



School Governors



Governors Newsletter

Useful Information for Barnsley School Governors

As we begin a new academic year, I would like to extend a heartfelt welcome back and thank you for your continued dedication and support. Your commitment to our schools and communities plays a vital role in shaping the educational experiences and outcomes for our children and young people.

This year brings fresh opportunities to build on our successes, tackle new challenges, and continue working together to ensure every learner thrives. Your insight, leadership, and strategic guidance remain invaluable as we navigate the evolving educational landscape.

Autumn is always a busy time for schools and the same goes for Governors as well. During this term Governors will be required to undertake the appraisal of the headteacher and this newsletter contains a useful article about the appraisal process.

For schools which subscribe to our clerking service, you will see that there are a number of items of action to complete this term, which include, but are not limited to:

- Declaration of Business Interests;
- Election of Chair and Vice-Chair (for schools which elect to these positions on an annual basis);
- Governor Code of Conduct;
- Arrangements for Headteacher Performance Management and Pay Review;
- Review of Safeguarding Arrangements and Procedures;
- SEND: Review and Approval of SEND Information Report;
- Pupil Premium: Strategy Statement 2025-26;
- PE and Sports Premium: Review Spending and Impact Report 2024-25;
- Review of Committee Membership.

We will be summarising what Governors need to do in relation to several of these items within this newsletter. **We are also holding an online Governor Briefing on Tuesday, 16 September at 6:00pm**, which will go into more detail about this. To book your place please e-mail: admin-governorsservices@barnsley.gov.uk

We look forward to another year of collaboration, innovation, and impact. Thank you for all that you do.

School Teachers' Pay and Conditions Document (STPCD) 2025

The [School Teachers' Pay and Conditions Document](#) (STPCD) was published towards the back end of the summer term. It sets out a 4% pay increase, and says part-time teachers' TLR1 and TLR2 payments can be calculated according to how much responsibility they take on.

The new version of the School Teachers' Pay and Conditions Document (STPCD) is valid from 1 September 2025. It confirms the 2025 teacher pay award, as set out in the [School Teachers' Review Body report](#).

Keeping Children Safe in Education 2025 (Updates)

You may recall that the July 2025 Governors Newsletter reported that The Department for Education (DfE) published the latest version of Keeping Children Safe in Education (KCSIE) for 2025 on 7 July 2025, which summarised its main changes .

A copy of this can be downloaded via the link below:

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Governor Code of Conduct

Governor Services have drafted a model code of conduct which will be circulated to you with your Governing Body meeting papers this term.

The model code of conduct should be used to set out the commitment and expectations required from Governors in order for the Governing Body to properly conduct its work within the school and the community. Governors are free to amend the document to include specific reference to the ethos of the school.



The Governing Body is asked to adopt the code of conduct and review it on an annual basis. Once adopted, this code of conduct will apply to all members of the Governing Body.

SEND: Review and Approval of SEND Information Report

The item "SEND: Review and Approval of SEND Information Report" has been placed on the agenda of Governing Body meetings this term, as it will give Governors the opportunity to discuss, review and approve the report.



The SEND Information Report is aimed at parents and needs to be readily accessible to them. It is a statutory requirement for schools to publish a SEND information report about their provision and support for children and young people with SEND.

The SEND information report must contain information on your school's SEND provision, such as:

- Arrangements for consulting parents and pupils with SEND and involving parents in their child's education;
- Details on identifying pupils with SEND and assessing their needs;
- Support available in different areas for pupils with SEND;
- How your school is implementing its SEND policy;
- The report can be included in your SEND Policy or presented as a separate document.

Pupil Premium: Strategy Statement 2025-26

It is an annual and statutory requirement for schools to publish their Pupil Premium Strategy statement. The Department for Education (DfE) has produced a template to be used to publish the statement, which if not completed already by the school, **MUST** be completed by 31 December and reviewed each year.



The item “Pupil Premium Strategy Statement 2025-26” has been placed on the agenda of Governing Body meetings this term so that Governors can check and confirm that the school has been compliant in meeting this statutory requirement. It will also give Governors the opportunity to ask senior leaders about how pupil premium funding is spent and what impact this is having on closing the attainment gap between disadvantaged and non-disadvantaged children.

PE and Sports Premium Review: Spending and Impact Report 2024-25

Schools receive PE and sport premium funding based on the number of pupils they have in years 1 to 6. All children should have equal access to high-quality PE provision and opportunities to experience and participate in a wide range of sports and physical activities. Academic achievement can improve in school because of the benefits children can gain.



Schools should use the PE and sport premium funding to help achieve these aims. It must not be used for core-type school activities, but to make additional and

sustainable improvements to the PE, sport and physical activity provision for pupils.

Your school was required to publish the following on its website by 31 July 2025 (please note that the DfE issued an email on 2 September 2025, extending this deadline to 30 September 2025):

- The amount of premium received;
- A full breakdown of how it has been spent (or will be spent);
- Details of the impact of the funding on pupils' PE, physical activity, sport participation and attainment;
- Details of how the improvements will be sustainable in the future;
- The percentage of pupils within your year 6 cohort who can:
 - Swim competently, confidently and proficiently over a distance of at least 25 metres;
 - Use a range of strokes effectively;
 - Perform safe self-rescue in different water-based situations.

The item "PE and Sports Premium Review: Spending and Impact Report 2023-24" has been placed on the agenda of Governing Body meetings this term so that Governors can check that the school has been compliant in meeting the statutory requirement to have published the above information on its website by the date listed above.

Headteacher Appraisal (Performance Management)

Governing Bodies of maintained schools (and some academy Governing Boards) have the strategic responsibility of overseeing the translation of priorities into challenging yet achievable objectives for the Headteacher. This is done via an annual appraisal and the deadline to complete this process is 31 December each year.

In order to complete the appraisal process, an external adviser will be appointed to support the Governing Body.

Why do we need an external adviser?

The external adviser advises and supports the Governors during the appraisal process.

If you are in a maintained school, you must appoint an external adviser. There is no such requirement in an academy, as more often than not the CEO of the academy trust will undertake this role.



What does the external adviser do?

The adviser will:

- Summarise data to give a clear understanding of how the school is performing;
- Analyse the Headteacher's evidence of progress against objectives;
- Support the Governing Board in interpreting information and pupil performance data;

- Bring to bear broad experience working with a number of Governing Bodies and Headteachers;
- Support, question and challenge the Headteacher;
- Understand the importance of Headteacher performance management and performance management in schools;
- Be able to gather sufficient knowledge of the school, its history and its context in order to develop the Headteacher in leading its development.

Note that the adviser is an "agent of the Governing Board" and so should not have a closer allegiance to the Headteacher than the board. See page 14 of '[Effectively managing Headteacher performance](#)' for more information on this.

Where do we find one?

You might go to:

- Your local authority;
- A school improvement partner that you work with already;
- National Leaders of Education or National Leaders of Governance;
- An external organisation or education consultancy. The [Society of Education Consultants](#) has a register that you can search by region or expertise type;
- Your HR provider.

 National College for
Teaching & Leadership

**Effectively managing
headteacher
performance**
Research brief
January 2014

Dr David Cole, Spence Institute of Education, University of London
Dr Megan Crawford, University of Cambridge
Prof Peter Gurney, Institute of Education, University of London
Prof Chris James, University of Bath
Dr Sam Kelly
Shoshana Korman
Dr Jeff Jones
Helen Kellison
Elizabeth Kroll

It is not recommended or good practice for the Headteacher to appoint the external adviser.

How should we collaborate with the external adviser?

Note that there is not any guidance setting out specifics, so what follows is a broad outline:

- **Provide the adviser with evidence.**

The adviser needs information about your school and the Headteacher's performance.

The adviser will usually send a list of the information they need to the Chair of the committee and the Headteacher. It tends to include contextual information such as the school's performance data and exam results. This list should be sent well in advance of the review.



The Headteacher and Chair of the performance review panel then ensure between them that the required material is provided. The adviser will need time to study the data and write the review, so give them as much time as possible.

Once the required evidence and information have been collated, the adviser produces a report based on this information. This report goes back to the committee Chair.

The adviser needs to return the pre-review report to the committee Chair and Headteacher at least 7 days before the review meeting.

You can also send it to your Chair of Governors after the appraisal outcomes have been agreed, but it should not go to governors not on the panel.



Guidance
Headteachers' standards 2020
Updated 13 October 2020

- **Hold pre-meetings with the adviser.**
 - Invite the adviser to discuss the evidence gathered and potential objectives with the appraisal committee;
 - The adviser should also meet with the Headteacher to discuss the same things from their perspective.

- **Consult them during the Headteacher's review meeting.**

The adviser should attend the review meeting. They will provide general support in this meeting, making sure all the necessary points are covered and that challenging objectives are agreed upon.

Please remember that it is not within the adviser's remit to make a pay recommendation - this falls to the performance management working group which undertakes the Headteacher's appraisal.

GovernorHub Knowledge – Online Governor Training

We are pleased to inform you that you can now access online training through GovernorHub. In order to do this, please logon to GovernorHub and go to your “hub” page.

Once you access your “hub” page, please follow these instructions:

1. Click on “Knowledge,” which is the icon with a blue “K” on the left hand side of the screen.
2. Then click on “menu,” which is the grey button on the top right of the screen.
3. Scroll down to “training” and click on this.

You should now be in the training menu, which offers you the choice of accessing:

- Training courses – these are specially designed to give you a solid foundation in your current role, or a new one.
- Learning pathways – a carefully selected pool of articles to help you level-up in specific topics.

Pass the assessment at the end of each course and pathway to earn a certificate (which we recommend you download and email to your school) – this will automatically appear in your training record on GovernorHub.