AND INVESTIGATIONS UPDATE

Internal Audit and Investigations Shared Service

A business case is currently being developed to establish a shared internal audit and investigations service with the London Borough of Richmond from the 1st June 2012. In the interim, Alix Wilson and Diana Neaves have been seconded from Richmond to act as Joint Heads of Internal Audit. If you have any questions or concerns, please do not hesitate to contact them on 0208 547 5125 or email at Alix.Wilson@rbk.kingston.gov.uk or Diana.Neaves@rbk.kingston.gov.uk

Audit work in 2011/12 and 2012/13

Resourcing issues within the Internal Audit team during 2011/12 meant that the original school audit plan was scaled back. The audit plan for 2012/13 is already being consulted on and it has been agreed that a programme of school audits will be undertaken on a risk based approach. This means that all schools will be assessed on the basis of a number of risk factors including the size of budget, previous audit findings, changes in key staff and failure to attain Financial Management Standard in Schools (FMSiS).

FMSiS was withdrawn by the Secretary of State with effect from the 15th November 2010 and replaced by the Schools Financial Value Standard (SFVS), to operate in schools from September 2011. The programme of school audits from 2012/13 onwards will take account of the SFVS assessment process explained below.

Once the risk assessment has been undertaken and the plan agreed, your school will be contacted to agree the scope and timing of the audit review.

Schools Financial Value Standard (SFVS)

Click [here](#) for a link to the SFVS pages on the DfE website:

SFVS is a self-assessment tool and all Maintained schools are required to undertake the self-assessment against SFVS once a year in accordance with the following DfE timetable:

- All schools must complete their first assessment by **31st March 2013** and annually thereafter.
- If your school did not attain FMSiS, you must report against SFVS by **31st March 2012**.
- Since all Kingston schools attained FMSiS, all schools will be working to the March 2013 deadline. Some training will be provided by the Finance team to assist you in completing the self-assessment. Schools will be contacted in due course.

Self-assessments must be signed by the Chair of the Governing Body and returned to the local authority.

So what does this mean for Internal Audit? Unlike FMSiS, SFVS is not externally assessed. It is designed in the first place to engage governing bodies through a much simpler set of questions and supporting material. Then it is expected to feed into the regular internal audit processes for the Authority.

With effect from 2011/12, the Director of Finance as section 151 officer, is required to provide a statement saying each year how many SFVS reports from schools have been

received for self assessments carried out before 31st March. For 2011/12, this will only relate to schools that did not attain FMSiS. From 2012/13, this will apply to all schools.

The Director of Finance will also be required to give an assurance that the contents of these self-assessment reports have been taken into account in planning the future programme of audits.

SFVS will be brought within the scope of the Scheme for Financing Schools, and therefore it will be in scope of the Authorities' powers to issue a notice of concern or in extreme circumstances, to withdraw financial delegation. The LA could issue a notice of concern where schools fail to complete SFVS as required. The LA is invited to consider publishing a list of schools that have not completed SFVS on time.

NB: the DfE has given notice that it will take a particular interest in those schools that have failed to complete their SFVS assessments in accordance with the timetable.

Key Fraud Risks in Schools

The current economic climate means that the risk of fraud has significantly increased and there have been a number of high profile frauds within schools over the past few years which reflect this. Never more so has it been important for schools to understand the risks of fraud and to ensure that they have the appropriate processes and controls in place to mitigate those risks effectively.

None of us like to believe that fraud could be perpetrated from within our schools, however, where it is, the consequences and impact can be significant. Ultimately, any financial loss incurred as a result of fraud will mean that already scarce resources will be diverted away from service delivery and into the back pocket of the fraudster. More seriously, the fraud could result in a failure to safeguard the children that we serve.

There are a number of key fraud risks that schools **MUST** be aware of:

- Recruitment fraud – this is one of the fastest growing fraud risks. This is where an individual obtains employment at your school through the provision of false information e.g. identity, previous employment history, references, qualifications, CRB status and leave to remain and work in the UK. Having robust recruitment checks in place is essential. If you don't challenge the information you are provided as part of the recruitment process, there is a risk that you are allowing a fraudster to gain employment at your school, exposing the school to further acts of fraud, and putting staff and pupil's welfare at risk.
- Contract and Procurement fraud – where a member of staff colludes with suppliers to place business unfairly or to award contracts for personal or financial gain including by disclosure of other bids or insertion/alteration of bids post tender closure. This also includes giving work to friends or family members without declaring an interest and seeking independent approval. There are two key pieces of legislation you should be aware of here:
 - **The [Fraud Act 2006](#)** covers the abuse of position for personal gain or for the gain of others and means that procuring services or goods unfairly as described, could result in criminal prosecution.
 - **The [Bribery Act](#)** came into force in July 2010. It has 4 offences:
 1. Offering, promising or giving a bribe

2. Requesting, receiving or accepting a bribe (whether directly or through a third party)
3. Bribing a foreign public official
4. The failure of a commercial organisation to prevent bribery (although there has been some debate on this, it does include local authorities)

The first three offences are offences committed by an individual and may result in up to 10 years imprisonment and unlimited fine. The fourth offence is new and the sanction is against the organisation rather than the individual. If an act of bribery was to be perpetrated at a school, the school itself may be prosecuted for failing to provide “adequate procedures” to protect itself. Adequate procedures should include:

- ❖ Schools Financial Regulations and [procurement guidance](#) (including compliance and training)
- ❖ Declarations of interest (by governors and staff on an annual basis and as conflicts arise)
- ❖ Declarations of gifts and hospitality (by governors and staff)
- ❖ Appropriate governance and authorisation structures for contracts/procurement.
- ❖ Retention of documentation to support the procurement process and documented evidence of independent approval.

It is essential that schools follow financial regulations to ensure that services and goods are procured fairly and to secure value for money.

If you have any concerns about fraud or want advice on how to protect your school against fraud, please contact Ben Marshall in our Counter Fraud and Corruption Unit (CFCU) on 0208 547 5637 or email Ben.Marshall@rbk.kingston.gov.uk

For further information on the above please contact: Alix Wilson, Joint Interim Head of Audit on 0208 547 5284, or email: alix.wilson@rbk.kingston.gov.uk

4. IN YEAR ADMISSIONS 2013/2014

The revised School Admissions Code removes the requirement for applications for in year admission to be co-ordinated by the home Local Authority (LA). However, LAs are still required to provide parents with an application form and vacancy information on request. Admission Authorities are required to inform the LA of every application and its outcome.

In view of these changes to the statutory requirements, the LA has proposed and consulted upon the following revisions to its current scheme from 2013/14. The revisions are intended to maintain the key benefits and safeguards of the current scheme, whilst reducing its complexity and providing increased flexibility for admission authorities in processing a preference for their school.

- All in year applications for a maintained school or academy in Kingston must be made to Kingston LA on the LA common application form which will provide for up to four preferences to be listed in order. Any application received direct by a maintained school or academy must be forwarded to the LA for processing

- Following recording and verification, the LA will forward the preference to the admission authority for the school or academy.
- The admission authority will inform any applicant direct of the offer or refusal of a place and inform the LA at the same time.
- The LA will monitor applications and outcomes and follow up resident pupils without a school place
- Where an applicant lives outside the borough, the LA will advise the 'home' LA of the application and outcome

For further information on the above please contact: Hatija Bhatia, Principal Admissions & Governance Officer on 0208 547 5284, or email: hatija.bhatia@rbk.kingston.gov.uk

5. SCHOOL ADMISSIONS CODE

Update on the School Admissions and Appeals Codes

The DfE Admissions and Appeals Code has been published but is subject to Parliamentary approval before the final version is published on 1 February 2012.

The main changes are:

- Looked After Children: a wider definition is proposed so that the definition of looked after children includes “previously looked after children”, i.e., those who were adopted, or subject to a residence order, or special guardianship order, immediately following having been looked after
- Establishment of a National Offer Date for primary schools for the 2014/15 admissions round – suggested date is 16 April 2014 and on, or about, the same date in subsequent years
- Reduction in consultation requirements. Consultation must take place every 7 years (starting from the last consultation) unless changes are made. Timelines of consultation period remain unchanged
- Published Admission Number (PAN). There is no requirement to consult on the PAN if it is to stay the same, or increase. Admission authorities must notify the LA of any proposed increase in good time to allow the LA to undertake its co-ordination responsibilities effectively and make reference to the increase on the School’s website
- Removal of statutory requirement for LAs to co-ordinate in-year admissions from September 2013, although they could so by agreement with schools
- Infant Class Sizes and permitted exceptions:
The regulations will no longer require “qualifying measures” (employment of an extra teacher) and, if an infant class goes over 30, any additional pupils will remain “excepted”, i.e., they will not count towards the 30 for the remainder of the time in infant classes (or until the class number falls back to 30).

The list of permitted exceptions includes twins and multiple birth pupils where one (or more) of the children is admitted and the others cannot be admitted without

going over the 30 limit, it also includes children of UK service personnel where they are admitted outside the normal admission round

However, it is important to note that the Code (paragraph 2.15) says that excepted children “may” be admitted, recognising that there is a physical limit to the number of additional pupils that may be accommodated in a classroom.

- Objections to the School’s Adjudicator about a school’s admission arrangements must be made by 30 June (currently 31 July). The Adjudicator no longer has power to re-write admission arrangements but will instead comment on any changes that need to be made leaving it to the admission authority to implement. Objections on admission arrangements may be made by anyone.
- Children of staff the school may be prioritised in admission arrangements. If admission authorities decide to give priority to children of staff, they must set out clearly in their admission arrangements how they will define ‘staff’ and on what basis children of staff will be prioritised
- Sibling criteria may include “former siblings”, i.e., siblings are no longer limited to those who will be in school at the time the new sibling is admitted
- Social /medical need criteria – must define need in admission arrangements and specify what supporting evidence is required and make consistent decisions
- The Appeals Code comes into force on 1 February and applies to all appeals lodged on or after this date. Admission authorities must publish their appeals timetables on their websites by 28 February each year.

This list is not exhaustive and a fuller summary of the changes and implications for schools will follow after 1 February 2012.

For further information on the above please contact: Hatija Bhatia, Principal Admissions & Governance Officer on 0208 547 5284, or email: hatija.bhatia@rbk.kingston.gov.uk

6. EDUCATION ACT 2011

Introduction and timetable for commencement of the Act

Following Royal Assent on 15 November 2011, the Education Act enacts the legislative proposals contained in the Schools White Paper ‘The Importance of Teaching’ and includes measures from the Department for Business, Innovation and Skills relating to skills and the reform of higher education funding. It removes certain duties on school governing bodies, local authorities and further education institutions.

The DfE has information on its website about when sections of the Act commence. Sections that came into force from the day the Bill received Royal Assent on 15 November 2011 include the repeal of the duty on LAs to appoint school improvement partners; those relating to piloting direct payments; and the limit on student fees for part-time courses.

A number of sections commenced on 15 January 2012. These include the repeal of the duty to enter into behaviour and attendance partnerships and the repeal of the Diploma entitlement. The abolition of most arm’s length bodies will come into force at the end of the current financial year on 31 March 2012. All other sections are commenced by order

of the Secretary of State and it is intended that most sections of the Act will have commenced by the start of the 2012/13 school year.

Key areas of importance for Governing Bodies

Part 1: Early Years Provision

The introduction of free early years care for disadvantaged two year olds entitling them to 15 hours free early years education.

Part 2: Discipline

Power of members of staff at schools to search pupils without their consent for dangerous or banned items;

Reform of process for exclusion of pupils from schools (currently under consultation);

Repeal of requirement to give notice of detention to parent;

Repeal of duty for schools to enter into behaviour and attendance partnerships with other schools;

Places restrictions on the public reporting of allegations made against teachers.

Part 3: School Work force

Abolishes the General Teaching Council for England (GTC) and the Training and Development Agency for Schools (TDA), transferring relevant functions to the Secretary of State;

Abolishes the School Support Staff Negotiating Body (SSSNB);

Restricts public reporting of allegations made against teachers to protect them from false accusations.

Part 4: Qualifications and the curriculum

Requires schools to take part in international education surveys;

Amends the governance structure of Ofqual and changes it to include international comparison;

Abolishes the Qualifications and Curriculum Development Agency (QCDA) and transfers relevant functions to the Secretary of State;

Requires schools to secure independent and impartial careers guidance for pupils from the age of 14: schools cannot fulfil this duty by asking a teacher or other person employed by the school to provide guidance;

Ends the need for LAs, schools and governing bodies to secure access to the Diploma entitlement for 16 to 18 year olds and pupils in Key Stage 4 (KS4).

Part 5: Educational Institutions

Repeal of duties of governing bodies and LAs

Removes the duty of governing bodies to publish a school profile;

Ends the requirement for LAs to appoint a school improvement partner (SIP) in each school;

Changes the role of LAs in relation to school admissions;

LA no longer required to establish a School Admissions Forum;

Ends the power of the schools adjudicator to make a change to a school's admissions arrangements in response to a complaint;

Introduces a cap on the amount that LAs and schools can charge for school meals, milk, etc;

New schools

Introduces a presumption that when LAs set up new schools they will be academies (including free schools)

School governing bodies

Changes to the requirements for the constitution of governing bodies of maintained schools. Section 38 of the Act has undergone a number of revisions since the original Bill was published and staff governors and local authority governors have been reinstated.

The new regulations which come into force in September 2012 will be permissive so that GBs can continue with their existing constitution. However, if a GB wants to reconstitute

after this date, they will have to do so under the new requirements. These include a reduced number of categories of governors in governing bodies of maintained schools in England. They must consist of parent governors, the head teacher, a staff governor, a local authority governor, such other persons on the basis of skills they will bring and, in the case of foundation, voluntary aided and voluntary controlled schools, they must have foundation or partnership governors. The regulations may provide that the Headteacher can resign as a governor and for the governing body to specify eligibility criteria for the local authority governor.

Changes to Ofsted inspections

Changes the inspections framework for schools so that inspectors will report on:

- The achievement of pupils at the school
- The quality of teaching in the school
- The quality of leadership in and management of the school
- The behaviour and safety of pupils at the school

In addition, Ofsted must consider how well a school provides for different groups of pupils and the school's provision for the spiritual, moral, social and cultural development of pupils;

Exempts certain categories of school and further education (FE) institution from routine inspection by Ofsted;

Allows Ofsted to charge schools for the cost of carrying out an inspection if the school has requested the inspection;

Gives the Secretary of State power to close schools which are eligible for intervention, rather than only those in special measures;

Gives the Secretary of State power to direct an LA to issue a warning to a school on grounds of performance or safety concerns;

Stops parents complaining about schools to the local commissioner;

Finance of institutions

Enables the Secretary of State to issue directed revisions to LA schemes for financing schools;

Allows governing bodies to fund the costs of premature retirement and dismissal of community staff;

Makes changes to what costs can be included in charges made by nursery schools and schools with nursery classes for early years provision that is not funded by the LA;

Allows pupil referral units (PRUs) to be funded by LAs by way of a budget share, in the same way as maintained schools;

Repeals the change of name of PRUs to short stay schools;

Changes a range of duties placed on further education corporations;

Part 6: Academies

Removes the need for academies to have a specialism;

Amends the Academies Act 2010 to introduces the establishment of 16 to 19 academies;

Introduces the establishment of alternative provision academies;

Requires governing bodies of schools to consult those they think appropriate before or after an application for academy status;

Makes it possible for one or more (not all) of all the schools in a federation to become an academy without going through the process of becoming an academy;

Increases the Secretary of State's ability to make land available for free schools;

Clarifies the law surrounding LA powers to provide financial or other assistance to academies;

Allows schools adjudicators to deal with objections to academies' admissions arrangements;

Part 7: Post-16 education and training

Abolishes the Young People's Learning Agency for England (YPLA) and transfers relevant functions to the Secretary of State;

Maintains Labour's policy of raising the participation age to 18 in 2015;

Repeals the duty on the Skills Funding Agency (SFA) to find an apprentice place for all suitably qualified young people. The SFA must provide proper facilities for apprenticeship training for certain groups of young people who have secured an apprenticeship opportunity;

It also places a new duty on the chief executive of the SFA to make reasonable efforts to ensure employers participate in apprenticeship training, and gives the secretary of state new powers in relation to the function of the chief executive;

Part 8: Direct payments – Lords Amendment

Allows local authorities to make a direct payment to secure goods and services for children and young people with a Statement of Special Educational Needs. The power must only be exercised in accordance with a pilot scheme made by the Secretary of State.

Part 9: Student finance

Increases the cap on the interest rates that can be charged on new student loans;

Applies the tuition fees cap for full-time courses on a pro-rata basis to part-time courses

Part 10: General

Supplementary provisions about orders and regulations, the interpretation of the Act, financial provision and commencement;

Further details can be found at:

www.education.gov.uk/search/results?q=Education+Act+2011

For further information on the above please contact: Hatija Bhatia, Principal Admissions & Governance Officer on 0208 547 5284, or email:

hatija.bhatia@rbk.kingston.gov.uk

7. PUPIL PREMIUM

Pupil Premium 2012/13

In recent months, the Government has announced some significant changes to the Pupil Premium, which will mean that more funding is going to Kingston Schools.

Based on the figures supplied in the January 2012 Census each FSM and LAC in 2012/13 will now generate £600 per pupil as opposed to the £488 figure for last year. The scope of the premium will increase also it will now be paid for any child who has been registered for a FSM in the last 6 years. This will significantly increase the amount paid to some schools, and will see significant increase in the secondary phase where nationally take has always been lower. The impact of this will mean that any child registered in Year 6 will generate pupil premium for their secondary school until Year 11.

The DfE have also set out conditions attached to Pupil Premium funding although as yet there are no details as to how this will be implemented or monitored. Schools will have to publish online details of their Pupil Premium allocation and plans to spend in 2012/13. Whilst for 2011/12 a statement confirming allocation and how the money was spent and the impact this had on educational attainment. The latest DfE publicly available primary performance and achievement datasets also record the performance of disadvantaged

pupils separately and there is an expectation that this approach will be adopted for secondary data also.

Pupil Premium 2012/13 Timeline

- **January 2012:** School Census day – 19 January 2012
- **February 2012:** schools will be able to access details of their Ever 6 FSM numbers
- **April/May 2012:** 25 April - School Census database closes to amendments from schools and LAs / Data cleansing of January 2012 School Census
- **June 2012: First quarter payment to LAs / DfE** will confirm Pupil Premium allocations for Ever 6 pupils and Service children / LAC allocations provisional
- **September 2012: Second quarter payment to LAs**
- **October 2012:** DfE confirms final LAC allocation using numbers from March 2012 Children Looked After Return
- **December 2012: Third quarter payment to LAs** DfE will use the Autumn Census to calculate the Pupil Premium for opening schools
- **March 2013: Fourth quarter payment to LAs**

RBK Pupil Premium Campaign

Kingston was quick to identify the potential impact of the Pupil Premium and instigated a campaign to raise awareness and increase the number of eligible pupils who would register for FSM. As set out in the previous Governors report, the campaign with an investment of £11,000 from the LA, commenced on the 5th Sept – 19th January. Three training events were held for school office staff to make clear the eligibility criteria, process of registration and key themes of the campaign. This was supported by literature in the form of posters; leaflets (some translated into a number of languages); on pharmacy bags for those people who do not pay for prescriptions and might therefore be eligible; and a 6 week campaign on Radio Jackie. This was supported by a number of mail drops to tenants in social housing in the Borough. The campaign was supported by all our key stakeholders, Schools, Children's Centres, Job Centre, Libraries, Health, Cygnet and Kingston Voluntary Action.

RBK FSM Increase to date

The campaign has been a big success, since we launched in September 2011, against an initial target of registering 500 additional eligible FSM children, our indicative figures indicate that we have seen a significant rise in the number of renewals and we have registered an additional 402 children across Kingston schools (although we believe the final figure will be closer to 450). Although the final definitive figures will not be available until the final census figures are available at the end of February. This campaign cohort alone at 402 will generate an extra £241,000 for Kingston schools in pupil premium funding in 2012/13 and with the introduction of Ever 6, this means if they remain in schools for the next 6 years that they alone will have generated an extra £1,447,200 during the 6-year period.

Pupil Premium per pupil	Final 2011/2012	2012/2013
Free School Meals	£488	£600
Looked after Child	£488	£600
Service Child	£200	£250

In Kingston schools, the overall increase in pupil premium with these changes is estimated to rise, from £1m in 2011/2012 to £1.9m in 2012/2013. The success of the campaign has led to RBK being invited by the Department of Education to the leads in

this area and we were praised for our approach and seen as developing best practice in this area.

For further information on the above please contact: Eamonn Gilbert, 14 – 19 Partnership Manager & Lead Commissioner, on 0208 547 5283, or email: eamonn.gilbert@rbk.kingston.gov.uk

8. EDUCATION KINGSTON

Following extensive discussions and consultation throughout last year formal Council approval for the setting up of a One Council, One Kingston joint venture partnership with schools to provide a school improvement service was granted on October 18, 2011.

Since then, work has been undertaken to turn the proposal into a fully formed set of agreements and protocols. The cornerstone of the arrangement will be the Commissioning Agreement which will describe the precise relationship between RBK and EducationKingston, including obligations and commitments on both sides. Alongside the Commissioning Agreement will be a Partnership Agreement which will define the relationship between EducationKingston and the partner schools. It is this document that Headteachers and Chairs of Governing Bodies will be required to sign before EducationKingston launches on April 1, 2012. Both agreements are currently in draft form undergoing checking and approval by all interested parties.

At the end of last term, an election was held for the Headteacher representatives on the EK Partnership Board. The Board, which will be the main governance vehicle for EK, comprises nine elected Headteachers plus the Director of Learning and Children's Services and the Lead EK School Improvement Partner. A full election process was held for the Headteacher representatives and resulted in the appointment of the following to the Board: Cathy Clarke (King's Oak), Chris Hodges (Coombe Hill Junior), Emma Smith (Green Lane Primary), Julie Ritchie (Latchmere Primary), Rachel Hollis (Alexandra Infants), Siobhan Lowe (Tolworth Girls), Stephen Chamberlain (Hollyfield), Tracey Coton (Christ Church Primary), A special school representative has yet to be confirmed.

The other process that has been happening during this period is the restructuring of the staffing that will form EducationKingston's delivery and business teams. On January 12, 2012, Graham Willett was appointed to the role of the Lead School Improvement Partner following a two-day selection process culminating in a presentation to and an interview by a panel comprising Board members Duncan Clark, Rachel Hollis, Chris Hodges and Stephen Chamberlain plus Tina Herring. Following this appointment, the other members of the current inspector team were confirmed as slotting into the new EK School Improvement Partner posts. The section of the restructuring relating to business support posts has also been completed and the staff affected have been informed of the outcomes. EK's Business Support team is now finalised. The remainder of the restructuring process is ongoing and will be completed in early February.

Further details of developments, including copies of all agreements will be sent to Headteachers and Chairs of Governors shortly.

For further information on the above please contact: Graham Willett, Lead Inspector, on 0208 547 5287, or email: graham.willett@rbk.kingston.gov.uk

9. FOSTERING AND ADOPTION

More children than ever are coming into care in the UK. Around 59,000 children currently live with foster families and another 8,750 foster carers are needed countrywide. The tragic death of baby Peter Connelly in August 2007 has led to an increase in numbers – there are now 8,000 more children in care than in 2007.

In Kingston, we currently have 120 Looked After Children, of which 89 are in foster care. A significant number are young people aged over 12 years. Forty-five fostering families in Kingston provide children with local care while some children are placed out of borough. We are looking to recruit 10 new carers from the local community this year, particularly those with the confidence and skills to look after needy teenagers.

Children come into care primarily because their birth parents cannot look after them. Commonly, the parents have misused drugs or alcohol, or there are mental health problems and the children may have suffered neglect or abuse – physical, sexual or emotional. Occasionally a parent will ask us to take their child into care because they are not coping with a challenging child or teenager.

Children are placed in short term foster care until a permanent solution can be found. There are three possible outcomes for a child in care – ideally they will return to their birth family but if this is not possible, they will remain in long term fostering - possibly with a relative - until the age of 18, or be adopted.

The average age of children adopted in the UK is four years. Most couples or individuals wishing to adopt are ideally looking for healthy babies. However, these days there are very few relinquished babies, or babies without developmental uncertainty, available for adoption. Typically, we have young and school-aged children with physical, learning or emotional difficulties or uncertain developmental outcomes. Sibling groups of two or three are common. Many of these children come from black or mixed heritage backgrounds and nationally the number of children waiting to be adopted from these cultural groups far exceeds the number of available adopters. In Kingston, the children waiting for adoptive families include six sibling groups aged from two to nine years and two children aged eight of which two are black and four are mixed heritage. Because of their age, ethnicity or special needs, all these children are 'hard to place' which means that it takes time to find them suitable adopters. Sometimes there are no suitable adopters found.

While children are waiting for a permanent family, they remain in foster care. Our primary need is for foster carers who can look after children short term – anything from a day to a few months, as this is often dependent on the length of court proceedings.

In Kingston, we need foster carers from all backgrounds, including women, men and couples who can provide safe, caring places for children to stay within the borough or not too far away. They can be single, married or in civil partnerships. Age-wise we would consider anyone in his or her twenties upwards. There is no upper age limit, but the carer must be fit, healthy and with the physical and emotional stamina to cope with the challenges. We primarily need fostering families where one carer is at home full-time. Depending on the age and needs of the child in placement, some carers are able to fit in flexible working arrangements around their fostering commitment. Others work full-time and foster at weekends and during holidays, providing valuable respite for the parents of children with special needs, or other carers.

It is not necessary for foster carers to be homeowners but they must have a spare bedroom, unless they are to specialise in looking after babies under two years old. Carers do not have to be parents themselves, but ideally, they do need to have some relevant experience of working with, or looking after children. We look for those who have a genuine interest in the needs of children, who are caring and nurturing, can see beyond some difficult behaviour, and who have plenty of time to spare.

The process of becoming a foster care takes about 6-9 months. This allows a period of time for initial training, reflection and thorough assessment. Once approved and a child is in placement, the foster carer is paid an allowance which covers the cost of the child's needs, plus a fee. Foster carers receive regular training and the full support of the fostering team. They can also take satisfaction in being part of a group of highly valued families and individuals who provide a better start for the local children in our care.

For further information on the above please contact: Christine Appleyard, Publicity & Recruitment Officer, Fostering and Adoption on 0208 547 6034 or email: Christine.appleyard@rbk.kingston.gov.uk

10. GOVERNOR UPDATES

The Guide to the Law for School Governors

A revised version is due imminently and Ministers are considering the publication of an Academies Handbook.

Review of Governance

The Department for Education (DfE) is currently undertaking a review of governance with a focus on the role of governing bodies in school improvement. Specifically, the focus of the review is on the following areas:-

- What a highly effective GB would do in relation to school performance
- What are the barriers that commonly prevent GBs from achieving this
- The extent to which changes in national policy and at local authority level will impact on GB effectiveness
- Examine the ways in which the DfE could influence practice

The review, due to report soon, has identified that some governing bodies:-

- lack clear focus on raising attainment and narrowing gaps
- experience difficulty in attracting and retaining the right people
- find it difficult to removing governors who are not performing
- have difficulty in accessing and acting on information and data
- find it difficult to get the relationship right between the head teacher and the governing body

New List of Statutory School Policies

The Department of Education has updated its list of statutory policies for schools. The list is set to change further this year, due to the introduction of the Education Act 2011. Here is the link for list of policies and further information:

<http://media.education.gov.uk/assets/files/pdf/s/statutory%20policies%20for%20schools.pdf>

Need to know 2012 - information for Heads, Principals and Governors

There is a timeline on the DfE website that sets out important information to help Headteachers, Principals and Governors plan ahead, prepare for and implement changes that will take place during 2012, including mandatory legal requirements. It should be noted that some of the timings are indicative and may change. Please follow the attached link for further information.

<http://www.education.gov.uk/schools/toolsandinitiatives/cuttingburdens/a00197719/timeline-of-milestones-for-20112012>

NPQH for Aspiring Heads

The Department for Education (DfE) has announced that from early 2012 (and subject to legislative changes) the NPQH will no longer be compulsory for aspiring Heads. At the same time, it announced a further overhaul of the qualification which has just recently been revised by the National College.

The aim of the latest overhaul is to make it applicable to aspiring heads in all settings (LA maintained schools, academies and independent schools), make the revised version more rigorous and to place more emphasis on teaching and learning and behaviour. The bar for entry and assessment will also be raised. The new NPQH is expected in Spring 2012.

Live consultations

The following consultations are currently taking place and Governing Bodies may wish to respond:

- **[Consultation On Proposed Changes To The School Staffing \(England\) Regulations 2009 To Require Governing Bodies To Share Information With Prospective Employers About Whether Head Teachers And Teachers Have Been In Capability Procedures](#)**

This consultation asks for views on proposed changes to the *School Staffing (England) Regulations 2009* to introduce new requirements on governing bodies in maintained schools to share information about whether a teacher or Headteacher at their school has been in capability procedures, when asked to do so by a prospective school employer.

Launch Date: Friday 13 January 2012

Closing Date: Friday 24 February 201

- **[A consultation on revised statutory guidance and regulations for exclusions from schools and pupil referral units in England](#)**

The purpose of this consultation is to gather views on the Department's revised exclusion guidance document and regulations relating to exclusion. This includes proposals for how regulations will be applied to Academies, including Free Schools.

The consultation will last nine weeks. This is to enable the Department to publish the finalised regulations and guidance in sufficient time for the new exclusion process to begin in September 2012.

Launch Date: Friday 16 December 2011

Closing Date: Friday 17 February 2012

- **[Supporting Families in the Foundation Years: Proposed Changes to the Entitlement to Free Early Education and Childcare Sufficiency](#)**

This consultation sets out proposals on the new entitlement for two year olds from September 2013, including which children will be eligible. It also includes proposals on the quality and flexibility of the entitlement for two, three and four year olds.

The Chancellor announced in his Autumn Statement on 29 November 2011 that the early education entitlement for two year olds will be extended to cover more children. The Government intends to take a phased approach to implementation, with 20 per cent of two year olds eligible from September 2013, and then 40 per cent eligible from 2014. The consultation proposals on the two-year-old eligibility criteria (consultation questions 2 and 3) apply to the first phase of implementation in 2013. We will publish further proposals in due course about eligibility criteria to reach 40% of two-year-olds from 2014.

Launch Date: Friday 11 November 2011

Closing Date: Friday 3 February 2012

For further information on the above please contact: Hatija Bhatia, Principal Admissions & Governance Officer on 0208 547 5284, or email: hatija.bhatia@rbk.kingston.gov.uk

11. PRIMARY SCHOOL PARENT GOVERNOR REPRESENTATIVES ON THE PEOPLE'S SERVICES COMMITTEE AND SCRUTINY PANEL

The Council has a vacancy for a primary school Parent Governor Representative to be an Advisory Member on the RBK **People's Services Committee** and **Scrutiny Panel** and is currently inviting nominations from primary school Governing Bodies for this vacancy for a Representative, who will be appointed by Kingston Council. A secondary school Parent Governor Representative has already been appointed to these bodies.

The People's Services Committee will meet approximately seven times per year to make decisions on matters within its remit, which includes education. The Scrutiny Panel will meet less frequently. Parent Governor Representatives will only be asked to attend meetings if there are education issues on the agenda. A small allowance is payable for this role. Meetings usually start at 7.30pm and are held in the Guildhall. Parent Governor Representatives have voting rights when education matters are being discussed on these bodies of the Council.

Governing Body nominations (to include the nominee's name, address and telephone number and, if possible, email address) should be sent to Jean Cousins, Democratic Support, Room 75, The Guildhall, Kingston upon Thames, Surrey KT1 1EU.

For further information on the above, please contact: Jean Cousens, Democratic Support Officer on 020 8547 5023 or email jean.cousens@rbk.kingston.gov.uk

12. CONTINUOUS PROFESSIONAL DEVELOPMENT AND TRAINING FOR GOVERNORS AND CLERKS FOR THE SPRING AND SUMMER TERM 2012

Please find listed below the Governor training courses that are available during the Spring and Summer Terms 2012. Please reserve your place by speaking to your INSET coordinator and/or Headteacher depending on what the arrangements are for booking courses at your school.

Further information about the courses can be viewed on KIMS at the following link: <http://www.rbksch.org/KIMS/> click View Courses, click Governor Training and

Development, click on course. The venue for all training is the King Charles Centre, 19.00pm – 21.00pm **unless otherwise stated**.

Governors' Partnership Meeting - G11/006B - 30/01/2012 19:30

Child Protection Awareness for School Governors - G11/011 - 01/02/2012 19:00

Clerks' Briefing Meeting - G11/008B - 02/02/2012 10:00

Safer Recruitment Training - M11/008A - 06/02/2012 09:30

Governors' Perspective on Managing Grievance, Disciplinary and Capability Issues -

G11/009 - 08/02/2012 19:00

The Funding Formula and Setting the School Budget - G11/003 - 21/02/2012 19:00

Managing Staffing Reductions - M11/010A - 23/02/2012 13:00

New Governor Induction Course - G11/013B - 25/02/2012 09:00

Governors to bring with them on the day, a copy of the School Prospectus, the School Development Plan and Activity Sheet 1A.

Activity Sheet 1A will be forwarded to Governors nearer the time.

This course is being covered in a single day session and not as 3 separate evenings.

A sandwich lunch will be provided

Guidance on Exclusion From Schools - G11/001 - 06/03/2012 19:00

Toolkit for Managing HR Casework in Schools (Disciplinary, Grievances and Absence) -

M11/009B - 09/03/2012 13:00

Performance Management Training - M11/007A - 13/03/2012 13:00

Achieving Outstanding Governance - G11/014 - 15/03/2012 19:00

Participants are asked to bring their most recent Ofsted report, SEF and SDP

Inclusion - Pupils at Greater Risk of Underachievement - G11/015 - 20/03/2012 19:00

This course will consider which groups of pupils are at risk of underachievement and consider how schools can narrow the attainment gap. As well as providing updates on the statutory duties for special educational needs (SEN) and disabilities, which are anticipated to change in 2012, the course will aim to signposts other sources of information and provide Governors with advice about how they can contribute to the effective working of the Governing Body.

Managing Staffing Reductions - M11/010B - 22/03/2012 13:00

Safer Recruitment Training - M11/008B - 27/03/2012 09:30

Performance Management Training - M11/007B - 20/04/2012 09:30

Toolkit for Managing HR Casework in Schools (Disciplinary, Grievances and Absence)

M11/009C - 26/04/2012 09:30

Safer Recruitment Training - M11/008C - 14/05/2012 09:30

Governors' Partnership Meeting - G11/006C - 21/05/2012 19:30

Training for School Governors Information Sharing and Integrated Working (CAF1) -

G11/005 - 23/05/2012 19:00

Managing Staffing Reductions - M11/010C - 24/05/2012 09:30

Clerks' Briefing Meeting - G11/008C - 24/05/2012 10:00

Performance Management Training - M11/007C - 14/06/2012 13:00

New Governor Induction Course - G11/013C - 16/06/2012 09:00

Governors to bring with them on the day, a copy of the School Prospectus, the School Development Plan and Activity Sheet 1A.

Activity Sheet 1A will be forwarded to Governors nearer the time.

This course is being covered in a single day session and not as 3 separate evenings.

A sandwich lunch will be provided

Monitoring the School's Budget - G11/016 - 20/06/2012 19:00

Managing Staffing Reductions - M11/010D - 21/06/2012 09:30

Safer Recruitment Training - M11/008D - 28/06/2012 09:30

Toolkit for Managing HR Casework in Schools (Disciplinary, Grievances and Absence) -

M11/009D - 02/07/2012 09:30

Safer Recruitment Training - M11/008E - 06/07/2012 09:30

For further information on the above please contact: Hatija Bhatia, Principal Admissions & Governance Officer on 0208 547 5284, or email:

hatija.bhatia@rbk.kingston.gov.uk