

Governor Briefing 3

06 February 2025



Agenda

1. Welcome
2. Education Personnel Services Update
3. School Engagement Officer
4. LADO / ESAT Safeguarding Update
5. Latest updates and reminders from the Team
 - a. Children's Wellbeing and Schools Bill
 - b. SEN and Disabilities: new DfE guidance
 - c. DfE Consultations
 - d. Schools' Forum academy parent governor vacancies
 - e. Clerking Service Updates
 - f. Thank you



Personnel Matters

Monitoring staff absence

Restructures

Sue Burton-Anstess

Education Personnel Service (EPS)



Hampshire
Services

EDUCATION PERSONNEL SERVICES

Overview of Education Personnel Services

Our Team

Team Leader: Sue Burton-Anstess

Senior HR Advisers: Toni Briggs, *Isabel Cherrett* and Sarah Powell (Jade SHerring covering Isabel)

HR Adviser: *Lily Woodley* (Sara Haigh covering Lily)

EPS – An Established HR Provider for Schools

- EPS have provided services to schools for more than 25 years
- We support approximately 700 schools of different types, across Hampshire, Oxfordshire and some schools in neighbouring counties
- We provide HR support solely for Education and therefore we have expert knowledge and experience within the team

Your EPS Provision

Core Services

- Helpdesk
- Recruitment - TriPad
- Employee relations casework
- Dedicated caseworker for each case

Discretionary Services

- Enhanced recruitment
- Training and development



Linking in with Oxfordshire County Council

As a Team, we have regular updates with various teams/departments within OCC:

- HR Business Partner
- School Improvement Team
- Governor Services
- Education Financial Services
- Occupational Health
- Local Authority Designated Officer

Managing Sickness Absence in Schools

- Statistics
- Costs Financial
- Wellbeing
- Sick Pay entitlements
- Reporting Absence
- Monitoring
- Strategies to reduce absence
- Managing absence of Headteacher



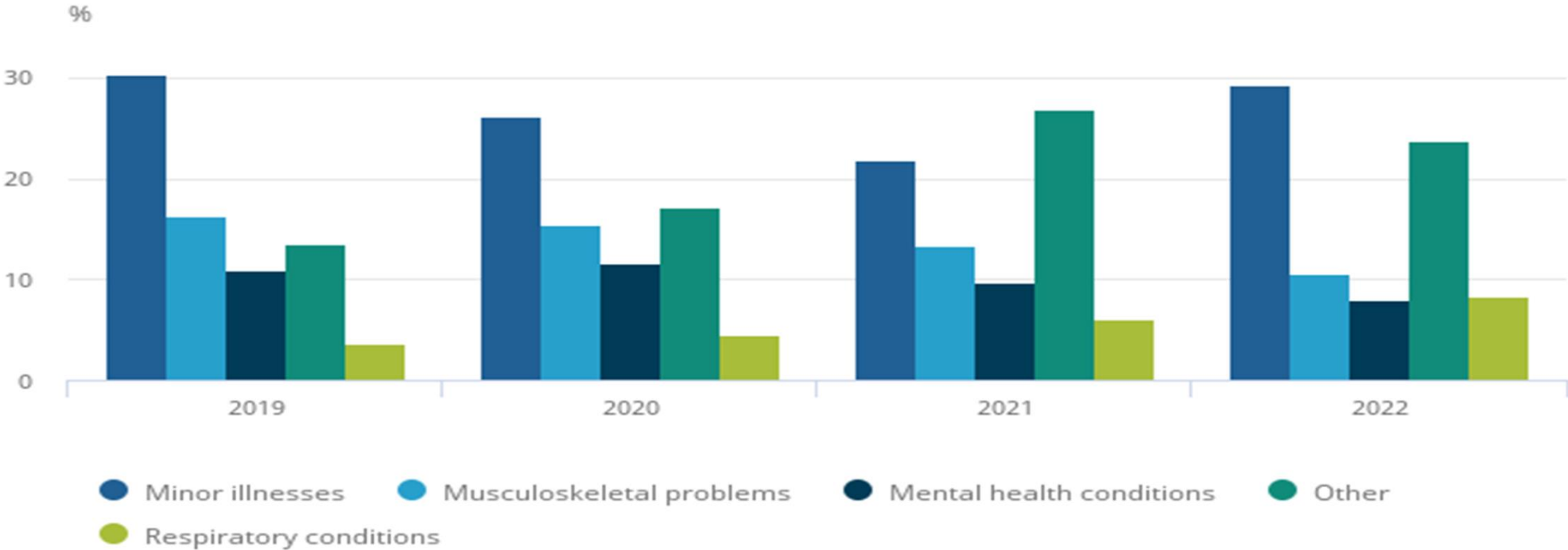
Office for National Statistics:

- An estimated 185.6 million working days were lost because of sickness or injury in 2022; this level was a record high, but the number of days lost per worker, at 5.7, was not.
- The most common reason for sickness absence was minor illnesses, accounting for 29.3% of occurrences.
- All age groups experienced increases in their sickness absence rate in 2022.

ONS: Reasons for Absence:

Figure 3: “Respiratory conditions” has overtaken “mental health conditions” to become the fourth most common reason for sickness absence in 2022

Percentage of occurrences of sickness absence, by top five reasons in 2022, UK, 2019 to 2022

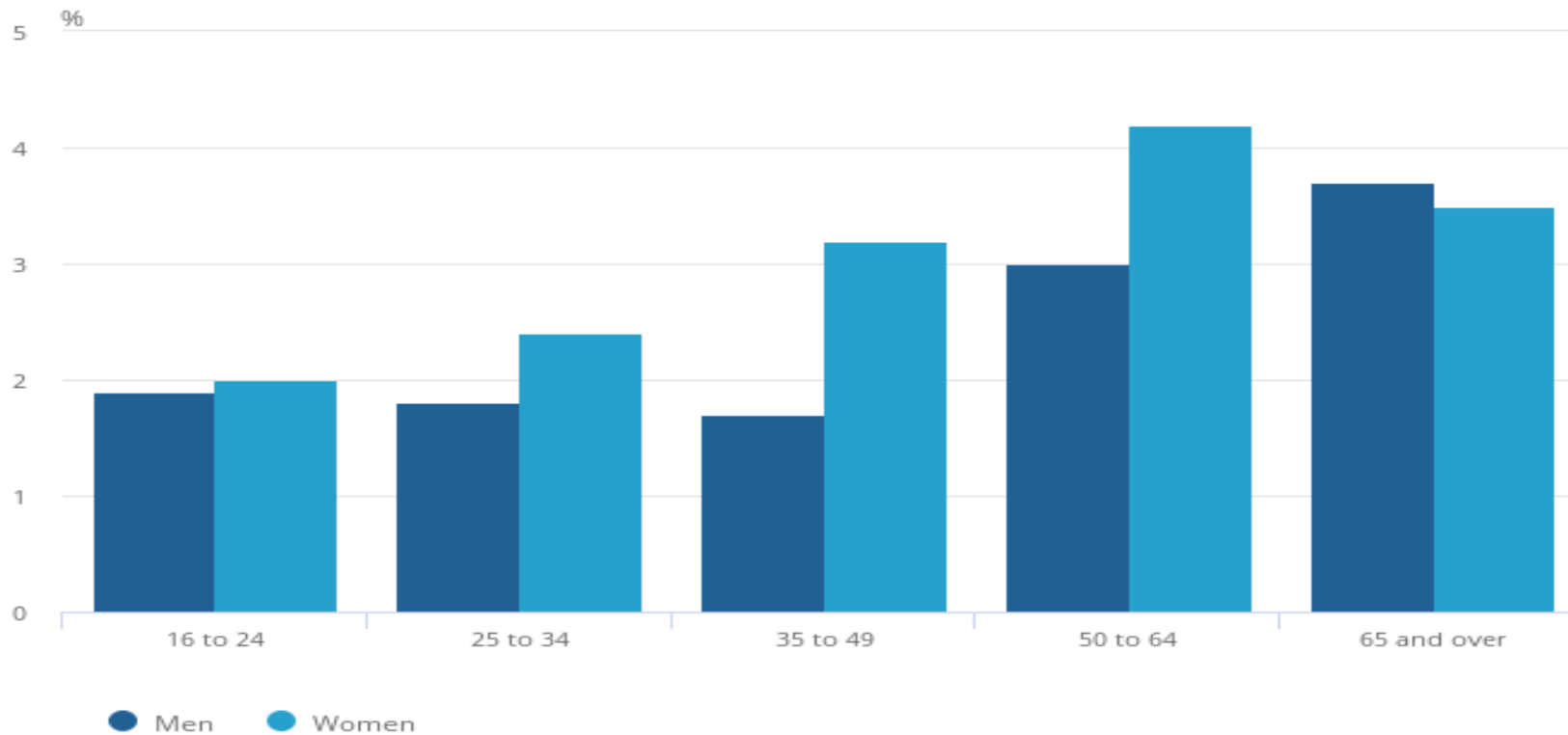


Source: Labour Force Survey from the Office for National Statistics

ONS: Absence by Age and Gender

Figure 4: The sickness absence rate was higher for women in most age groups in 2022

Sickness absence rate, by age group and sex, UK, 2022

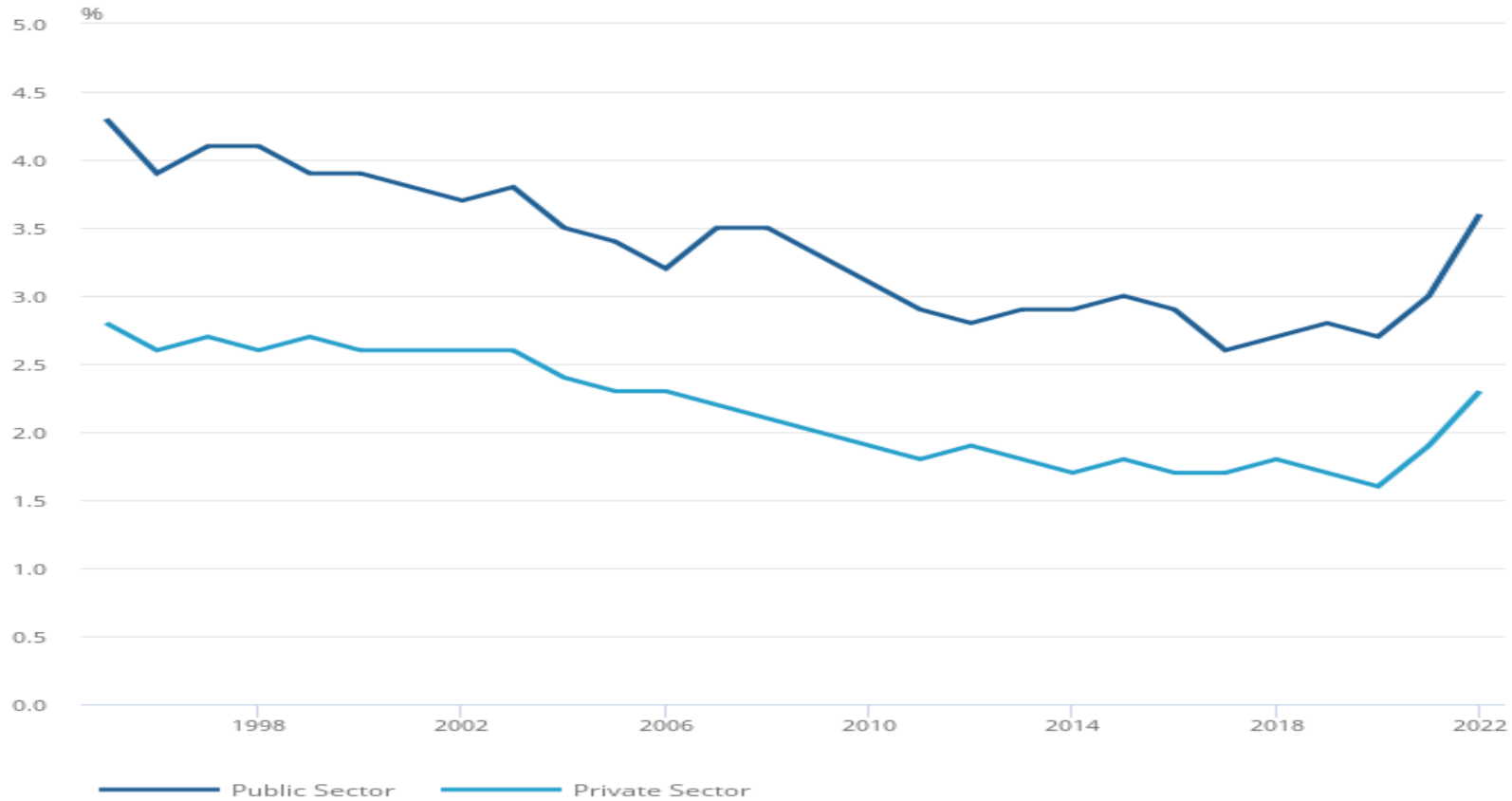


Source: Labour Force Survey from the Office for National Statistics

ONS: Private Sector /Public Sector

Figure 7: The sickness absence rate has been consistently higher for public sector employees

Sickness absence rate, by public and private sector, UK, 1995 to 2022



Source: Labour Force Survey from the Office for National Statistics

School Workforce Census Nov 23

In the 2022/23 academic year, 66.2% of teachers took sickness absence, with an average of 8.0 days of sickness for each of these teachers.

These figures relate to sickness absence only and do not include non-attendance due to, for example, isolation and shielding due to COVID-19, or for reasons such as maternity leave and career breaks.

Financial cost

A teacher on M6 will cost £223 basic pay per day not including on-costs approximately 25% = 278.75

Average 8 days per year = £2230 x number of Teachers

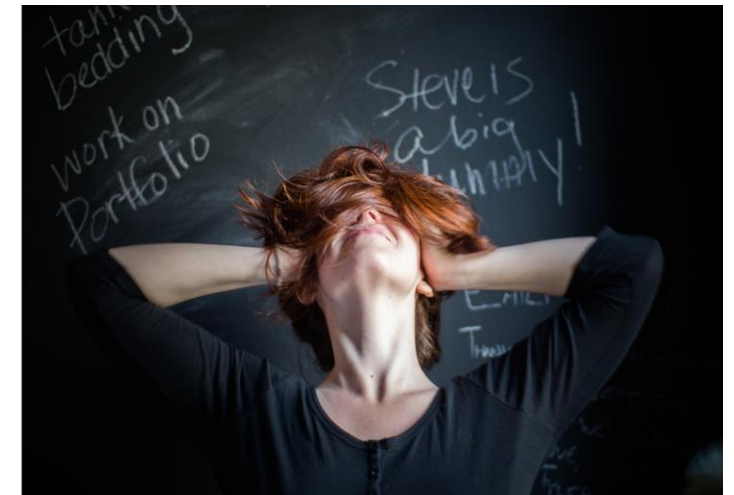
Supply Cost to cover absence?

What is the number of days lost for your support staff too?



Cost of Absence – on Staff/Pupils

- Impact on pupils
- Extra work for other staff covering absence
- Change of plans to cover absence
- Additional stress
- Low Morale
- Frustration with colleagues
- View that short term sickness absence is acceptable



Sick Pay Entitlements

Teachers: Up to 100 days full pay and 100 days half pay,

Teacher can be off for a period for example January to May and once they come back for 1 day after 1st April – Entitlement resets.

Support Staff – up to 6 Months full pay and 6 months half pay
– Entitlement takes into account previous absence in rolling 12 month period

Reporting Absence

- Ensure that staff report absences in accordance with school's policy:
- employees must contact their line manager or other nominated person by phone no later than one hour prior to the start of the working day
- No text messages – speak to a member of staff
- Employee should give explanation as to reason for absence
- Continue with contact



Framework for managing absence

Creating the **right culture** within your school to manage absence

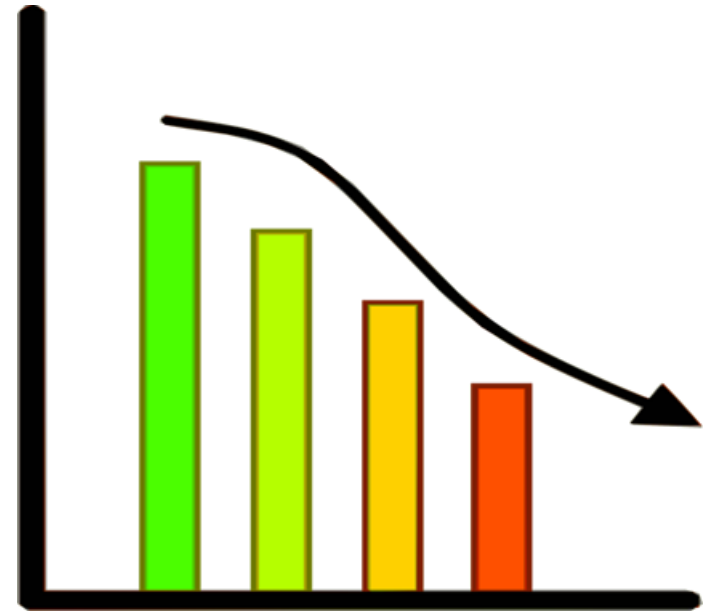
Decisions regarding the management of individual's sickness absence in accordance with the **school's employment policies**

Requirement to take into account employment legislation and case law

Ultimately, the decisions are yours to be made, in managing your expectations of your staff in school

Strategies for managing short term absence

- Awareness of Absence Policy & Trigger Points
- Return to Work Interviews
- Look at Management Structure
- Role of Governing Body
- Regular reporting of Statistics
- Feedback to staff
- Empowerment of Staff/Inset Day
- Keep up to date records on SAP/ Payroll
- Ensure all meetings are followed up in writing



Monitor Absence

Ensure that staff report absences in accordance with school policy

Keep accurate records of staff absence

Monitor:

Frequency and length of absences

Against absence policy 'trigger levels

Compare:

Similar employment groups

Across the school



Absence of Headteacher

Ensure Headteacher reports into the Chair

Ensure school record absence appropriately in line with policy

Fit notes

Keeping in Touch

Inform staff/Parents – Confidentiality

Ensure Acting up arrangements in place

Consider Acting up payments where appropriate

Chair to Link in with School Improvement Team and EPS for support

Absence of Headteacher

Occupational Health

Risk Assessments

Phased return

Reasonable Adjustments

Working from home?

Wellbeing assessments

Review periods



Equality Act 2010

The **Equality Act 2010** legally protects people from discrimination in the workplace and in wider society. It replaced previous anti-discrimination laws with a single **Act**, making the **law** easier to understand and strengthening protection in some situations.

Protected Characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation, Gender.

ETHICAL ISSUES



Governor role at Employment Hearing

If an absence case cannot be resolved by Phased return, redeployment, ill health retirement then may go to a panel of Governors to hear the case which may result in Dismissal:

Considerations:

Has the school followed the process/procedure

Documents to support this including OH reports

Impact on school, financial and other

Employee warned that continued poor attendance or failure to return to work will result in loss of employment

Process for a Hearing

Bundle of Documents and Provision of guidance, agenda issued by EPS to panel

Panel of 3 Governors – one Chair – HR Adviser – Minute taker

Manager attends with HR adviser

Employee attends with representative or colleague

School presents case then questions

Employee responds then questions

Summing up Adjournment

Adjournment for consideration of panel's decision

Right of Appeal



Staffing Restructures

11 week process minimum not including school holidays

Report from Headteacher to FGB including Budgetary Information

Is proposed structure right for your school

Consultation with staff and unions

FGB should receive comments submissions following consultation to determine if proposals should go ahead

Notice for Teachers to be dismissed at end of August needs to be made by end of May

Notice for Support Staff – at any point in the academic year

Right of Appeal

TUPE

Same initial process

Report to FGB and staff and unions

Expect to see cost benefits and pros and cons of transferring

Consider not only budgetary information and impact, but transfer of liabilities
– if bringing staff into school employment

Consider timescales needs to be reasonable – 8 week process

Failure to follow process has financial penalties up to 13 weeks pay

Contact Us

We would like to remind you of the contact method to contact us for which the full details can be found on the [Education Personnel Services \(EPS\) | Schools \(oxfordshire.gov.uk\)](#) page.

Thank you!



How do you get to and from school?

Kathryn Horsepool

School Engagement Officer – Active Travel



The benefits of using active travel for the school run

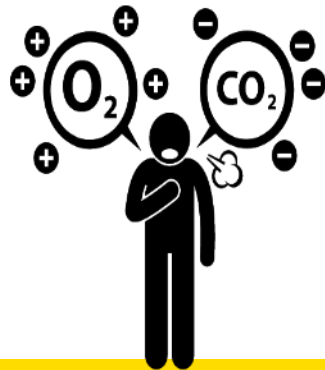




HEALTHIER BODIES
HAPPIER MINDS



FEWER CARS AT THE SCHOOL
GATES



LESS POLLUTION =
CLEANER AIR

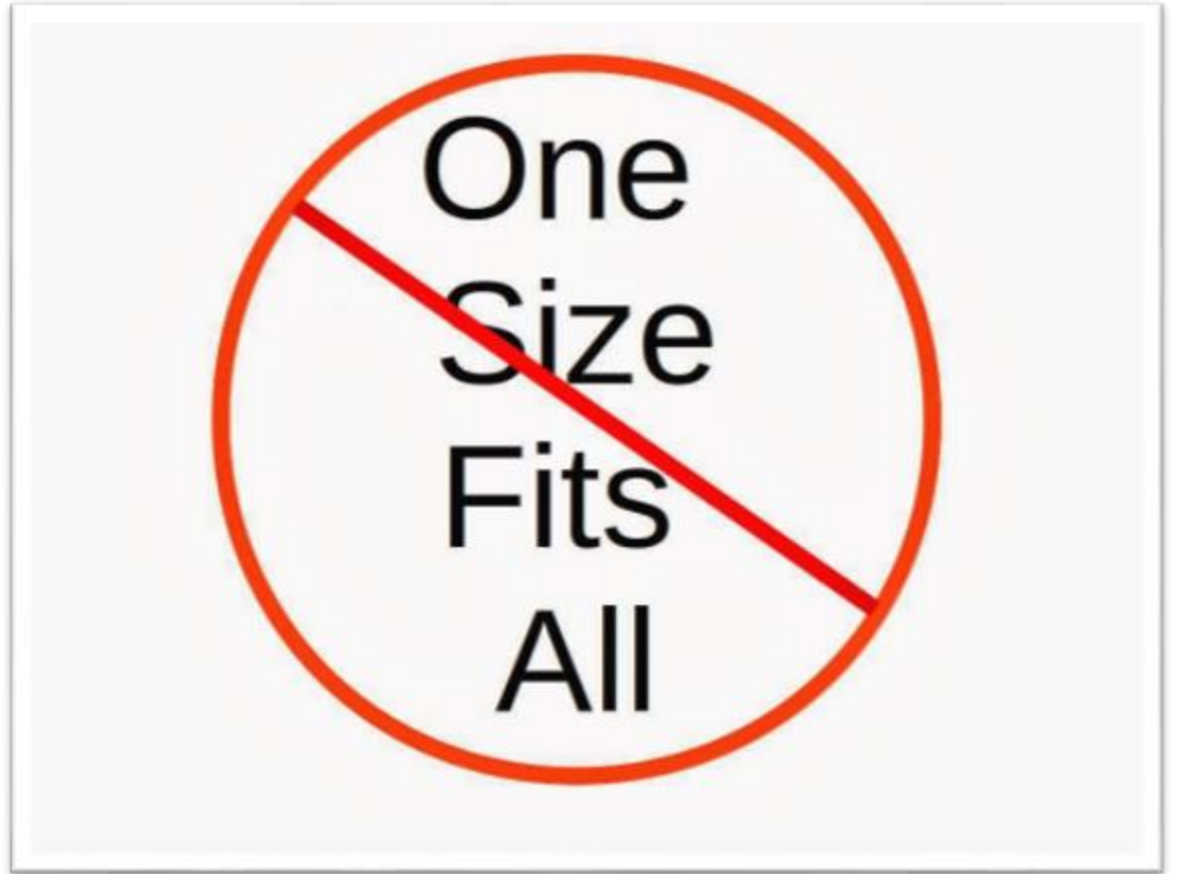



FUN TIME WITH FAMILY AND
FRIENDS



No 'One Size Fits All' Option

- Some initiatives more suitable for some schools than others
- Initiatives offered based on appropriateness and need
- Schools can tailor some Initiatives to their needs





Schools can earn rewards for developing their school travel plan



Free for any OCC schools to use

<https://modeshiftstars.org/>



What is a Travel Plan

An action plan for encouraging more sustainable travel such as walking, cycling and public transport use for school journeys



How people currently travel and why




How people would like to travel and barriers to this



Local transport issues



Aspirations and targets



Approved (Green) Accreditation on Modeshift STARS



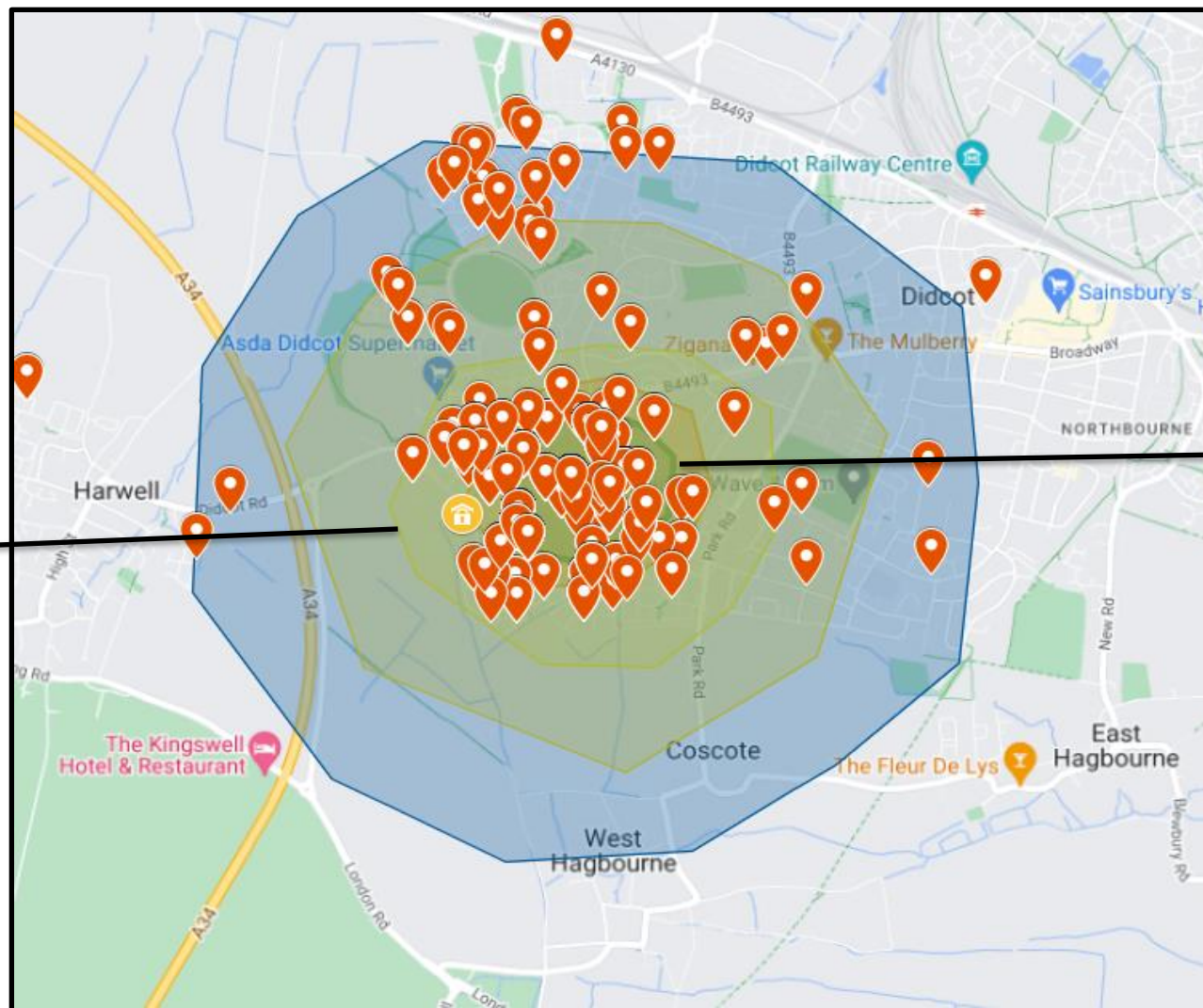
- Introduction
- Aims and Objectives
- Travel and Transport Infrastructure
- Transport issue/s
- Targets (2)
- Planned Consultations (2)
- Planned Travel Initiatives (10)
- Planned Supporting initiatives (5)

Schools can earn rewards for developing their school travel plan





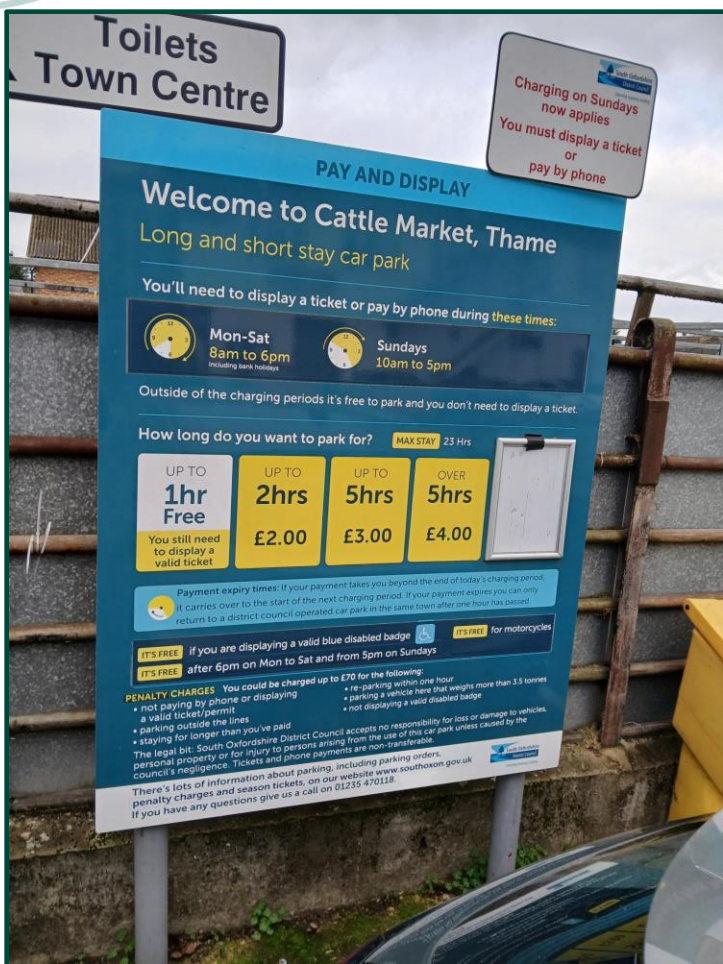
Pupil Postcode Mapping



Within a 10 min
walk of the
school

Within a 5 min
walk of the school

If you have to drive then park and stride



We can work with your school on looking for suitable park and stride locations

Introduction to the School Streets Program

- Aims to tackle congestion, poor air quality and road safety concerns related to the school run.
- Achieved via restricting motor traffic at drop-off and pick up times.
- Through traffic prevented, but Blue Badge holders and residents retain access.
- Creates a low vehicular traffic walking and cycling zone.
- Can be trialled over a limited time period, or implemented permanently





Driver Code of Conduct

Our code of conduct for drivers

We would like to keep our school a safe and friendly environment for all our children, teachers and parents. We would like to preserve good relations with our neighbours and local residents. With that in mind we have built a code of conduct to make sure we are all using the road safely and act with consideration.

**1. Please do not park on
the double yellow lines**



**2. Please do not turn your car
around in the school or annex**



**3. Please do not park across people's
driveways or use them to turn
around.** (Safe turning points are the Fifield
Road and Red Lion pub).



**4. Please do not do three point
turns in the road**



**5. Please only let your children
use the door on the pavement
side**



**6 ...and please make sure you
always consider the impact of
your behaviour on others**





LIVING

STREETS

**LET'S
WALK TO
SCHOOL**

WOW

**the WALK
TO SCHOOL
challenge**

Join the FUN!

**IMPROVE your HEALTH,
PROTECT the PLANET,
WALK to School with WOW**



3 SIMPLE STEPS TO



WOW the WALK
TO SCHOOL
challenge



WALK TO SCHOOL



LOG YOUR JOURNEYS



EARN BADGES



WALK WITH IMAGINATION

2024-25
WOW BADGES

SEPTEMBER
2024



OCTOBER
2024



NOVEMBER
2024



DECEMBER
2024



JANUARY
2025



FEBRUARY
2025



MARCH
2025



APRIL
2025



MAY
2025



JUNE
2025



JULY
2025



OXFORDSHIRE
COUNTY COUNCIL



LIVING STREETS LET'S WALK TO SCHOOL

2024/25

WOW

the WALK TO SCHOOL challenge

WALK WITH IMAGINATION

livingstreets.org.uk/wowlaunch

**IMPROVE YOUR HEALTH,
PROTECT THE PLANET,
WALK TO SCHOOL WITH WOW**

Get involved on social media: #WALKTOSCHOOL

X @LIVINGSTREETS f LIVINGSTREETSUK @ LIVINGSTREETS

FSC
www.fsc.org
COC
www.coc.org

With pride to produce with responsible forest and other products made with recycled paper and other recycled materials.

We are looking for primary schools to take part in **WOW – Walk to School Challenge**

- The pupil-led challenge enables children to self-report how they get to school every day.
- If they travel actively (walk/wheel, cycle, scoot or Park and Stride) at least once a week for a month, they get rewarded with a badge.
- School can register now
- Decide when to start WOW e.g Jan 2025
- Contact Amy.Peace@livingstreets.org.uk





Any questions

- Kathryn Horsepool
kathryn.Horsepool@oxfordshire.gov.uk

LADO and Education Safeguarding Update

Jo Lloyd

Local Authority Designated Officer (LADO)

Governor Services Updates and Reminders

Helen Tate

Governor Support Officer

Children's Wellbeing and Schools Bill

- Not yet statutory; this is for information only
- Aims to improve children's wellbeing through a series of reforms affecting schools, local authorities and child services
- The Bill is organised into two parts: children's social care measures and Schools measures
- Over 30 changes are proposed in the two parts.

What is proposed for schools?

- Stronger role for schools in safeguarding
- Cap on branded uniform items
- Free breakfast clubs in every primary school
- School admissions and place planning
- New duties and expectations for academies
- An end to automatic forced academisation
- Establishment of new, non-academy schools



New DfE SEND Guidance for Governing Boards

- Roles and responsibilities
- Connection between the Equality Act 2010 and the SEN responsibilities
- Appropriate and regular training
- Ask the right questions- checklist suggestions provided
- Use data

[Special educational needs \(SEN\) and disabilities: guidance for school governing boards - GOV.UK](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/612222/special_educational_needs_and_disabilities_guidance_for_school_governing_boards.pdf)



Improving the way Ofsted inspects education: *consultation*

- Seeking views from parents, carers, professionals and learners
- Supporting documents (including toolkits)
- Respond individually or as a board
- Closes at 11:59pm on 28 April 2025

[Improving the way Ofsted inspects education - GOV.UK](https://www.gov.uk/improving-the-way-ofsted-inspects-education)



School accountability reform: *consultation*

The DfE is seeking views on:

- School accountability principles
- School profiles (new digital service to provide information about schools)
- Stronger approach to school improvement through intervention

Consultation closes 11:59pm on 28 April 2025.

[School accountability reform - Department for Education - Citizen Space](#)



Schools' Forum Vacancies

One primary academy governor and two secondary academy governors sought.

- To represent academies on the Schools' Forum
- Particularly interested in those with budget management experience and an interest in the technical aspects of school finance
- Five meetings a year

Contact Catharine Darnton by 07.02.2025 if interested.

Cdarnton@gillotts.org.uk



The Clerking Service

Quality Assurance Survey

Please would Chairs of Governors respond to the Clerking Service Quality Assurance Survey coming into your inboxes shortly.

Clerk to Governors vacancies

Please would you share and promote our vacancy for governance professionals (clerks) through your governance colleagues and school offices:

[Clerk to Governing Board Vacancies](#)

Thank you



Thank you

Zaheer Ahmed

Head of Learning and School Improvement

Ruth Pangu

Clerk to Governors' Team Lead

Helen Tate

Governor Support Officer

Rachel Caseby

Governor Services' Consultant

