

**GOVERNOR SERVICES**  
**SUPPORTING INFORMATION FOR SUMMER TERM 2022**  
**AGENDA**  
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## **Budget Outturn 2021/22 and School Budgets 2022/23**

### **Budget Outturn 2021/22**

Outturn statements were issued to all schools via the Schools' Portal on 22 April 2022 following the closure of accounts for the financial year 2021/22.

It should be noted that due to a number of uncertainties with the ongoing COVID-19 situation, the Schools Forum have again agreed to suspend the application of the clawback policy on school balances at 31 March 2022. This means the county council will not apply clawback to 2021/22 year-end balances held by schools, regardless of the level of balance.

However, the governing body is asked to ensure that the level of school balances at 31 March 2022 is reviewed and plans and commitments put in place to utilise the carry forward funding in 2022/23, if appropriate.

Early in the summer term 2022, all schools will be asked to complete the annual 'Analysis of Balances E-Form Return' for their balances at 31 March 2022, which requires balances to be split between Committed and Un-Committed Balances. Governors are asked to give particular attention to any balances that:

- Are held above the current guideline balances, which are:
  - 12% of Consistent Financial Reporting (CFR) income for all phases of maintained school
  - A £60,000 minimum balance threshold will be applied.
- Relate to grant funding from Central Government and may have conditions attached, for example COVID catch-up grants or PE and Sports Grants allocations.
- That represent an in-year surplus and may have been accrued, in part, by DfE allocations that specified they were only available for schools with in-year deficits.
- That are part of longer-term plans by the school, for example in support of School Development Plan objectives or to support capital projects.

Completion of this form is a mandatory requirement, and the information contributes to the county council's statutory CFR returns and may again be important for 2021/22 balances if the government analyse school balances data as part of their scrutiny of COVID-19 allocations and conditions of grant.

### **School Budgets 2022/23**

Following approval of Lancashire Schools Budget proposals for 2022/23 by the Schools Forum and the County Council Cabinet, individual school budgets were issued to nursery, primary, secondary, special schools and Pupil Referral Units on 21 February 2022.

The key headlines from the 2022/23 budget setting process were included in correspondence to individual schools and on the spring term core agenda. This information is provided at [Appendix A](#).

The attention of the governing body is drawn to further information that has become available since the spring term item:

### *Schools Business Rates for 2022/23*

Following a government consultation in 2021, the DfE proposed changes to the payment process of schools' business rates for 2022/23, where bills would have been paid nationally. However, recent DfE announcements have confirmed that the introduction of the new system has been delayed and schools should continue to pay their business rate bills directly to their local council in 2022/23.

### *Schools Supplementary Grant 2022/23*

Information about the School Supplementary Grant allocation methodology was contained in the spring term agenda item (and is included at Appendix A), and the DfE has now confirmed that the Schools Supplementary Grant for 2022/23 will be paid in two tranches. Payments will be made in May 2022 to cover April 2022 to August 2022, and in October 2022 to cover September 2022 to March 2023.

The LA will issue supplementary grant funding for the High Needs Block on a similar timetable and will calculate allocations for High Needs Supplementary payments on the basis of WPNs (Weighted Pupil Numbers) on the May 2021 census data, estimated at circa £600 per WPN.

### *School Budget Plan 2022/23*

It is a requirement of the Scheme for Financing Schools in Lancashire that the first formal budget plan for the financial year be approved by the governing body.

All schools need to give careful consideration to their three-year school budget outlook, taking early action where changes are needed to set a balanced budget both in-year and in following years, particularly taking early action where changes will be needed to reduce expenditure on staffing.

Schools are asked to ensure that following approval of the budget plan for 2022/23 this is submitted to the Authority. The budget plan information is submitted using a web-based form titled 'Income and Expenditure Form' (I&E Form). It is located in the Forms > Finance section of the menu on the left of the portal homepage. The I&E forms are required no later than **Friday 20 May 2022**.

Governors are reminded that the Scheme for Financing Schools indicates that the governing body shall not approve a budget for a school which exceeds its total available resources, including any balances brought forward.

Where a school is unable to submit a balanced budget, the school can submit a budget recovery plan that includes a request to apply for a budget anticipation of up to three years. A recovery plan should be submitted as soon as possible, but no later than **Friday 24 June 2022**. In accordance with the agreed Schools in Financial Difficulty (SIFD) procedures, schools that fail to comply with this deadline, even after a reminder has been sent, may be issued with a Notice of Concern in Respect of Financial Delegation and representatives of the School Improvement Challenge Board (SICB) may attend the autumn term meeting of the governing body.

Schools that purchase the budget preparation and financial forecast services from the Schools Finance Team will get support to work on a recovery plan request.

### *Pupil Premium Grant*

The Pupil Premium Grant (PPG) is allocated in addition to the funding which is allocated through the Schools Budget. It is to support disadvantaged pupils, who continue to underachieve compared with their peers.

The DfE have confirmed that the funding rates for the pupil premium in the financial year 2022/23 have been uplifted, as follows (2021/22 in brackets):

- Primary pupils: £1,385 (£1,345)
- Secondary pupils: £985 (£955)
- Looked-after children: £2,410 (£2,345)
- Children who have ceased to be looked-after: £2,410 (£2,345)
- Service children: £320 (£310).

DfE now use October school census data to calculate pupil premium allocations (except for alternative provision and pupil referral units where eligibility will continue to be based on the January census). This means that individual school allocations for 2022/23 were published in March 2022, along with 2022/23 Conditions of Grant and these are available [here](#).

### **PE and sport premium: conditions of grant 2021 to 2022 (maintained schools)**

#### **Terms on which the premium is allocated to schools**

The premium must be spent in full by the end of the 2021 to 2022 academic year. This includes any carried forward under-spent funding that has resulted from the relaxations to the ring-fencing arrangements of the PE and sport premium because of the coronavirus (COVID-19) outbreak. Schools must use the funding to make additional and sustainable improvements to the provision of PE, physical activity, and sport for the benefit of all primary-aged pupils to encourage the development of healthy, active lifestyles.

The Secretary of State does not consider the following expenditure as falling within the scope of additional or sustainable improvement:

- employing coaches or specialist teachers to cover planning preparation and assessment (PPA) arrangements - these should come out of schools' core staffing budgets
- teaching the minimum requirements of your existing PE curriculum
- fund capital expenditure

Maintained schools, including those that convert to academies, must publish information about their use of the premium on their website by the end of the summer term or 31 July at the latest.

Schools must publish:

- the amount of premium received
- a full breakdown of how it has been spent
- what impact the school has seen on pupils' PE and sport participation and attainment
- how the improvements will be sustainable in the future

- the percentage of pupils within their year 6 cohort for academic year 2021 to 2022 that can do each of the following:
  - swim competently, confidently, and proficiently over a distance of at least 25 metres
  - use a range of strokes effectively (for example front crawl, backstroke and breaststroke)
  - perform safe self-rescue in different water-based situations

If selected, schools must also take part in a sampling review to scrutinise their compliance with these terms.

**The governing body is asked to:**

- Note the school's outturn position for 2021/22 and that the application of clawback has been suspended on school balances at 31 March 2022;
- Note any continuing commitments for funding carried forward at 31 March 2022 that needs to be taken into account for 2022/23, including any COVID-19 related allocations from the DfE;
- Ensure that the annual 'Analysis of Balances E-Form Return' splitting balances at 31 March 2022 between Committed and Un-Committed Balances has been considered and submitted;
- Consider the impact of any significant difference between the actual outturn for 2021/22 and that estimated by the school when considering the school's budget for 2022/23;
- Consider any budget sustainability issues and pressures when considering the school's budget for 2022/23 and forecasts for subsequent years;
- Approve the school budget plan for 2022/23 and the financial forecasts for 2023/24 and 2024/24
- Ensure that the 'Income and Expenditure Form' is submitted;
- Note the pupil premium grant allocations and conditions of grant for 2022/23;
- Scrutinise the school's plans for Pupil Premium funding in 2022/23;
- Ensure compliance with the requirements of the PE and Sports Premium Grant.

**For more information, contact Kevin Smith on 01772 535130.**

## Appendix A

### **Schools Block**

As agreed from 2018/19, Lancashire will use the National Funding Formula (NFF) methodology to calculate Schools Block budgets in 2022/23.

Allocations for Lancashire schools and academies from April 2022 will include our share of the additional Dedicated Schools Grant (DSG) funding announced by the Government, which equates to £2.3b nationally in 2022/23. The main changes to NFF factors arising from this additional funding are set out below:

National Funding Formula factor values for 2022/23 have increased, as follows:

- 3% to basic entitlement, Free School Meals Ever 6, income deprivation affecting children index, lower prior attainment, English as an additional language and the lump sum;
- 2% to the funding floor, the minimum per pupil levels and free school meals,
- 0% on the premises factors, except for Private Finance Initiative which has increased by the Retail Price Index.

The announcements also included the relevant minimum pupil funding levels for primary and secondary schools, which incorporate the 2% uplift for 2022/23:

- For primary schools, the minimum pupil funding level will be £4,265 per pupil in 2022/23.
- For secondary schools, the minimum pupil funding level will be £5,525 per pupil from 2022/23.

Following a Government consultation on the Sparsity factor held in 2021, the DfE has amended the factor from April 2022, including increased maximum sparsity values, updated sparsity distance calculations so they are now based on road distances, instead of straight-line distances, and introduction of a sparsity distance taper, in addition to the existing year group size taper.

Another Government consultation in 2021 has also led to proposed changes to the payment process of schools' business rates for 2022/23. However, recent DfE announcements have confirmed that the introduction of the new system has been delayed and schools should continue to pay their business rate bills directly to their local council in 2022/23.

Following a consultation with schools and academies in Lancashire, areas where local discretion is available in 2022/23 were agreed by the Schools Forum and the LCC Cabinet as follows:

- The Minimum Funding Guarantee (MFG) was set at a +2.0%
- The transfer of £1.7m (0.19%) to enable the required school contribution towards the Private Finance Initiative (PFI) contract to be met from the relevant funding block in 2022/23.

### **High Needs Block (HNB)**

The extra funding made available for high needs funding from April 2022 has allowed the following increases in expenditure to be agreed:

- To cover the forecast cost and demand led pressures in High Needs expenditure from April 2022;
- To support increases in HNB expenditure to broadly match or exceed uplifts in the mainstream sector, including:
  - increasing the Weighted Pupil Numbers (WPN) rate across all school and FE settings by 4% to £4,567;
  - increasing 'School Specific' allocations in special schools and PRUs by 2%; to match the Minimum Funding Guarantee (MFG) applicable in mainstream.

### **Early Years Block (EYB)**

Government announcements for 2022/23 indicated that an extra £170m will be made available for the Early Years Block nationally. Lancashire's share of this funding, together with a circa £1m contribution from Schools Forum reserves, enable increases to be made across all early years funding areas, as explained below.

#### *3 and 4-year-old entitlements*

In 2020/21 and 2021/22 the Schools Forum agreed to transfer £2m each year from the Schools Block to the Early Years Block, to help with the pressures being faced by the sector. This has meant that an additional £0.08 per hour has been added to the 3 and 4 year old base rate for these years. Unfortunately, Schools Block budget pressures in 2022/23 mean that this transfer will not be possible from April 2022 and the £0.08 per hour will need to be removed from the base rate for 2022/23. The Schools Forum is aware that the early years sector is already facing considerable cost pressures, so has agreed that circa £1m of Schools Budget reserves be used in 2022/23 to help reduce the turbulence in the system caused by this reduction. The circa £1m contribution will allow £0.04 per hour to be added back to the base rate and will be available for 2022/23 only.

The 2022/23 funding rate has therefore been calculated as follows:

2021/22 base rate, which included £0.08 contribution from Lancashire Schools Block	£4.35 per hour
2022/23 adjusted base rate without £0.08 contribution	£4.27 per hour
2022/23 base rate with DfE £0.17 uplift	£4.44 per hour
2022/23 base rate with £0.04 one off contribution from Schools Forum reserves	£4.48 per hour

This Lancashire base rate for 3 and 4-year-old entitlements will be £4.48 per hour in 2022/23, an increase of 13p per hour from 2021/22.

#### *Supplementary funding hourly rate for maintained nursery schools*

Lancashire will receive a £0.17 increase in the supplementary funding hourly rate for maintained nursery schools in 2022/23, which will be passed to the maintained nursery

schools providing £3.67 per hour from April 2022 for eligible universal 3 and 4-year-old hours.

### *2-year-old entitlement*

Lancashire will receive an additional £0.21 per hour for the 2-year-old entitlement for 2022/23, which will be passed to providers in full, providing a funding rate for 2-year-olds of £5.37 per hour from April 2022.

### *Early Years Pupil Premium*

Lancashire will increase the early years Pupil Premium rate by 7p to 60p per hour, equivalent to up to £342 per eligible child per year, for 2022/23, in line with national announcements.

### *Disability Access Fund*

Lancashire will increase the disability access fund by £185 to £800 per eligible child per year for 2022/23, in line with national announcements.

## **Schools Supplementary Grant 2022/23**

The Chancellor's autumn 2021 spending review confirmed £1.6bn funding for schools and high needs, for the 2022/23 financial year, above the previous Dedicated Schools Grant settlement. The extra funding is in recognition of the additional costs that local authorities and schools will face in the coming year, which were not foreseen when the original Dedicated Schools Grant (DSG) allocations were calculated. This includes the Health and Social Care Levy, which will be applied initially through increased national insurance contributions from employers, and wider cost pressures.

For mainstream schools, this funding will be allocated through a schools supplementary grant 2022/23. DfE announcements indicate that school-level allocations of the schools supplementary grant for 2022/23 will be published in spring 2022, but the stipulated funding rates are set out below:

### *Rate for early years*

The base per-pupil funding rate for early years provision in schools, and for maintained nursery schools, will be £24 per pupil.

### *Rates for 5 to 16 schools:*

The base funding rates for 5-16 schools will be:

- basic per-pupil rate of £97 for primary pupils
- basic per-pupil rate of £137 for key stage 3 pupils
- basic per-pupil rate of £155 for key stage 4 pupils
- lump sum of £3,680
- Free School Meals Ever 6 per-pupil rate of £85 per eligible primary pupil
- Free School Meals Ever 6 per-pupil rate of £124 per eligible secondary pupil.

### *Rates for post-16*

The base per-student funding rate for 16-19 provision in schools, including 16 to 19 schools and academies, will be £35 per student.



Lancashire has also been allocated supplementary grant funding for the High Needs Block. In accordance with Government guidance, we have discussed the Lancashire supplementary high needs grant allocation with the Schools Forum and are proposing a distribution methodology for 2022/23 that is split into 2 parts and details are provided below:

*Health and Social Care Levy (Increased NI contribution in 2022/23 for social care)*

For special schools and AP only

To be calculated on 80% of total budget per school x 1.25% based on 2022/23 School Budget data, with an adjustment for LA requested exceptional place changes in year at special schools.

*Wider costs pressures*

To be paid across all sectors and calculated on the basis of WPNs on the May 2021 census data, estimated at circa £600 per WPN.

DfE has recently confirmed that the Schools Supplementary Grant for 2022/23 will be paid in two tranches. Payments will be made in May 2022 to cover April 2022 to August 2022, and in October 2022 to cover September 2022 to March 2023.

The LA will issue supplementary grant funding for the High Needs Block on a similar timetable.

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## **Educational Visits**

### **Health and Safety of Pupils on Educational/Off Site Visits**

Governing bodies will be aware that the Educational/Off Site Visits Policy and Guidelines apply to all schools and services where Lancashire County Council is the employer. In respect of academies, foundation schools, foundation special schools, voluntary aided schools, free schools and independent schools that have purchased the Visits Package, it is a condition of the agreement that the Lancashire Policy is adopted by their governing body or the Board of Trustees.

The Policy and Guidelines have been reviewed in 2022 and will be effective from 1 September 2022. All the revised documents will be available on the EVOLVE site. The revised Policy will be launched at the annual Educational Visits Co-ordinators (EVC) network webinars early in the autumn term. The dates of the network webinar will be live on the EVOLVE system in July. All EVCs are strongly encouraged to attend this session or revisit in their own time as this event will be recorded and available via the home page of EVOLVE. This training is provided to ensure that EVC's are familiar with the revised Policy and Guidelines and other important professional learning. EVCs may wish to provide governing bodies with an overview of the session.

The Professional Support (PS) Team has undertaken a number of support visits and individual feedback has been given to the specific schools, academies and providers/centres. The Advisory Board were pleased to receive extremely positive reports. The PS Team wishes to thank the school staff and children/young people for their help and co-operation during these support visits.

All schools will be aware that the Health and Safety Executive (HSE) places an emphasis on “sensible health and safety” and the Lancashire Policy and Guidelines are intended to provide reassurance to all those concerned in Educational/Off Site Visits. Rigorous and professional systems are needed because the most important outcome of any visit must be the safe return of the party.

EVOLVE is updated on a regular basis to inform EVC's of latest guidance to support their role.

**Action required by the Governing Body: Review of the School's/Academy's Procedures**

Schools/Academies are strongly advised to regularly review their own internal arrangements and procedures for the approval of Educational/Off Site Visits. This approach is recommended for all Health and Safety policies where new advice is available or revised information received. Following the review of its internal arrangements for the processing and approval of Educational/Off Site Visits, the school/Academy is required to inform Lancashire County Council of these arrangements.

These arrangements should be discussed and approved by the governing body on an annual basis and any changes to these arrangements must be recorded in the minutes. The minute regarding the school arrangements for the approval of Educational/Off Site Visits should be available upon request. This may be required during the school's Ofsted inspection, Health and Safety audit, the internal audit, visits by the Professional Support Team or during other investigations.

The options for approval and reporting are as follows:

1.	The governing body/management committee to approve all Type A visits and to approve Type B visits prior to submission to Lancashire County Council.
2.	The governing body/management committee to approve all Type B visits prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits. The decisions to be reported to the governing body/management committee meeting each term.
3.	The governing body/management committee to approve residential Type B visits <u>only</u> prior to submission to Lancashire County Council. The headteacher/EVC to approve all Type A visits and to approve all other Type B visits for submission to Lancashire County Council. The decisions to be reported to the governing body/management committee meeting each term.
4.	A designated governor/manager to work alongside the headteacher/EVC to approve all Type A visits and to approve Type B visits prior to submission to Lancashire County Council. The decisions to be reported to the governing body/management committee meeting each term.

5.	A committee of governors/focus group of managers to work alongside the headteacher/EVC to approve all Type A visits and to approve Type B visits prior to submission to Lancashire County Council. The decisions to be reported to the governing body/management committee meeting each term.
6.	Other arrangements.

In addition to the confirmation of the school's internal arrangements for Educational Off Site Visits in 2022/23, the name and designation of the school's/academy's trained Educational Visits Co-ordinator(s) and EVOLVE users with head and administrator rights should be verified.

The school/academy has been sent an e-proforma showing the current information held by Lancashire County Council and instruction for its completion and return.

In the case of any changes, the school should indicate the full name of the new EVC/head and their designation (eg deputy headteacher). For newly appointed EVCs the date of the Lancashire EVC training course to be attended should be stated. The completed e-proforma should be returned to the Educational Off Site Visits Service **no later than 8 July 2022**.

All establishments must have an identified, trained and accredited EVC in place, **prior** to any Educational/Off Site Visit being approved. In a very small number of cases, special arrangements are in place where Lancashire's Approving Officers act as the EVC pending the appointment and training of a new EVC. This is known as LA Cover, and is usually in the event of a trained EVC resigning his/her post or deciding not to continue with the role. The school/academy should contact the Educational Visits Team and an officer will fulfil the EVC role on an interim basis. **However, schools/academies should note a charge will be levied for this additional service, should the LA Cover arrangement continue longer than 12 weeks.** It is emphasised that should there be any further changes to the nominated EVC during 2022/23, the school/academy must notify the Educational Visits Team as soon as possible to prevent any delays in the vetting and approval of visits.

Governing bodies will know that in seeking approval for an Educational/Off Site Visit, the EVOLVE E-Application Form and Risk Assessment (Form 5) must be checked by the EVC and must have the headteacher's (and, as appropriate, the governing body's) approval before submitting the completed forms to the Authority. Lancashire County Council appreciates that there may be very exceptional circumstances in which approval is sought with very short notice. However, this is not normal practice.

It is the responsibility of the management team to ensure that approval is obtained from the County Council for all Type B visits. In seeking approval for an Educational Off Site Visit, submission **must** be made to the Educational Off Site Visits service, via EVOLVE, **at least 4 weeks prior to the visit taking place.**

Governing bodies should be mindful that in the event of this happening at your school, this action directly contravenes the Educational/Off Site Visits Policy and as such the visit potentially takes place at the direct risk of the governing body and staff. In addition, this action may invalidate any insurance cover relating to the visit.

Governing bodies will be aware of their responsibilities under the competency framework for governance around monitoring, questioning and evaluating all aspects of Educational

Off Site Visits. Please liaise with your Educational Visits Co-ordinator to further explore your educational off site visits arrangements.

**For more information, please contact:**

Nicky Scott, Service Delivery Manager, Educational Off Site Visits Service.  
Tel: 01772 531519 Email: [Nicky.Scott@lancashire.gov.uk](mailto:Nicky.Scott@lancashire.gov.uk)

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## **Management of Serial and Persistent Complaints**

Colleagues in Legal Services have noted an increase in schools managing serial and persistent complaints.

Schools may receive complaints which are considered to be vexatious. The Office of the Independent Adjudicators defines the characteristics of a 'frivolous' or 'vexatious' complaint as:

- complaints which are obsessive, persistent, harassing, prolific, repetitious
- insistence upon pursuing unmeritorious complaints and/or unrealistic outcomes beyond all reason
- insistence upon pursuing meritorious complaints in an unreasonable manner
- complaints which are designed to cause disruption or annoyance
- demands for redress that lack any serious purpose or value.

Schools should not refuse to accept further correspondence or complaints from an individual they have had repeat or excessive contact with. The application of a 'serial or persistent' marking should be against the subject or complaint itself rather than the complainant.

Schools may find it useful to establish a policy for managing serial and unreasonable complaints, and it is recommended that this is included in the school's published procedure.

To that end, **the governing body is invited to adopt** the Department for Education's model policy for managing serial and unreasonable complaints. The document is available at the following source:

[School complaints procedures: guidance for maintained schools - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

Where a complaint may be escalating, headteacher's and chairs of governors are encouraged to contact Legal Services, for professional guidance. They can be contacted at the following point, by schools that buy into the SLA provided by Legal Services:

Contact: [education.legaladvice@lancashire.gov.uk](mailto:education.legaladvice@lancashire.gov.uk)

## **Ionising Radiations (Secondary schools only)**

From April 2022, in order to review compliance with the Ionising Radiations Regulations 2017 (IRR17), the Health and Safety Executive (HSE) Radiation Team will be visiting secondary schools who hold registration for using or storing sources of ionising radiation as part of their curriculum activities, to carry out safety inspections. A notice and guidance has been posted to schools via the portal providing advice on how to prepare for a potential inspection. Schools are being asked to complete a pro-forma identifying their sources of ionising radiation and storage arrangements and return it to Ian Crowther (Radiation Protection Officer for LCC) for review. Updated guidance on Managing Ionising Radiation and Radioactive Substances in schools is available on the Schools' Portal and LCC Intranet.

**The governing body is asked to confirm** that school information and paperwork is up to date, in anticipation of any HSE visit.

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## **Fire Safety**

Schools may have received a letter from Lancashire Fire and Rescue Service (LFRS) advising that from 1 April 2022, they will be operating a 'challenge procedure' in relation to any fire alarm calls they receive. This means that in the event of the fire alarm being activated between the hours of 8am and 7pm, there is now a requirement for the responsible person on site to check the fire alarm panel, identify the location of the activation and attend the location to check for signs of smoke or fire. Only after this has been confirmed should any call be made to LFRS. The purpose is to reduce the number of false alarms LFRS attend. Outside of these hours, LFRS will attend if they receive a report of a confirmed emergency.

**The governing body is asked to ensure** that school fire safety procedures include the need for the responsible person on site to check for signs of smoke or fire prior to making a 999 call to LFRS.

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## **Menopause Policy for Schools**

The menopause is a natural stage of life which affects people who have a menstrual cycle. This can include transgender, intersex and non-binary employees, who may also experience menopausal symptoms. The menopause usually happens between 45 and 55 years of age, although some people can experience it earlier or later in their life.

For some employees, experiencing symptoms of the menopause can be a difficult and stressful time. People's experiences of the menopause differ and for some, symptoms can be quite severe and can affect people both physically and mentally.

Managing the effects of the menopause at work is important for both employers and their staff. The Schools HR Team have recently developed a model Menopause Policy for use by schools; the policy has been consulted on and agreed by the trade unions. The aims of the policy are to promote a greater understanding of the menopause and its symptoms, and to support an environment in which employees can openly and comfortably hold conversations about the menopause.

It is recommended that schools adopt the policy and share it with staff so that they are aware of it. The document is available on the Schools' Portal.

Any queries that schools have with regard to the policy, or its application, can be directed to colleagues in the Schools HR Team.

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## **Election of Chair and Vice-Chair**

The details below identify the areas and possible options that governors should consider when agreeing the process to be followed for the election of chair and vice-chair of the governing body.

### **Nominations:**

Who provided by –

- Self-nomination
- Nominated by another governor
- Both self and other governor nomination.

How provided –

- Prior to the meeting – how, who to and within what timescale
- At the meeting
- Both prior to and at the meeting.

### **Voting:**

Will be by –

- Show of hands
- Secret ballot.

**Arrangements** in the event of a tie –

- Re-vote
- Draw lots.

In the event of only one candidate being nominated for a position –

- candidate **will** be asked to leave the room while a vote is held
  - candidate **will not** be asked to leave the room while a vote is held.
-

## Lancashire Governor Training and Development Update

Highly effective governing bodies engage frequently and strategically in their training and development, working in partnership with Governor Services to identify and maximise training and development requirements for all members.

### Summer Term – Courses

<b><u>Date</u></b>	<b><u>Course</u></b>	<b><u>Venue</u></b>
Saturday 21 May 2022, 10:00 am - 12:30 pm.	Governor Skills Workshop: Effective school visits and challenging questions	Online video conferencing
Tuesday 24 May 2022, 1:30 pm - 4:00 pm.	Finance for Maintained Schools (including the Schools Financial Value Standard)	Ribby Hall Village, WREA GREEN, Nr. Kirkham, Preston, PR4 2PR
Wednesday 26 May 2022, 6:30 pm - 8:30 pm.	WRAP (Workshop to Raise Awareness of PREVENT) and the current threat for Governors	Online video conferencing
Thursday 26 May 2022, 6:30 pm - 9:00 pm.	New Governor Induction	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Tuesday 07 Jun 2022, 9:30 am - 12:00 pm.	New Governor Induction	Forrest Hills, Hazelrigg Lane, Ellel, LANCASTER, LA2 0PL
Wednesday 08 Jun 2022, 9:30 am - 4:00 pm.	Safer Recruitment for Governors	Online video conferencing
Wednesday 08 Jun 2022, 6:30 pm - 9:00 pm.	Exclusions - A Governors Guide	Online video conferencing
Thursday 09 Jun 2022, 9:30 am - 4:00 pm.	Safer Recruitment for Governors	Forrest Hills, Hazelrigg Lane, Ellel, LANCASTER, LA2 0PL
Thursday 09 Jun 2022, 6:30 pm - 9:00 pm.	Finance for Maintained Schools (including the Schools Financial Value Standard)	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Thursday 09 Jun 2022, 5:00 pm - 6:30 pm.	Chairs Forum Summer Term 2022	Online video conferencing
Friday 10 Jun 2022, 9:30 am - 4:00 pm.	Conducting Investigations	Lancashire FA, LEYLAND, PR25 2LF
Tuesday 14 Jun 2022, 5:00 pm - 6:30 pm.	Chairs Forum Summer Term 2022	Online video conferencing
Tuesday 14 Jun 2022, 1:30 pm - 4:00 pm. Tuesday 21 Jun 2022, 1:30 pm - 4:00 pm.	Chairs' Course Leading the Board - a course for experienced chairs	Lancashire FA, LEYLAND, PR25 2LF
Thursday 16 Jun 2022, 6:00 pm - 7:30 pm.	Chairs Forum Summer Term 2022	Online video conferencing

Thursday 16 Jun 2022, 6:30 pm - 9:00 pm.	Inspection - Preparing for an Ofsted Inspection for Governors	Lancashire FA, LEYLAND, PR25 2LF
Monday 20 Jun 2022, 1:30 pm - 4:00 pm.	Vision, Strategy and Values	Online video conferencing
Tuesday 21 Jun 2022, 6:00 pm - 9:00 pm.	Staff Discipline, Grievance, Capability and Attendance for Governors	Online video conferencing
Tuesday 14 Jun 2022, 1:30 pm - 4:00 pm. Tuesday 21 Jun 2022, 1:30 pm - 4:00 pm.	Chairs' Course Leading the Board - a course for experienced chairs	Lancashire FA, LEYLAND, PR25 2LF
Tuesday 21 Jun 2022, 5:00 pm - 6:30 pm.	Chairs Forum Summer Term 2022	Online video conferencing
Tuesday 21 Jun 2022, 6:30 pm - 9:00 pm.	Thorough, but Fair A confidence building course for governors involved in Headteacher Appraisal	Online video conferencing
Thursday 23 June 2022, 1:30 pm - 4:00 pm.	New Governor Induction	Online video conferencing
Thursday 23 Jun 2022, 6:30 pm - 9:00 pm.	Child Protection and Safeguarding for Governors	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Monday 27 Jun 2022, 6:30 pm - 9:00 pm.	Governor Skills Workshop: Effective school visits and challenging questions	Forrest Hills, Hazelrigg Lane, Ellel, LANCASTER, LA2 0PL
Wednesday 29 Jun 2022, 6:30 pm - 9:00 pm.	New Governor Induction	Online video conferencing
Thursday 30 Jun 2022, 6:30 pm - 8:30 pm.	The Vulnerable Child: Guidance for Governors	Online video conferencing
Thursday 30 Jun 2022, 9:30 am - 12:00 pm.	Appraisal and Pay Committees for Governors	Online video conferencing
Thursday 30 Jun 2022, 6:30 pm - 9:00 pm. Thursday 07 Jul 2022, 6:30 pm - 9:00 pm.	Health and Safety Responsibilities for Governors	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Saturday 02 Jul 2022, 10:00 am - 12:30 pm.	Governor Skills Workshop: Difficult Situations and courageous conversations	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Saturday 02 Jul 2022, 9:30 am - 12:00 pm.	Governor Skills Workshop: Making Difficult Decisions on Governor Panels	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Wednesday 06 Jul 2022, 6:30 pm - 9:00 pm. Wednesday 13 Jul 2022, 6:30 pm - 9:00 pm.	Chairs' Course Stepping up - a course for new and aspiring chairs	Online video conferencing



Thursday 30 Jun 2022, 6:30 pm - 9:00 pm. Thursday 07 Jul 2022, 6:30 pm - 9:00 pm.	Health and Safety Responsibilities for Governors	Burnley Football Club, Turf Moor, Harry Potts Way, BB10 4BX
Thursday 07 Jul 2022, 1:30 pm - 4:00 pm.	Thorough, but Fair A confidence building course for governors involved in Headteacher Appraisal	Online video conferencing
Friday 08 Jul 2022, 1:30 pm - 4:00 pm.	New Governor Induction	Jack McLaughlin Centre, Corpus Christi High School, PRESTON, PR2 8QY
Tuesday 12 July 2022, 6:30 pm - 9:00 pm.	New Governor Induction	Online video conferencing
Wednesday 06 Jul 2022, 6:30 pm - 9:00 pm. Wednesday 13 Jul 6:30 pm - 9:00 pm.	Chairs' Course Stepping up - a course for new and aspiring chairs	Online video conferencing

### Contacts for queries and to book all courses:

Online: [www.lancashire.gov.uk/lpds](http://www.lancashire.gov.uk/lpds)

Email: [lpds@lancashire.gov.uk](mailto:lpds@lancashire.gov.uk)

Tel: 01257 516100

### LCC Chairs' Mentoring - An offer to chairs of governors to provide support when needed.

The mentoring programme is an informal, voluntary arrangement and is completely free. A chair may need support when new to role, when managing complex school issues, or when the school is requiring improvement amongst other things. Please get in touch with Elaine Cluet ([Elaine.cluet@lancashire.gov.uk](mailto:Elaine.cluet@lancashire.gov.uk)) for more information and to access high quality support from an experienced team of mentors.

### Careers

The aim of this [module](#) is to equip governors with the knowledge needed to provide appropriate support and challenge, to ensure that all students receive high quality careers education.

Governors play a key role in ensuring their school, special school or college not only meets their legal requirements, but also equips students with the tools and knowledge to make informed choices about their futures. Governors can do this by:

- ensuring that the school, special school or college complies with its statutory responsibilities, including the appointment of a capable careers leader with the explicit backing of the leadership team;
- offering strategic support to school, special school and college leaders;
- holding education leaders to account for the quality of provision of careers in schools, special schools or college.

Further details are available at the following point:

<https://www.careersandenterprise.co.uk/careers-leaders/careers-leader-training/online-learning-modules/#Governors>

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## School Admissions

### Looking to change the school admission arrangements for 2024/25?

Should governors be looking to change the school's oversubscription criteria or admission number for the September 2024 admissions round, ideally, it should be discussed during the summer term. This will allow you to consider the practicalities and to contact the necessary teams for advice.

The consultation window formally opens on 1 October 2022. The proposed arrangements are required in County Hall by Friday 9 December 2022.

Wherever appropriate, please discuss any proposed changes with your Diocesan Officer.

**It is essential** to include the Lancashire Local Authority in the consultation process. Please email proposed policies to [adm.consult@lancashire.gov.uk](mailto:adm.consult@lancashire.gov.uk) [after 1 October 2022, please]

Full details will be available on the Schools' Portal in **the autumn term**.

Calls are always welcome at any time, on 01772 531540. A five-minute 'phone call can save hours of problem-solving!

### Determination [Finalising] Admission Arrangements

Wherever appropriate, please include your Diocesan Officer.

In order to comply with the DfE School Admissions Code, own admission authorities will be required to determine arrangements for 2024 admissions by 28 February 2023. Policies are required on the LCC website and the school website by 15 March 2023.

Please ensure that 'children adopted from overseas' are included in your looked after pupil criterion/ia.

Determined arrangements are collected and processed using:  
[determined@lancashire.gov.uk](mailto:determined@lancashire.gov.uk)

For more information, please contact **Nan Hogg – please** don't hesitate to call, we are here to help you.

Tel: 01772 531540 Email: [nanette.hogg@lancashire.gov.uk](mailto:nanette.hogg@lancashire.gov.uk)

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## Team Around the School and Settings (TASS)

Team Around the School and Settings (TASS) is a collaborative way of working across services, schools and settings, alongside children, young people and families to ensure they remain at the centre of all that we do. The aim is to address issues that impact on the education of our children and young people. TASS enables agencies, stakeholders and communities to come together to find solutions to barriers, utilise early help and interventions and ultimately improve outcomes for children and young people. We are delighted to share with you the TASS website – an online space for everyone involved in education in Lancashire to access information and contact details needed to help identify patterns, address strategic issues, help make improvements and ultimately achieve the very best outcomes for all our children and young people in Lancashire.

You will find the website by clicking this link: [Team Around the School and Settings or TASS - Lancashire County Council](#). You will also have the opportunity to provide feedback, letting us know anything you think should be added, anything you think is missing, or any helpful suggestions to improve the pages. We want this site to be as useful and interactive as possible and we can only do this with your feedback.

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## White Paper

Governors should familiarise themselves with the White Paper and consider any future implications to the school. The DfE press release can be found [here](#) and the link to the policy paper is [here](#).

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## Green Paper

Governors should familiarise themselves with the Green Paper and consider any future implications to the school. The DfE are seeking views on the green paper about the changes they want to make to the special educational needs and disabilities (SEND) and alternative provision (AP) system in England. Information can be found [here](#).

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## LASGB

The Lancashire Association of School Governing Bodies (**LASGB**), is an independent organisation, run by governors for governors. The governing body is invited to refer to the LASGB website, for current news and details of forthcoming events. [www.lasgb.org.uk](http://www.lasgb.org.uk)

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**Contact details for Governor Services South Team**  
**Schools in Chorley, South Ribble and West Lancashire**

<b>Tracey Baldwin</b> 01257 516125 <a href="mailto:tracey.baldwin@lancashire.gov.uk">tracey.baldwin@lancashire.gov.uk</a>	<b>Helene Callan</b> 01257 516132 <a href="mailto:helene.callan@lancashire.gov.uk">helene.callan@lancashire.gov.uk</a>
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<b>Team Contact</b> <a href="mailto:governors.south@lancashire.gov.uk">governors.south@lancashire.gov.uk</a>	