

Liverpool Education, Library and Sports Services
School Effectiveness Branch

Governors' News

Issue 43 December 2003



**Liverpool will be celebrating Faith in One City in 2004.
It is the next of the themed years in the run up to 2008.**

**Liverpool Governors' Forum
Remodelling - Data Protection
Governor Attendance at Meetings
Ethnicity Monitoring - Clerking
Spring 2004 Training Programme**



The City of Liverpool

*Working in partnership with
community, voluntary and foundation schools*

Preparing for Remodelling

You may know that during the summer the National Remodelling Team (NRT) was formed by the Government with a view to establishing a three-year training programme that will include all the schools in the nation. Named LEA advisers have undergone relevant training and are expected to play a key role in ensuring that the remodelling agenda takes effect at a local level.

The first school to be taken through the process is known as an Early Adopter School. Later this term three more schools will begin training in what the NRT refers to as the First Tranche, followed by another three in the Second Tranche. Next term a further fifteen schools will become involved with the rest following in similar sized groupings. Nationally, the NRT hope to involve 1000 schools in the first year, 7500 in the second year and the rest during the third.

Those entering the process early are schools where there is already an understanding of the agenda, a commitment to remodelling the school workforce and where there is evidence that a change process has already begun. It is hoped that the experience of change and the positive leadership exhibited in these schools will be of great use to us all during the next three years.

The National Agreement

There is an inextricable link between the implementation of the National Agreement and the remodelling process. The DfES has placed a requirement on the LEA to determine the progress that has been made in each school with regard to the migration of the 24 tasks. Details of the Agreement and the list of tasks can be found in the last edition of **Governors' News**. Head Teachers have responded to a simple survey that reproduced the question found on the NRT website. So far, most have either completed the job or have a plan in place to do so.

The NRT is developing a very useful website that will support both the schools that embark on the training and those "self starters" that have embraced the agenda and moved things forward themselves. This can be found at www.ncsl.org.uk/nrt.

Training

The NRT is leading the training of the Early Adopter Schools and events are held on a regional basis. LEA advisers will facilitate local events for the rest. Each school will be invited to a series of four events, which will take place over a period of one to one and a half terms. It is hoped that the Head Teacher will attend as such a change in school culture demands the involvement of a key leader.

The first event is crucial in that it will determine the approach that schools will subsequently take in setting the context for the remodelling agenda and in the implementation of the National Agreement. Schools will be asked to review their current position in terms of how they deploy and develop their staff and to begin to think of how this may change and develop in the future. They must also consider who would be the best people to facilitate change in their own schools and to identify key events and tasks needed to ensure success.

Subsequent events will follow to support the process as it unfolds, mirroring the stages of development used in the Pathfinders Schools. Discovery leads to a stage of deeper understanding, which enables development and eventually, delivery.

National Governors Council

Information packs for governors on workforce remodelling produced by the National Governors' Council in collaboration with the NRT have been sent to Chairs and schools. Further copies are available at £3.00 each from the NGC, telephone 0121 616 5104.

Mike Pope
Senior Education Officer
(Workforce Remodelling)
mike.pope@liverpool.gov.uk

Liverpool Governors' Forum

The launch of the Liverpool Governors' Forum in September was very successful and well received by the chairs of governing bodies present.

We were fortunate to be supported by Jean McEntire, Chief Executive Officer of the National Governors Council. Jean spoke about the NGC's role in scrutinising Government proposals in the field of Education and voicing the views of members to Government, Local Government and other bodies.

NGC has as its membership local Associations of Governing Bodies based in Local Education Authority areas. The Liverpool Governors' Forum has affiliated to the NGC to ensure that Liverpool governors have a voice on national debates.

In November, we hosted the seminar: *Dyslexia Friendly Schools and Issues of Employability* at Liverpool Hope University College.

The first of what will be a programme of events, the seminar attracted speakers nationally renowned on this topic including Steve Alexander, Chief Executive of the British Dyslexia Association and Neil MacKay from Action Dyslexia.

The Liverpool Governors' Forum has been formed to represent the views of member governing bodies from Liverpool schools. As your representative body we will:

- liaise with all bodies connected with education, both locally and nationally;
- provide a forum for discussion and mutual assistance;
- promote best practice in fulfilling statutory and other responsibilities with sensitivity;



The LGF Launch
Top table includes Sean Doherty (left)
and Jean McEntire (Centre)

- raise public awareness of educational issues;
- provide a basis for pursuing common ideals and objectives.

Membership of the Forum provides access to:

- National Governors' Council services;
- National College for School Leadership;
- A programme of seminars and events;

Perhaps most importantly, membership of LGF will ensure that the views of Liverpool governors are heard at a local and national level. Our aim is to become a recognised consultative body for all issues that concern school governors.

Has your governing body joined yet?
Membership for the financial year 2003/04 is free. For more details on how to join contact either myself or School Governor Services.

You may also wish to visit our website www.lpoolgovforum.org from which you can access our topical discussion board, news and features and link to educational bodies.

Sean Doherty
Chair, Liverpool Governors' Forum
sean.doherty@ukonline.co.uk

Effective Clerking = Improved Schools

Studies commissioned by the DfES have produced evidence and arguments to support the case that better clerking means more efficient and effective governing bodies, which in turn means improved schools.

The clerk has an important part to play in making sure that the governing body's work is well organised. It is helpful if the clerk is able to offer information and advice to the governing body, particularly on matters involving the law and procedures to be followed at meetings.

The DfES recommends that the governing body appoints and pays a trained clerk, as a professional clerk helps a governing body to be more professional.

It remains the responsibility of the governing body to decide who should act as clerk. In some schools the role of clerk is traditionally undertaken by the school secretary, bursar, or other member of staff. Such arrangements can continue if the governing body want to select that person. In such cases, the individual concerned should be clear that clerking the governing body is outside their normal reporting arrangements.

No member of the governing body, including associate members, or the headteacher, may be the clerk to the governing body, although a governor (but not the headteacher) may act as clerk for the purposes of a meeting if the clerk fails to attend. In that case, the governor acting as clerk may take part in discussions and vote. Clerks who are not governors are not able to vote at governing body meetings. The governing body must also appoint a clerk

to each committee that has been given delegated powers. The governing body can appoint a governor as clerk to a committee.

Having established a nationally agreed job description and person specification, the DfES has launched a National Training Programme for Clerks. The main purpose of the training programme is to enable clerks to develop the competences necessary to provide a full clerking service for their governing body and for experienced clerks to refresh, consolidate and further develop their competences. A two-part course based on the national programme is offered in March (see page 11 for details).



A clerk, yesterday

To complement the training programme we have established a Scheme of Accreditation for clerks offered through The College of Teachers.

Successful completion of the scheme requires attendance at relevant training events and attests to clerks carrying out their duties to nationally prescribed levels.

New School Staffing Regulations

The **School Staffing (England) Regulations 2003** and guidance on staffing functions came into effect on 1st September 2003. In general they provide a greater level of flexibility for schools than the former arrangements. The topic was highlighted to governing bodies through the Director's Representative briefing items for the Autumn term.

Governing bodies were asked to consider in particular the new expectation for head teachers to lead on appointments and dismissals except in exceptional circumstances.

Many schools were able to confirm delegation but others needed to delay the decision on delegation to allow for appropriate preparation. The need for appropriate preparation would apply particularly to the new expectation that headteachers lead initially in staff dismissal decisions. Head teachers were offered a briefing session last October and governors will have the opportunity on 13th January (see page 10 for course details).

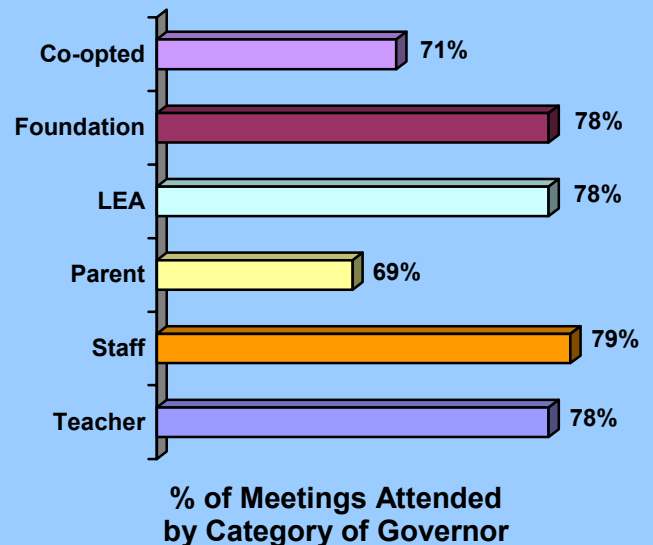
The DfES recommends that the new arrangements are adopted by April 2004 at the latest.

ANALYSIS OF ATTENDANCE RATES BY GOVERNOR CATEGORY

As a result of our Best Value inspection, School Governor Services undertook to compare attendance of governors by category. This exercise would also explore the frequently held assumption that LEA governors are the worse attenders.

From a sample of 45 governing bodies, registers of attendance were obtained for the period April 2002 to March 2003. The sample covered all categories of schools. For the period examined the sample governing bodies met a total of 174 times.

The analysis of rates of attendance are shown in the table. The figures are rounded to the nearest whole number. The figures show that attendance rates are broadly similar, with



Parent and Co-opted Governors showing slightly lower rates of attendance than other categories of Governor.

Based on this sample, the conclusion is that LEA governors are no worse attenders than other governors.

Service Level Agreements for Governing Bodies 2004/05

Training

There are three service options, plus the Self Review Programme from which to choose:

Option 1

Subscription for unlimited places for all governors and staff on all courses advertised in **Governors' News** (approximately 20 sessions per term).

Cost: £35 per governor (*number of governors as recorded on the Instrument of Government*)

Option 2

One two-hour on-site training session.

Cost: £210

Option 3

Subscription for unlimited places for all governors and staff on all courses advertised in **Governors' News** (approximately 20 sessions per term).

and

One two-hour on-site training session.

Cost: £30 per governor (*number of governors as recorded on the Instrument of Government*) plus £210

Governing Body Self Review Programme

A four stage programme (full details on request)

Cost: £400

For more information on the Training Service Agreement contact Stella Owen

A Service Level Agreement Pack for 2003/04 was sent to all Chairs and Heads in November.

Options and prices for Governor Training and Clerking of Governing Bodies SLAs are set out below.

In the past, governor training could be paid for from a Standards Fund grant called School Improvement. This grant has now gone and money is now included in the school's budget. The grant also used to cover training for staff.

Governors may wish to include a "training line" which incorporates governor training in their budget to aid decision making and monitoring.

Clerking

The service is offered on the basis of a fee per meeting as follows:

Meeting up to two hours: £155
Each additional hour or part thereof: £25

Non Service Agreement Emergency Cover Pricing Policy

The service is offered on the basis of a fee per meeting, subject to availability, as follows:

Clerking Service
Meeting up to two hours: £175
Each additional hour or part thereof: £25

Minuting Service
Meeting up to two hours: £110
Each additional hour or part thereof: £20

For more information on the Clerking Service Agreement contact Dave Cadwallader

Data Protection Act 1998

The Data Protection Act 1998 came into force on 1 March 2000. It sets rules for processing personal information and applies to some paper records as well as those held on computers.

The Data Protection Act applies to data about identifiable living individuals. Those who decide how and why personal data are processed (data controllers), must comply with the rules of good information handling, known as the data protection principles, and the other requirements of the Data Protection Act.

Anyone processing personal data must comply with the eight enforceable principles of good practice. The principles state that data must be:

- fairly and lawfully processed;
- processed for limited purposes and not in any manner incompatible with those purposes;
- adequate, relevant and not excessive;
- accurate;
- not kept for longer than is necessary;
- processed in line with the data subject's rights;
- secure;
- not transferred to countries without adequate protection.

The Data Protection Act applies to the way School Governor Services processes data on governors. The information we hold is used only in relation to your role as a school governor - **it is not passed to any other individual or body** - and can be split into two groups:

i. Your contact details

- Your address
- Telephone numbers -home, work, mobile
- Email address

This is information supplied either by you or by the school. It allows us to send to you **Governors News** and any other relevant documents. Further, an occasion may arise when we need to contact you direct in your role as a governor.

ii. Your office as a governor

- Type of governor: parent, LEA, etc
- Your term of office
- Positions held: Chair, Deputy, specialist governor, etc
- LEA training courses attended

Sensitive data

The Data Protection Act makes specific provision for sensitive personal data. Sensitive data can only be processed with the explicit consent of the individual and includes: racial or ethnic origin; political opinions; religious or other beliefs; trade union membership; health; sex life; criminal proceedings or convictions.

Racial or Ethnic Origin

It is our intention to establish data on the ethnicity of Liverpool school governors. This is outlined in the article on page 14. This information will be requested from you personally.

Political Opinions

This applies only to LEA governors who have declared to us an active political affiliation, for example, city councillors. Our records allow us to avoid a political imbalance on any governing body. The vast majority of our LEA governors are appointed on a non-political basis.

If you have any concerns relating to the information that we hold, please contact Dave Cadwallader.

*The Data Protection Act has implications relating to information held by schools.
See page 10 for details of training courses on the
Data Protection Act and Freedom of Information Act.*

Governor Training

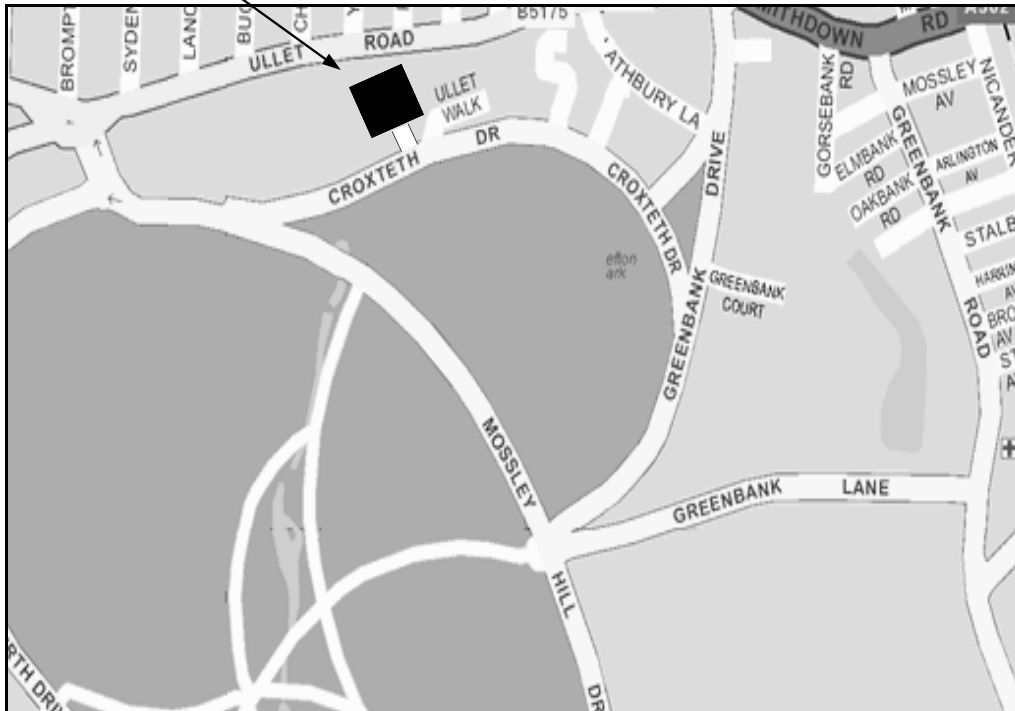
- Bookings should be made in writing, preferably no later than seven days before the date of the course. Confirmation of your booking will be sent to you and, if appropriate, your school will be invoiced.
- If you are unable to attend a course for which you have booked please cancel as soon as possible otherwise a fee, if applicable, will be charged in line with our charging policy.
- Enquiries regarding course *bookings* should be made to Jean Worrall: tel/fax: 0151-233 8201.
- Enquiries regarding course *content* should be made to Stella Owen: tel/fax: 0151-233 8134.
- In addition to governors, bookings from teaching and support staff are welcomed.



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Glaxo Centre <http://glaxocentre.merseyside.org>

Courses advertised as being at the Glaxo Centre are held at the Glaxo Neurological Centre, Norton Street, Liverpool 3. The Centre is next to the coach station. It has its own car park, which is freely available for courses during the evening or on a Saturday. Participants with a disability may use the car park during the day but others are requested to use the pay and display car park opposite. If travelling by bus, route numbers 51, 53 and 56 stop at Norton Street, whilst numbers 2, 10, 12, 13, 14, 15, 18a, 100, 176 and 345 all stop at nearby London Road.



Courses advertised as being at LACE are held at the Liverpool Archdiocesan Centre for Evangelisation Conference Centre, entrance in Croxteth Drive, Sefton Park, Liverpool 17. Car parking at the Centre is free. If travelling by bus, route numbers 35, 75, 80, 80A, 176 and 180 all travel down Ullet Road, which runs behind the LACE buildings parallel to Croxteth Drive. There is a pedestrian entrance on Ullett Road.

Accreditation for Governors

The College of Teachers will award a Level 1 Certificate of Educational Studies (CoES) on completion of at least 18 hours of approved training. The training must cover all modules.

The College will award a Level 2 Certificate on completion of a further 18 hours of approved training. The training must cover at least two modules and must not include the Induction Course. For further details contact Stella Owen.

The reference given in *italics* at the end of the course details denotes the course module.

Modules are as follows:

- Roles and Responsibilities (*R&R*)
- National Curriculum (*NC*)
- Local Management of Schools (*LMS*)
- Special Educational Needs (*SEN*)
- Discipline, Ethos and Exclusions (*DE&E*)
- Personnel Issues (*PI*)

Congratulations!!

Andrew Pryce from Mosspsits Infant School has been awarded the College of Teachers Level One Certificate of Educational Studies.

Stephen Gradwick from Whitefield School, **Gwen Hughes**, from Corinthian Primary School, **Diane Line**, from Longmoor Primary School and **Catherine Murphy**, from Monksdown Primary and Fazakerley High Schools, have been awarded the College of Teachers Level Two Certificate of Educational Studies.

Accreditation for Clerks

The accreditation scheme for clerks is now well established and a number of clerks have enrolled.

The scheme is open to all clerks - for more details contact Terry Brown.

Courses and Meetings for Spring 2004

TERMLY MEETING FOR CHAIRS WITH THE EXECUTIVE DIRECTOR AND EXECUTIVE MEMBER

Target group: Chair or another member of the Governing Body

Wednesday, 7th January 6.30pm to 8.30pm
(Ref: G04/013)

Venue: LACE

The Executive Director and the Executive Member for Lifelong Learning will address the meeting. There will be a presentation followed by discussion and question time.

Charge: no charge

NEW STAFFING REGULATIONS (PI)

Target group: Governors

Tuesday, 13th January, 10.00am to 12noon

Venue: LACE (Ref: G04/014)

Or

Tuesday, 13th January, 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/015)

The course will cover:

- new legislative framework from 1st September particularly in respect of appointments and dismissals
- recommended practices
- roles and responsibilities for the governors and school managers

Presenters: **Stella Owen** and **Gill Thornton**, Senior Education Officers

Charge: £60 if no service agreement

SPECIAL EDUCATIONAL NEEDS: (SEN) Awareness raising of two important support services that are available to schools

Target group: Nominated Governors for SEN and other interested governors

Venue for both sessions: Glaxo Centre

Tuesday, 20th January, 10.00am to 12noon
(Ref: G04/016)

Or

Tuesday, 20th January, 7.00pm to 9.00pm
(Ref: G04/017)

The course will cover:

- **The Disagreement Resolution Service**
 - An overview of the service
 - Mediation
 - Running the meeting and skills employed
 - Effective communication
- **The Pupil Advocacy Team**
 - How the team promotes the rights of pupils with SEN and disabilities
 - Ensuring that pupils are included in decision making that will affect them

Presenters: **Steve Griffiths**, Disagreement Resolution Service; **Sarah Smith and Radha Wilkinson**, Pupil Advocacy Team

Charge: £60 if no service agreement

REQUIREMENTS UNDER THE DATA PROTECTION ACT 1998 AND THE FREEDOM OF INFORMATION ACT 2000 (R&R or LMS) *In partnership with Sefton LEA*

Target group: Governors, Headteachers, Clerks and administrators

Tuesday, 27th January, 10.00am to 12noon

Venue: Oakmere Conference Centre, Cherry Lane, Walton (directions and a map will be sent to all participants) (Ref: G04/019)

Or

Tuesday, 27th January, 7.00 pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/020)

The course will cover:

- personal information covered by the Data Protection Act
- what is the Freedom of Information Act?

- model publication schemes
- individual rights
- email, video etc

Presenters: Wendy Twigge (Liverpool City Council Information Officer) and **Jane Corrin** (Wirral LEA)

Charge: £60 if no service agreement

EXTENDED SCHOOLS AND COMMUNITY USE (LMS or DE&E)

Target group: Governors

Tuesday, 2nd March, 10.00am to 12noon

Venue: LACE (Ref: G04/028)

Or

Wednesday, 3rd March, 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/029)

The course will cover:

- financial monitoring - maintaining separate accounts
- delegated budgets
- capital investment
- VAT implications
- safeguards
- Extended Schools Agenda - an overview
- consultation and planning
- setting up an extended schools programme
- legal issues
- some practicalities

Presenters: Sharyn Kinder (School Planning and Regeneration team) and a **Finance Officer**

Charge: £60 if no service agreement

DEVELOPING SCHOOL LEADERS AND THE APPOINTMENT OF HEADTEACHERS (PI)

Target group: Governors on staff selection panels and all interested governors

Tuesday, 9th March 10.00am to 12noon

Venue: LACE (Ref: G04/031)

Or

Tuesday, 9th March 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/032)

The course will cover:

- the mandatory status of the National Professional Qualification for Headteachers from 1st April 2004
- the National College for School Leadership
- your school's role in developing leaders of the future
- the leadership needs of governors

Presenter: Geoff Caton, Director of the North West affiliated Centre of the National College for School Leadership

Charge: £60 if no service agreement

THE ROLE OF THE CLERK Based on the DfES' National Training Programme

Target group: Clerks to governing bodies

Presenter: Dave Cadwallader
(School Governor Services)

Charge: £60 per session if no service agreement

Part 1 **THE LEGAL FRAMEWORK**

Wednesday, 3rd March 9.30am to 12noon

Venue: LACE (Ref: G04/030)

This course will cover:

- Job Description/Person Specification
- Powers and Duties of a Governing Body
- Governing Body Procedures

Part 2 **THE CLERK AT WORK**

Thursday, 25th March 9.30am to 12noon

Venue: LACE (Ref: G04/035)

This course will cover:

- Preparing for the meeting
- Minutes
- Advice and guidance

**ENGAGING CHILDREN AND YOUNG PEOPLE
IN THE LIFE OF THE SCHOOL AND THE
GOVERNING BODY (DE&E or NC)**

Target group: Governors

Tuesday, 16th March 10.00am to 12 noon

Venue: LACE (Ref: G04/033)

Or

Thursday, 18th March 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/034)

The course will cover:

- the increasing interest in pupil participation and consultation
- active citizenship and links to the Personal, Social and Health Education curriculum
- the growth and scope of School Councils
- developing positive networks with school governors - taking the next steps

Presenter: Sue Shinkfield, School Effectiveness Officer (Equal Opportunities)

Charge: £60 if no service agreement

**MEETING FOR LINK GOVERNORS for
TRAINING and DEVELOPMENT (R&R)**

Target group: Link Governors or another member of the governing body

Monday, 29th March 7.00pm to 8.30pm

Venue: Glaxo Centre (Ref: G04/036)

Or

Tuesday, 30th March 1.30pm to 3.00pm

Venue: LACE (Ref: G04/037)

The meeting will cover:

- role of the link governor (for those who have not previously attended)
- current issues
- future plans and priorities
- sharing ideas

Presenter: Stella Owen, Senior Education Officer (School Governor Services)

Charge: no charge

**PREPARING FOR LITIGATION (LMS or PI)
In partnership with Wirral LEA**

Target group: Chairs of Governors from Liverpool and Wirral

Wednesday, 31st March (Ref: G04/038)

9.15am for 9.30am start to 4.15pm

Venue: Wirral Education Centre, Acre Lane, Bromborough (directions and a map will be sent to all participants)

The training is dynamic and flexible to focus on issues which concern participants in attendance. It will include group exercises. These will focus on challenges to governing body decisions in the following areas: recruitment and selection of staff, dismissal of staff and the exclusion and/or admission of pupils.

The course will cover:

- Skills training to give participants confidence to provide good evidence
- Identify what is involved in effective planning and preparation for court/tribunal/independent appeal panel
- Recognise techniques used in testing evidence

Places are limited – first come, first served!

Charge: £85 (includes all materials and three course lunch) if no service agreement



**If booking by telephone please quote
the course reference number**

THE ROLE OF THE SCHOOL GOVERNOR

A Four Part Course for New Governors

or

A Three Module Course for More Experienced Governors

Presenters: Stella Owen or Dave Cadwallader (School Governor Services)

Target group: governors and clerks to governing bodies

Charge: £60 per session if no service agreement

Introductory Module AN INTRODUCTION TO SCHOOLS AND GOVERNING BODIES (R&R)

Target group: new governors and clerks who may have little knowledge of schools and governing bodies

Monday, 26th January 10.00am to 12.00noon

Venue: LACE (Ref: G04/018)

Or

Wednesday, 28th January 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/021)

This course will cover:

- getting to know the education system
- types of governors and categories of schools
- what governing bodies do

Module 1 STRATEGIC ROLE OF GOVERNORS (R&R)

Monday, 2nd February 10.00am to 12.00noon

Venue: LACE (Ref: G04/022)

Or

Wednesday, 4th February 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/023)

This course will cover:

- powers and duties
- school development plans
- effective schools

Module 2 CRITICAL FRIEND (R&R)

Monday, 9th February 10.00am to 12.00noon

Venue: LACE (Ref: G04/024)

Or

Wednesday, 11th February 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/025)

This course will cover:

- effective governing bodies
- monitoring and evaluation
- attainment
- organisation and procedures of meetings

Module 3 ENSURING ACCOUNTABILITY (R&R)

Monday, 23rd February 10.00am to 12.00noon

Venue: LACE (Ref: G04/026)

Or

Wednesday, 25th February 7.00pm to 9.00pm

Venue: Glaxo Centre (Ref: G04/027)

This course will cover:

- representation
- documentation
- complaints

Child Protection: Revised Guidance on Pre-Appointment Checks for School Governors

In November 2002 the formal requirement for all governors to obtain a Disclosure from the Criminal Records Bureau prior to appointment or election was suspended. Ministers have decided that this requirement will not be re-introduced.

Under Schedule 6.11 of the School Governance (Constitution) (England) Regulations 2003, clerks can request a new or serving governor to obtain a Disclosure from the CRB if a governor is giving cause for concern. Failure to obtain a Disclosure will result in disqualification.

For more information contact Dave Cadwallader.

Co-opted governor vacancy?

Does your governing body have difficulty finding the right candidates to fill vacancies for co-opted governors?

You may already be aware of the work of the School Governors One-Stop Shop (SGOSS), a private company with charitable status that exists to recruit governor candidates with transferable management skills from the private, public and voluntary sectors.

Through SGOSS we have a list of managers with a wide range of experience and expertise available to be co-opted.

If you think this may be of interest to your governing body contact Dave Cadwallader.

Ethnicity Monitoring

One of the issues to arise from Ofsted's inspection of the LEA in September was their expectation of data on the proportion of minority ethnic governors. This is information that, quite simply, we do not possess.

That is no longer a sustainable position, particularly in light of the Race Relations (Amendment) Act 2002. This requires all schools and LEAs to, amongst other things, promote equality of opportunity and good relations between people of different racial groups.

Further, Liverpool's Race Equality Scheme 2002 gives priority to monitoring participation and under/over representation of different racial groups in the city council's key services.

Our aim would be that the ethnic proportion of Liverpool school governors would reflect that of pupils. However, without reliable data we are unable to make this comparison.

One of the Director's Items for Spring 2004, therefore will be a request that each governor completes a simple proforma indicating their ethnic origin. This could be completed at a governing body meeting in a matter of seconds and returned to your Director's Representative.

Please make every effort to complete the proforma - the information you provide us with will enable us to work towards ensuring that our governing bodies reflect the wider community.

Booking Form - Spring 2004

Return to: Jean Worrall, School Governor Services,
Education, Library and Sports Services, 4 Renshaw Street, Liverpool, L1 4NX.
Telephone/Fax: 0151-233 8201 or email details to: jean.worrall@liverpool.gov.uk

Name: Tel No:

Address:

..... Postcode:

School:

Type of Governor (please circle) Parent Community Foundation LEA Staff
Chair Headteacher Clerk Associate Member

**Please indicate the course(s) you wish to attend
Please quote the course reference number in any query
An invoice, if appropriate, will be sent to the school**



Termly Meeting for Chairs	Wednesday, 7th January, 6.30pm to 8.30pm	G04/013	
New Staffing Regulations	Tuesday, 13th January, 10.00am to 12noon	G04/014	
	Tuesday, 13th January, 7.00pm to 9.00pm	G04/015	
Special Educational Needs	Tuesday, 20th January, 10.00am to 12noon	G04/016	
	Tuesday, 20th January, 7.00pm to 9.00pm	G04/017	
Data Protection/Freedom of Information Acts	Tuesday, 27th January, 10.00am to 12noon	G04/019	
	Tuesday, 27th January, 7.00pm to 9.00pm	G04/020	
Extended Schools	Tuesday, 2nd March, 10.00am to 12noon	G04/028	
	Wednesday, 3rd March, 7.00pm to 9.00pm	G04/029	
Role of the Clerk: Part 1 Part 2	Wednesday, 3rd March, 9.30am to 12noon	G04/030	
	Thursday, 25th March, 9.30am to 12noon	G04/035	
Developing School Leaders and the Appointment of Headteachers	Tuesday, 9th March, 10.00am to 12noon	G04/031	
	Tuesday, 9th March, 7.00pm to 9.00pm	G04/032	
Engaging Children and Young People in the Life of the School	Tuesday, 16th March, 10.00am to 12noon	G04/033	
	Thursday, 18th March, 7.00pm to 9.00pm	G04/034	
Link Governors	Monday, 29th March, 7.00pm to 8.30pm	G04/036	
	Tuesday, 30th March, 1.30pm to 3.00pm	G04/037	
Preparing for Litigation	Wednesday, 31st March, 9.30am to 4.15pm	G04/038	
The Role of the School Governor:			
An Introduction to Schools and Governing Bodies	Monday, 26th January, 10.00am to 12noon	G04/018	
	Wednesday, 28th January, 7.00pm to 9.00pm	G04/021	
Module 1: Strategic Role of Governors	Monday, 2nd February, 10.00am to 12noon	G04/022	
	Wednesday, 4th February, 7.00pm to 9.00pm	G04/023	
Module 2: Critical Friend	Monday, 9th February, 10.00am to 12noon	G04/024	
	Wednesday, 11th February, 7.00pm to 9.00pm	G04/025	
Module 3: Ensuring Accountability	Monday, 23rd February, 10.00am to 12noon	G04/026	
	Wednesday, 25th February, 7.00pm to 9.00pm	G04/027	

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DfES Publications

1. Performance Management

The DfES has published a very good guide for Headteachers and governors. It would be especially useful for the appointed governors for the Headteacher's performance management review.

Performance Management 2003, Support guide for Governors and Headteachers is available free from Prolog, the publishing department of the DfES: tel: 0845 60 222 60 or email dfes@prolog.uk.com

Quote reference: DfES 0568/2003.

2. Guide to the Law

The printed version of the DfES' Guide to the Law should be available for distribution by February 2004. 15 copies will be sent to each school and further copies will be available from Prolog.

A CD-rom version of the Guide will be issued with the January issue of their *Governors* newsletter.

In the meantime, an updated version is accessible via the Governornet website. The direct link to the Guide to the Law is: www.governornet.co.uk/gttlcontent

Ofsted on the way?

We can offer an on-site course based on the new Ofsted framework for inspecting schools.

The course covers

- an introduction to inspection
- the enhanced role of the governing body in the leadership of the school
- the new requirements from September 2003

For more details contact Stella Owen.

Provisional Courses for Summer Term 2004

- Meeting for Chairs with the Executive Director and Executive Member
- Course for clerks based on the National Training Programme
- Federation and co-operation of governing bodies
- Schools needing support
- Performance Management
- Role of the nominated governor for SEN (a course based on newly produced DfES materials)
- Staff recruitment and selection

Governors' News

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**School Governor Services,
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Support Unit**

Stella Owen

Senior Education Officer
stella.owen@liverpool.gov.uk
Tel & Fax: 0151-233 8134

Dave Cadwallader

dave.cadwallader@liverpool.gov.uk
Tel: 0151-233 4641

Terry Brown

terry.brown@liverpool.gov.uk
Tel: 0151-233 4641

Jean Worrall

jean.worrall@liverpool.gov.uk
Tel & Fax: 0151-233 8201

Tom Bell

tom.bell@liverpool.gov.uk
Tel & Fax: 0151-233 8201

**EDUCATION,
LIBRARY and SPORTS SERVICES
4th Floor
4 Renshaw Street
Liverpool
L1 4NX**