

Appendix c

Title of Report:	Redesination of Standards and Effectiveness Panel
Report to be considered by:	Overview and Scrutiny Management Commission
Date of Meeting:	23 rd February 2016

Purpose of Report: To obtain approval from the Overview and Scrutiny Management Commission for changes to the operation of the Standards and Effectiveness Panel.

Recommended Action: It is recommended that the following changes are made to the Standards and Effectiveness Panel:

- (1) The panel is renamed as the Schools and Children's Liaison Panel
- (2) There are 10 members on the panel
- (3) The Portfolio member for education can attend meetings as an observer
- (4) The Terms of Reference for the panel be accepted
- (5) The briefing information for visits to schools and Children's Centres be accepted

Overview and Scrutiny Management Commission Chairman	
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Executive Report

1. Introduction

- 1.1 The Standards and Effectiveness Panel was set up at the establishment of West Berkshire District Council in 1998 to provide a forum for councillors to engage with schools in order that performance could be scrutinised within the relative informality of an open debate with their senior management teams.
- 1.2 Although separate and autonomous, the Council's Constitution requires that changes to the Panel's operation must be approved by the Overview and Scrutiny Management Commission.
- 1.3 This report sets out a number of changes to the Panel's operation to ensure that it remains appropriately focussed on the Council's priorities.

2. The need for change

- 2.1 Since its inception, the Standards and Effectiveness Panel has developed and expanded its remit to include visits to Children's Centre and to receive information about changes in education, such as the OfSTED inspection framework and the new National Curriculum.
- 2.2 A School Improvement Management Board has been also established and has the remit to review standards and the quality of education that is provided in the District's schools.
- 2.3 As there is some overlap between the activities of the Standards and Effectiveness Panel and the School Improvement Management Board, officers in the Education Service, working with councillors, have reviewed the work of the Standards and Effectiveness Panel and the following changes are to its operation are proposed:
 - (1) The role of the Panel is to support the achievement of the Council's goal of 'Better Educated Communities' by liaising on behalf of the Council with schools and Children's Centres in the district.
 - (2) The name of the panel is changed to the 'Schools and Children's Liaison Panel' to more accurately reflect its activity.
 - (3) There are 10 members on the panel
 - (4) The Portfolio Member for Education is able attend meetings as an observer
 - (5) Changes to the Terms of Reference and briefing information for visits to schools and Children's Centres
- 2.4 These changes are reflected in appendices A – D.

3. Recommendation

- 3.1 It is recommended that the following changes are made to the Standards and Effectiveness Panel:
 - (1) The panel is renamed as the Schools and Children's Liaison Panel
 - (2) There are 10 members on the panel

- (3) The Portfolio member for education can attend meetings as an observer
- (4) The Terms of Reference for the panel be accepted
- (5) The briefing information for visits to schools and Children's Centres be accepted

Appendices

- Appendix 1 Terms of Reference for the School and Children's Centres' Liaison Panel
- Appendix 2 Briefing notes for visits to schools and Children's Centres
- Appendix 3 Template for recording information about a school visit
- Appendix 4 Template for recording information about a Children's Centre visit

Appendix 1

Revised terms of reference for Schools and Children's Centres Liaison Panel

Introduction

The role of the Panel is to support the achievement of the Council's goal of 'Better Educated Communities' by liaising on behalf of the Council with schools and Children's Centres in the district.

It will do this by encouraging open exchange between councillors and leaders of schools and Children's Centres by,

Carrying out a planned programme of visits to schools and Children's Centres
Inviting school and Children's Centres leaders to address meetings of the panel.

The objective of the liaison is to,

Review together and in partnership the impact on schools and Children's Centres in the district of strategic, policy and procedural changes, locally and also nationally, in the fields of education and family support

Gain an insight into the effectiveness of local and national strategies in school improvement, specifically in raising standards and 'closing the gap'

Make informed recommendations to the Portfolio Holder, Education that may support schools and Children's Centres in remaining or progressing towards 'outstanding'.

Background

The Council's goal of 'Better Educated Communities' puts the success of our schools and Children's Centres at the heart of what it does. It has two specific goals,

Raise the attainment of all our children at every key stage –specifically to be in the top 10% of councils for every key stage by 2019

Close the attainment gap for vulnerable pupils – eliminating the current attainment gap between disadvantaged children and other children.

The Visits

If these goals are to be met, it is essential that councillors are well informed and hear the views, questions and suggestions of headteachers, chairs of governors and managers of Children's Centres in the schools and Children's Centres themselves.

These visits are planned by and report to the Panel. Visits will be carried out by members of the panel and, where possible, the relevant ward member or members.

Councillors will be briefed in advance and will therefore be able to focus on strategic issues.

The aim is an informal, wide ranging and open exchange that will include the following areas,

- Barriers to raising standards / closing the attainment gap / providing high quality support to families and the role of the council in lowering or removing these barriers
- The effectiveness of, and approaches to developing, Council strategies for supporting schools and Children's Centres

- Ensuring that schools and Children’s Centres have robust safeguarding procedures in place
- The trajectory of the school’s or Children’s Centre’s improvement plans

The Panel Meetings

The Panel will meet three times each year to,

- Review and analyse visit reports, identify common themes and recommend actions to be included in a summary report to the Portfolio Holder, Education
- Review the outcomes of Ofsted inspections, as far as possible with the relevant headteacher who, will be invited to attend
- Be briefed on and debate relevant issues, for example, a range of approaches to school improvement, changes to the Ofsted inspection framework, the LA’s role in recruitment and retention, ‘league tables’

Membership

Ten named Councillors

Portfolio Holder, Education, to attend as an observer

Officers to advise and support

Please read in conjunction with ‘West Berkshire Council Schools and Children’s Centres Liaison Panel Briefing Notes’.

Appendix 2

West Berkshire Council

Schools and Children's Centres Liaison Panel

Briefing Notes

Introduction

These notes are for:

- Members of the Schools and Children's Centre Liaison Panel and the administrator for the Panel
- Headteachers and Chairs of Governors
- Managers of Children's Centres (CCs)
- School Improvement Advisers
- School representatives hosting a school visit by members of the Panel
- Visiting Ward Members

Key Points

1. Members visits to schools/CCs are informal and do not lead to judgements being made
2. Members aim to visit every school/CC at least once every 4 years
3. Members are keen to see at first hand what schools are doing to raise standards, to provide a good quality of education for all pupils attending West Berkshire schools and give headteachers/governors/centre managers the opportunity to discuss issues with them in person

Purpose of Panel Visits and Meetings

Members of the Panel will arrange to visit a cross-section of schools during the year. They will also have a programme of visits to children's centres. The visits are informal and headteachers/managers are not expected to spend time preparing for them or change the normal operation of the school day as a consequence.

The main purpose of the visits and meetings of the Panel is to:

- Provide the opportunity for a discussion between elected Members and representatives from schools/CCs about the improvement and development strategies being used in schools/CCs
- Look at how other statutory and voluntary organisations can work with the children's centres to deliver services
- Look at how children's centre's users are consulted on the services/activities at the centre and how the responses are taken into account and fed back
- How West Berkshire Council can best support schools/CCs in improving outcomes for children
- Give Members first hand experience of good practice in schools/CCs
- Observe and hear about educational standards and quality which informs future decision making
- Enable Members to discuss the steps being taken in schools and CCs to support vulnerable groups of children in improving their outcomes where this is necessary

- Gain information about the effectiveness of the spend on the Pupil Premium for pupils eligible for Free School Meals (FSM) or in receipt at some point in the last 6 years (FSM6); the Pupil Premium Plus for Looked After Children and those on Adoption Orders/ Special Guardianship Orders and Accommodation Orders as well as those pupils in receipt of the Service Children Premium (Service 4)
- Look at the effectiveness of the Council's strategies for supporting schools to raise standards and for children's centres to support families
- Give schools/CC's representatives an opportunity to raise issues with Members concerning school standards and quality
- Allow Members to see how any recommendations for improvement and priorities arising from Ofsted inspections are being implemented and incorporated into the school/CC's development plans
- Enable Members to exercise their accountability to the residents of West Berkshire by seeing first-hand the quality of education in local schools and promoting higher standards of education.
- Enable Members to exercise their accountability to the residents of West Berkshire by seeing first-hand the quality of support provided to young children and their families in children's centres.

Timing of Visits and Meetings

The Panel meets 3 times per year. In between meetings, Members of the Panel will make pre-arranged visits to a number of schools with about 7 school visits per term. The schools visited during one term are selected at random. Wherever possible, visits are arranged so that Members see a cross-section of different types of school and phase. The aim is to ensure that every school has been visited over a 4 year period. The Chair of Governors (or another Governing Body representative) and the local Ward Member will also be invited to attend a school visit. If there is more than one ward member, they should decide which member will attend. Visits will involve **not more** than 3 Members including the Ward Member. It is hoped that **all** Members of the Panel will be able to make at least 2 school visits per year across a range of provision (eg age groups/locations)

Children's Centres will be visited on a rolling programme which will include a visit to the main cluster centres as well as those centres where outreach is provided.

Each visit will last not more than 2 hours. Members making the visit will be briefed in advance and will have had an opportunity to read the most recent Ofsted report on the school/CC. Members will also be provided with the most up to date Nexus School Profile, which provides a wide range of school data. Headteachers are not asked to provide any additional information. A brief note of each visit will be made, which records the key points arising from the discussion during the visit. (see the blank proformas attached)..

Following the round of school visits, Members will have the opportunity to discuss the key points arising at the next meeting of the Schools Liaison Panel.

Schools/CCs will be invited to attend a panel meeting when their school/CC has received a good or better report in their recent inspection by OfSTED. This will be for the school/CC to have an opportunity to discuss with members their successes and what their priorities will be to further improve the quality of education/provision. Headteachers/Centre Managers will not be expected to make a formal presentation although they may choose to do so. Presentations should be sent to the Panel administrator, Debbie Goddard prior to the meeting.

Schools will be notified at least 2 weeks in advance of a proposed visit. Should a proposed visit occur at an inconvenient period, the school has the right to ask for it to be rescheduled. If you need to rearrange a visit, please contact Debbie Goddard, School Improvement Administrative Assistant, at dgoddard@westberks.gov.uk or 01635 519035.

Structure of the School/Children's Centre Visit

The visits are informal and provide opportunities for productive dialogue. Arrangements can be flexible depending upon the school and its circumstances. The Headteacher of Centre Manager will organise the visit activities. A suggested format could include the following:

1. Welcome on arrival and a tour of the school site.
2. 15 minute verbal briefing for Members by the headteacher on the school/CC's current situation, progress since the last inspection, and any issues arising based on the 4 areas of Ofsted inspections.
3. Question and answer session with Members, exploring key issues with the senior staff and the representative from the Governing Body.
4. Opportunity to meet the staff informally.
5. Opportunity for Members to observe examples of best practice in classrooms.

Members will have read the most recent school OfSTED report, the OFSTED data dashboard, and a briefing note from the School Improvement Adviser linked to the school/CC before the meeting so that school/CC representatives can make best use of the time they have available to:

1. Highlight areas of particular success and key areas for actions to develop the school further
2. Outline the main elements in the school's development plan, and the progress that has been made to date,
3. The support which the school would like to see from the Council in taking forward its development and improvement programme.

Members' questions will generally focus on the current position of the school/CC and other areas concerning the school's improvement and how national and local initiatives are being implemented.

Members who wish to look at the inspection recommendations in the wider context of the school's development priorities, may ask questions relating to:

- How key national and local strategies are being implemented in the school?
- Other areas for development / improvement identified by the school
- How these priorities have been arrived at?
- What progress has been made so far?
- How well the school is resourced, including the recruitment and retention of staff?
- Any other aspects of its work that the school would wish to draw to the attention of Members.

Follow-up to the Visit

- The Chair of the panel will write to the school/CC representatives to thanking them for hosting the meeting
- The Chair will ensure that panel member reports are provided to the panel administrator at least 5 days prior to the panel meeting
- A copy of the Members report will be forwarded to the school/CC after the termly panel meeting.

Appendix 3

Support forms for recording information gathered on a visit to a school

FORM TO BE COMPLETED BY SCHOOLS AND CHILDREN'S CENTRE LIAISON PANEL
School Visited:
Date Visited:
Attendees:
School Representatives:
<u>Question Prompts</u>
<u>Outcomes for Pupils</u>
<ul style="list-style-type: none">• What is the level of attainment on entry to Foundation Stage 2 (reception class / entry to school)?• Are pupils achieving at / above national expectations at the end of KS1/2/3/4/5?• Are vulnerable pupils achieving as well as their peers?• How is the school using the Pupil Premium Funding for children entitled to Free School Meals, Looked After Children and Service Children (Army / Navy / Airforce)? What has been the impact?• What are the key issues that the school needs to address to improve standards?
<u>Quality of Teaching, Learning and Assessment</u>
<ul style="list-style-type: none">• What are the strengths within the school in teaching and learning?• What does the school do to improve the quality of teaching and learning?• What are the strengths within the school in regard to assessment procedures?
<u>Personal Development, Behaviour and Welfare</u>
<ul style="list-style-type: none">• How does the school promote pupils personal development and positive behaviour?• Are all statutory policies in place? What is the school's process for review of these policies?• How is the school working to ensure (internet) e-safety? Are all the correct filters in

place to prevent the children accessing inappropriate websites? How is the school promoting anti-bullying, the PREVENT radicalisation agenda and what do they do if they have concerns?

Leadership and Management

- What are the strengths within the school in leadership and management?
- What needs to be improved?
- Are there any challenges with leadership and management at the present time?
- How are the Governors included in the self-evaluation of the school?
- How is the school preparing for future inspection?
- Are there any obstacles in the way?

What can West Berkshire District Council do for your school?

Are there any issues that you would like to raise with members?

Do you have any comments to make about services that are provided to your school but not in a traded manner?

Traded Services

Please rate the following services that you have bought into on a scale of 1-5.

1=poor 2=below expectations 3=acceptable 4=above average 5=excellent

Accounts Payable

Accounts/Finance

Cleaning

Free School Meals

Grounds Maintenance

Governor Support

Health & Safety

HR

Insurance

ICT (SIMS/FMS)

ICT (Tech Support)

Library Services

Licences

Legal

Museum Services

Payroll

Property Services

Residual Catering

School Improvement

School Meals

Tree Management

Wider Area Network

Please state N/A in the appropriate box if the service has not been bought into

Appendix 4

Support forms for recording information gathered on a visit to a Children's Centre

FORM TO BE COMPLETED BY SCHOOLS AND CHILDREN'S CENTRE LIAISON PANEL
Children's Centre Visited:
Date Visited:
Attendees: Children Centre Representatives:
Question Prompts What Policies does the Children's Centre have? How often are they updated?
What services are delivered in the Children's Centre? Which are delivered by yourselves and which by external agencies?
Who are the vulnerable groups within the Children's Centre and how do you identify vulnerable families?
How do you measure the impact of services?
Do you have an effective Advisory Board (this is the equivalent of a school governing body but without statutory powers)?
What parenting programmes are delivered at the centre? How long does each one last? What percentage of parents complete the programme?
How do you ensure children and families are safe in the centre?
How are you supported by the LA? Does this meet your needs? How could it be improved?
Are there any challenges with leadership and management at the present time?
Any other issues raised

What can West Berkshire Council do for your school?

Are there any issues that you would like to raise with members?

Do you have any comments to make about services that are provided to your school but not in a traded manner?