



Welcome to our governance news update

Hello and welcome to our first newsletter of the academic year. We hope you have all enjoyed a lovely summer.

It is such a busy start to the term that we have decided to split our first newsletter over two weeks, so part two will be sent next Friday.



Tim Brock
Lead Officer for
Governance



Helen Tate
Governor Support
Officer



Ruth Pangu
Clerk to Governors
Team Lead

Contact us

For **governance** queries
email: governorservices@oxfordshire.gov.uk
Phone: 0330 0249 046
For **clerking** queries
email: clerking.service@oxfordshire.gov.uk

Oxfordshire Governor Services News

A message from Tim Brock

Dear Oxfordshire governors, trustees and governance professionals

After 5 years as Lead Officer for Governance I leave Oxfordshire County Council at the end of September.

I joined OCC from the commercial sector providing experience that helped Governor Services to develop its traded offer. We adapted to meet not only demand but also the challenges of the Covid pandemic. Our courses and clerking service ran smoothly and compliantly throughout. Numbers attending our sessions are at an all-time high and we provide a trained clerk, now employed by OCC, to over 100 schools.

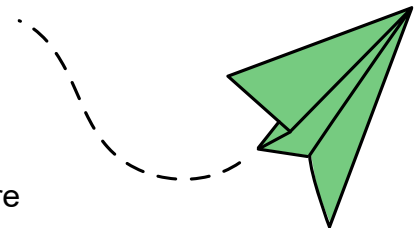
The profile of Governor Services and the role we play in school improvement is strong, as is awareness of our statutory duties, but none of this is achieved without you. You champion the children of Oxfordshire; we are very grateful.

I have thoroughly enjoyed working with you all and I now take the learnings to a governance role with a large MAT.

Thank you and have a rewarding new academic year.

Tim

OCC Governor Services can, as always, be called upon for support and guidance governorservices@oxfordshire.gov.uk



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Resources for the new academic year

Managing the governing board

The start of the academic year is often a time for reviewing and updating the management of the governing board. There are a number of resources which we provide to help boards to do this. These resources can all be found in the Oxfordshire Schools website here: [Managing the governing board](#).



Our annual schedule of business will help you to manage the work of the board throughout the year and details the work of the board, statutory and best practice, broken down by term.

[Annual schedule of governing board business 2024/25](#)

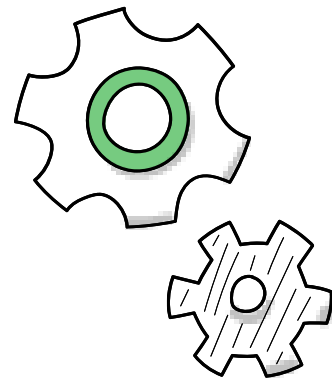
However, to help you with planning your work and first meetings of the autumn term, links to some key resources are provided below:

- [Model standing orders 2024/25](#) to be agreed at your Full Governing Board meeting.
- Many boards elect their chair and vice chair at the first meeting of the year, others do it in the summer term.

[Procedures for the election of chair and vice chair](#)

****Please remember to check your term of office dates – if your term of office has ended, you aren't a governor and you can't be chair! ****

- All boards should have a code of conduct. The DfE recommends that boards base theirs on the model provided by the NGA: [Model code of conduct for governors \(NGA\)](#)



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At the start of the academic year, **all governors** should agree to abide by this code.



The latest version of [Keeping Children Safe in Education 2024 \(gov.uk\)](https://www.gov.uk/government/publications/keeping-children-safe-in-education-2024) has been published and came into effect at the start of September. Please ensure that all governors have read this statutory guidance and ticked the confirmation box on their profile on GovernorHub to confirm they have read it. This is a statutory requirement.

All governors are required to read it every year.

To record business and pecuniary interests, the [Declaration of interests form](#) can be used, or this information can be updated on GovernorHub. Publishing this information is a statutory requirement.

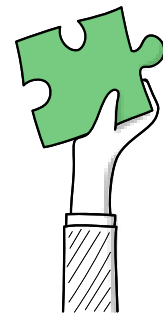
Governor Vacancies

Autumn is often a time to review membership of the board. If you have vacancies, we would encourage you to register them on [Governors for Schools](#).

[Governor recruitment and appointment](#)

If you have new governors on your board, please use the [New governor induction checklist](#) to help with the induction process.

This is intended for chairs, clerks and new governors.



GovernorHub Update

You may have noticed that GovernorHub has had a bit of a makeover. The functionality is broadly the same. However, if you are struggling to find something, or you find a bug in the system, please let us know and we can help. Alternatively, contact GovernorHub direct using their chat function which can be found at the bottom right of the page.



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Updating records

Once you have made all changes to your board, carried out chair and vice chair elections, appointed your committees, etc, please do ensure that GovenorHub is updated to reflect the changes. Please also ensure that details are updated on Get Information About Schools (GIAS) and the school's website. This is a statutory requirement.



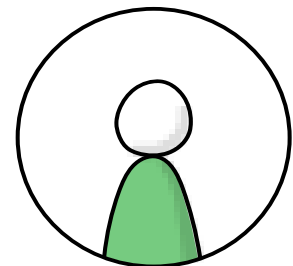
Oxfordshire updates

Headteacher Appraisals 2024-25

Maintained school boards appraise their headteacher in the Autumn term. For more information, including the external adviser service available from the OCC School Improvement Team, please go to [Headteacher Appraisals 2024-25](#)

Training sessions on The Appraisal Process will be held on 26th September 2024 and 19th November 2024 as part of the Governor Services training programme. [Book here](#)

If your school subscribes to the Governor Services training package, there will be no additional charge. All other bookings will be charged on a [pay as you use](#) basis.



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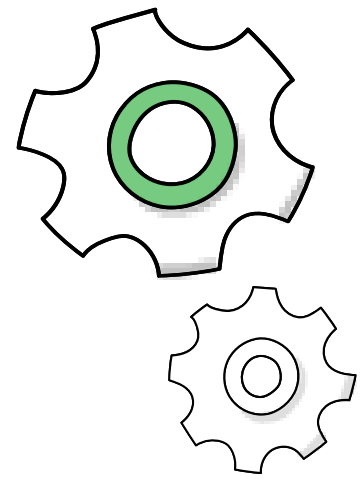
Governor Services Training

Autumn term training programme

The Governor Services Training starts on 19th September 2024. The full training programme for Autumn Term 2024 is now available to book on [GovernorHub](#).

More information on the training programme can be found [here](#).

Training can be booked directly through [GovernorHub](#) for all maintained schools in Oxfordshire. Log into your account and click on the 'Oxfordshire Governor Services Training' tab. If your school subscribes to the Governor Services training package, there will be no additional charge. All other bookings will be charged on a [pay as you use](#) basis.



For schools with no access to GovernorHub, bookings can be made by email to governortraining@oxfordshire.gov.uk. You must provide a **name** and **email address** and **school** so that we can add your booking to our system and send you the joining link.

Charging for training

Please do check whether your board has subscribed to the Governor Services training package **before booking**. Governors at schools that subscribe can register for as much training as you like at no additional cost. For governors at schools that do not currently subscribe, there is a charge to attend and schools will be invoiced after the event. Please see the [Pay as You Go rates](#)

Any free briefings or events are clearly indicated.

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...for everything you do for children in Oxfordshire

With very best wishes from

The Oxfordshire Governor Services Team - Tim, Helen and Ruth

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