

School Governor Service Training Programme

Autumn
Term 2016



Spring
Term 2017

A new format for the Governor Training Programme

This edition of the School Governor Service (SGS) Governor Training Programme includes sessions organised by theme and covering both Autumn 2016 and Spring 2017 terms to enable governors to clearly plan their training over a longer period and to identify those dates, times

and venues that will be the most convenient for them. It also gives governors the opportunity to attend some sessions during the day or as twilights to assist those who are unable to attend evening sessions.

Programme aims

The purpose of this programme is to support governors in the effective strategic management of all schools and academies, to enable the best possible educational outcomes for children across the district and improve further education and job prospects for them.

Governors need to be able to:-

- fulfill their strategic planning role in the school
- understand and effectively undertake their accountability role
- act as a critical friend to the management of the school
- develop appropriate skills and knowledge to effectively monitor school improvement
- work with school managers, staff, parents, the local community and, where appropriate, the diocesan authorities, Academy Trust Boards and other partnerships.

The programme offers a wide range of opportunities intended to broaden governors' knowledge, develop their skills and update them on specific responsibilities. Governor feedback and developments in education continue to inform the

sessions provided. Governors from the District contribute to the programme and support our promise to deliver a high quality service provided by experienced professionals to meet the needs of individual governors and governing boards.

The educational landscape continues to be fast moving and so the programme includes sessions designed to provide governors with updates on the latest initiatives. In addition we will ensure that the programme remains responsive to governors' requests for updates and briefings on specific topics by publicising via email and the website (see below) further training opportunities which are being made available

These courses are aimed at both academy trustees and maintained sector governors – the term governors is used throughout this programme for ease of reference.

The programme and any additional courses which are added to it during both terms are available on the Bradford Schools Online website at <https://bso.bradford.gov.uk/>. All governors have access to this information, whether or not their schools subscribe to the SGS programme.

Contents (by theme):

	PAGE		PAGE
● Behaviour and Attendance	6	● Pupil Performance Data	12
● Buildings	6	● Safeguarding including British Values and Prevent	13
● Chairing Governing Boards or Committees	7	● Individual Governor Responsibilities	14
● Effective Governance	8	● Termly Updates and Briefings	15
● Finance and Staff Management	9	● Training Provision from other providers	16
● Induction for New or Inexperienced Governors	11		

Course venues



Bingley Town Hall
Myrtle Park,
Bingley, BD16 2LQ



Eastwood Primary School
Victoria Avenue,
Keighley, BD21 3JL



Keighley Police Station
Royd Ings Avenue,
Keighley, BD21 4BY



Margaret McMillan Tower
Princes Way,
Bradford, BD1 1NN



St Peter's House
1 Forster Ct,
Bradford, BD1 4TY



Sir Henry Mitchell House
4 Manchester Road,
Bradford BD5 0QL



Strong Close Nursery
Airedale Road,
Keighley, BD21 4LW



Trafalgar House Police Station
58 Nelson Street,
Bradford, BD5 0DX

How to book a course

- Use the booking form included in this programme or
- Call School Governor Service (SGS) on 01274 439400 or
- E-mail school.governor@bradford.gov.uk

Light refreshments are available for all morning and evening courses and lunch is provided for all-day courses. If you have any specific dietary requirements when booking an all-day course then please inform us.

Please let us know if you cannot attend a course which you have previously booked as this may enable another governor to attend.

Cost : Subscribing schools

Unless this is specified in the course description there is no additional charge for attendance at any course (including Induction) for governors of schools which subscribe to the SGS Training Programme.

Cost: Non-subscribing schools.

Schools which do not subscribe to the SGS Training Programme will be charged on a 'course by course' basis for governor attendance at a cost of £105 per session (£180 for the 6 hour Induction course) except for those courses indicated as being free.

Bespoke courses for Governing Boards or Groups of Schools/Academies

Governing boards can request bespoke courses on an individual or area/group/chain basis:-

- **Learning Together** – A tailor-made course delivered at a time, date and venue to suit you, for a group of schools or individual governing board. For example: if your governing board is planning an away day you may think external facilitation of part or all the event would be helpful.
- **Leading Together** - Designed to strengthen the capacity of the leadership and management partnership to work together for the benefit of pupils, this course involves three facilitated sessions for a working party of senior leaders and governors. Plans to improve teamwork are identified by the working party using a school improvement priority as a vehicle for improvement.

The programme takes place over a period of nine to twelve months, giving time for improvements to take place and for the actions taken to have an impact on the school's development.

- **Mini Course** - One hour on the agenda of your governing board meeting; these courses are intended to address individual governance areas which have been identified as requiring improvement.

For further information or to book a course contact **School Governor Service (SGS)** on **(01274) 439400** or e-mail **school.governor@bradford.gov.uk**

Training and support for Chairs of Governors

The chair of governors (COG) is a key leadership role and governing boards are central to the effective accountability of schools and academies. Leading the governing board and working in partnership with the headteacher, the chair plays a pivotal role in school improvement.

Specific training for the role is included within this programme but chairs or prospective chairs are also encouraged to consider requesting additional support or mentoring when they are facing particular challenges or are new to the role. Please contact the School Governor Service for more information.

Clerks to Governors

The Accredited National Training Programme for Clerks course enables experienced clerks to refresh and update their learning and new clerks to develop their competencies. Any clerk wishing to access the training should contact **school.governor@bradford.gov.uk** for further information about the course, its costs and the bursaries that are currently available.

A Clerk's induction session is offered to all non-

School Governor Service clerks at a cost of £120 per hour for schools subscribing to any of SGS services and at £135 per hour for schools which do not subscribe.

There are also Clerks' Termly Briefings open to all clerks to ensure that they are kept up-to-date with the latest developments, procedures and regulations applying to governing bodies. This is free for clerks of schools which subscribe to any of our services but costs £105 for clerks from non-subscribing schools.

Online Professional Development for School Governors – 'Modern Governor'

In response to requests from governors the School Governor Service (SGS) has negotiated a reduced cost for access to Modern Governor's e-learning modules which offer professional development for members of school governing bodies and academy trust boards, including clerks and head teachers.

Mobile app available for all governors

The free Modern Governor mobile app provides additional support for governors through its offline, cross-referenced glossary of educational terms and is available to governors **whether or not they are subscribers**. moderngovernor.com/app

Free Trial available

Modern Governor's modules are commissioned from authoritative subject matter experts across the field of school governance and a free trial of the latest modules is available at moderngovernor.com/trial.

Tracked Training

The smart learning modules adapt to fit the screen of whatever device is being used – whether an Android phone, iPad, Windows desktop or Apple laptop and progress through any of the modules is tracked, so a module can be started on a computer in an office, continued on a smartphone on the journey home and completed on a tablet in the evening. Governors can also access and download or print an NGA-badged certificate as evidence of professional development.





Modules available

There are more than 25 Modern Governor e-learning modules available including:

Pupil Premium for Governors, Ofsted, Academy Governance, Helping Headteachers get the best out of their Governing Body, Special Educational Needs, SMSC Development and School Governors & Social Media.

In the 2015-16 school year the Modern Governor Core Skills covering 'soft' & transferable skills – personal productivity, time management & leadership development – have been added to support governors in being more effective individuals in their voluntary role, as well as at work or at home.

Modern Governor- Subscriptions

Schools and academies which subscribe to the School Governor Service 'Governing Schools' package can subscribe to Modern Governor until the end of March 2017 at a rate of £115 per governing board.

This includes access to the dedicated, friendly and responsive Modern Governor support desk via email or phone – during the day, evening, or at weekends and on Bank Holidays.

Individual schools that subscribe directly to Modern Governor (and not through SGS) do so at a rate of £349, thus a saving of £234 can be made by subscribing to SGS.

Other e-learning available for Governors

Safer Recruitment in Education - Online Training

The DfE no longer co-ordinates arrangements for accredited or online training, however, the requirement for at least one member of a recruitment panel to be appropriately trained in line with safeguarding guidance remains.

There is a chargeable online course available from the NSPCC.

Please see www.nspcc.org.uk/ and look for Safer Recruitment in Schools using the search engine for further details.

Safeguarding Training

All governors are able to access the online Safeguarding/Child Protection Training provided by the Bradford Safeguarding Children Board. There is no charge for this training and governors can register for courses using the link below to the self-registration page.

<https://bradfordscb.safeguardingchildren.co.uk/>

School Governor Service (SGS) Course Programme

Behaviour and Attendance

Dealing with Exclusions

Session:

Monday 10 October 2016, 6.30–8.30pm,
Sir Henry Mitchell House

The Bradford Council Children's Services inclusion team is offering training on exclusions that will provide guidance on the duties of head teachers and governors; the threshold for permanent exclusion; and the format of a governors' exclusion hearing. You will be offered examples of good practice in terms of meetings, procedures and relevant paperwork and have the opportunity to clarify your role in dealing with exclusions from school.

Managing Attendance

Sessions:

Wednesday 21 September 2016,
6.30–7.30pm, Eastwood Primary School,
Keighley

Or

Tuesday 18 October 2016, 4.30-5.30pm,
Margaret McMillan Tower



Monitoring attendance and dealing with poor attendance are a focus for many governing boards. The Local Authority Education Social Work team is delivering this hour long workshop to outline the governor role in the process and to share some case studies.

Buildings

How to Manage School Building Projects, including Health and Safety Aspects

Sessions:

Thursday 3 November 2016,
4.30–6.30pm, Eastwood Primary School,
Keighley

Or

Tuesday 4 April 2017, 6.30–8.30pm,
Sir Henry Mitchell House

The Bradford Council Education Client Services Tutors have developed this programme to ensure that governors are fully informed about the processes which need to be followed when planning and carrying out school building projects, no matter the size and cost of the work involved.

The course aims to help governors to:-

- Understand the school's financial, legal and Health & Safety obligations
- Help schools to avoid taking unnecessary risks and making costly mistakes
- Fund, manage and control school building projects
- Understand the need for proper project planning
- Consider how buildings can improve Behaviour, Attainment, Achievement and enhance the school's Reputation through improved facilities

It will also signpost governors to the right experts and professionals needed to support project development

Governors' Responsibilities for Health and Safety in Schools

Session:

Monday 21 November 2016,
6.30–8.30pm, Sir Henry Mitchell House

A Bradford Council Occupational Safety Adviser will assist governors in addressing this topic and will:-

- Make governors aware of health and safety issues in their schools.
- Outline governors' duties and responsibilities for the Health and Safety of pupils, visitors and staff in school and associated activities.
- Explain the undertaking and management of risk assessments in school which are an essential part of health and safety risk management.

Chairing Governing Boards or Committees

Leadership Development Programme for Chairs of Governors and other Governor Leaders

For more information on the programme contents, dates and ways to book on the course please contact the School Governor Service (SGS)
school.governor@bradford.gov.uk
01274 439400.

The Programme is for Chairs of Governors, Vice-Chairs and aspiring Chairs but is open to any governor. It has been devised by the National College for Teaching and Leadership (NCTL) and is provided by Leading Edge Associates – all of whom are experienced Chairs of Governors and governance development professionals – on behalf of Edge Hill University, one of NCTL's licensees.

The programme includes:

- Two full-day face-to-face sessions, providing opportunities to collaborate and learn with peers
- Opportunities to reflect on leadership practice
- School-based activities leading to school improvement and chosen to be relevant to the current needs of the school
- Accessible interactive online content
- An online leadership diagnostic to guide your development

The cost of registering on the Programme is, notionally, £400 per participant. However, NCTL scholarships (limited to 2 per school) mean that the actual cost is £80 per participant.

Chairs' Updates

Sessions:

Tuesday 6 December 2016,
4.30–6pm, Margaret McMillan Tower
Or

Wednesday 5 April 2017,
4.30–6pm, Margaret McMillan Tower

These termly sessions are designed to keep chairs of governing boards or committees apprised of new initiatives and governance changes that may have an impact on their schools. Other governors are welcome to attend. Please book separately for each term's session.



Heads and Chairs – Working Together

Session:

Tuesday 22 November 2016, 9.15am – 2.30pm at Margaret McMillan Tower

Leadership and management is a major focus in an Ofsted inspection and the head and chair need to promote the effectiveness of the governing body in ensuring that this is also the focus of its work. This course gives heads and chairs the opportunity to work together away from school to:

- Explore what chairs and headteachers should expect of each other in the effort to raise standards
- Establish how they can support each other in their respective leadership roles
- Consider the various pressures that can influence decision-making
- Identify the developments needed to make them an effective partnership
- Plan how to build a strong team

The course combines presentation and discussion with other heads and chairs with quality 'talking and planning' time for each chair/head partnership.

Effective Governance

Asking the Right Questions

Sessions:

Monday 31 October 2016, 4.30–6.00pm,
Margaret McMillan Tower

Or

Friday 25 November 2016,
10am–12 noon, Bingley Town Hall

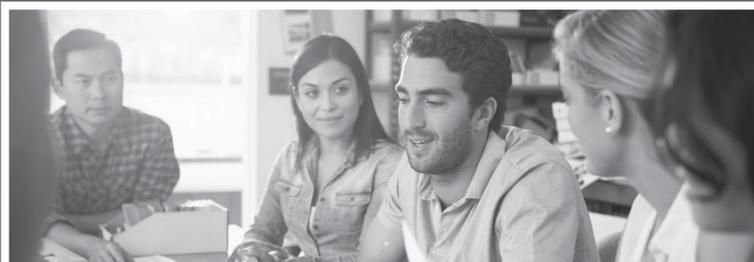
Or

Thursday 2 February 2017, 4.30–6.30pm,
Eastwood Primary School, Keighley

Or

Thursday 30 March 2017, 6.30–8.30pm,
Sir Henry Mitchell House

It is sometimes difficult to secure a clear understanding of the information that is being presented at meetings. Effective questioning enables governors both to gain this understanding and to fulfil their role of holding the leadership of the school to account for the performance and progress of the children. It is also critical in ensuring that the governing board is demonstrating its effectiveness as evidenced in the minutes of its meetings.



Managing Change

Sessions:

Thursday 22 September 2016,
6.30–8.30pm, Eastwood Primary School,
Keighley

Or

Thursday 29 September 2016,
6.30–8.30pm, Sir Henry Mitchell House

The educational landscape is changing rapidly and there are many situations facing governing boards that will result in significant changes to schools and the structure and accountability of school governing boards. This course will provide governors with an introduction to the issues they will face and an opportunity to explore some of the concepts and strategies to manage change effectively, including:

- Ways to promote effective communication of planned changes
- Effective decision making systems
- Information on a variety of tools that can be used to inform effective management of the emotional impact of change

Governors are welcome to attend as a standalone session but will also be invited to attend a further workshop session, tailored to meet the needs of governors wishing to consider some aspects of change management in greater depth. The course will be led by an expert in the field who also has considerable experience of governorship at both primary and secondary levels.

Effective use of Classroom Visits

Sessions:

Monday 3 October 2016, 6.30–8.30pm,
Eastwood Primary School, Keighley

Or

Thursday 20 October 2016, 6.30–8.30pm,
Sir Henry Mitchell House

Or

Thursday 19 January 2017, 4.30–6.30pm
at Eastwood Primary School, Keighley

Or

Wednesday 8 February 2017,
4.30–6.30pm, Margaret McMillan Tower

Or

Monday 3 April 2017, 2.00–4.00pm,
Margaret McMillan Tower

Undertaking classroom visits can be an effective contribution to triangulation of the information needed by governors. They are not, however, a way for governors to monitor the quality of teaching and so visits need to have a clearly structured focus. This session will give governors a template for their visits, discuss ways the outcomes can be used as part of monitoring and evaluation and look at instances of good practice.



School Governor Service (SGS) Course Programme (continued)

Planning for Effective Governance

Sessions:

Monday 10 October 2016, 6.30–8.30pm,
Eastwood Primary School, Keighley
Or

Thursday 9 February 2017, 4.30–6.30pm,
at Margaret McMillan Tower

Governors have the responsibility of ensuring that they decide the strategic direction of their schools.

This often gets overlooked because of the day to day responsibilities of monitoring progress and financial management. Implementing an effective plan for the discharge of these responsibilities, including policy approval, by using an annual plan for the work of the governing board ensures that meetings can be effective forums for both monitoring and considering the strategic direction of the school. These sessions will give governors a template and instances of good practice to ensure that their responsibilities are met.

Governing Board Self Review and Improvement

Session:

Wednesday 15 March 2017,
4.30–6.30pm, at Margaret McMillan Tower

Governing Boards are tasked with giving strategic direction to schools, with monitoring and evaluating the quality of the education delivered in those schools and its impact upon the children who attend them. This course will:

- Assist governing boards in establishing systems for the review of the impact of the work of the governing board
- Assist individual governors in using self-review as a tool for improvement
- Consider ways in which the outcomes of such reviews can inform planning

Finance and Staff Management

Safer Recruitment Training

Please contact School Governor Service on 01274 439400 for more information on dates and to book a course.

Government requirements are that at least one member of any recruitment panel is Safer Recruitment Trained and this training should be renewed every three years.

This course is aimed at Governors and Bradford Council and school staff who recruit within Bradford schools and has been updated to take account of recent legislation and other changes. Dates for these sessions are arranged on a regular basis depending upon the level of need. The course is delivered by a combination of Child Protection & Bradford PACT Human Resources Team members.

Headteachers' Performance Management

Sessions:

Tuesday 27 September 2016,
6.30–8.30pm, Eastwood Primary School,
Keighley
Or

Wednesday 5 October 2016,
6.30–8.30pm, Sir Henry Mitchell House

One of the main roles of a governing board is to hold the headteacher to account for the effective management of the school. One way in which this is done is via performance management. This course aims to:

- Explain the principles of the headteacher's performance management, how this sits with the monitoring and evaluation cycle of the school and the other responsibilities of governors for the performance management process.
- Understand the committee's increased level of responsibility for performance management of the headteacher
- Develop the skills of governors in setting objectives linked to school improvement priorities and upon which other staff targets can be based
- Help governors to participate effectively in the performance management review meeting.
- Consider the evidence that governors will require to enable them to thoroughly evaluate current performance and set new targets, including seeking effective external support.

School Governor Service (SGS) Course Programme (continued)

Effective Financial Governance

Sessions:

Tuesday 18 October 2016, 4.30–6.30pm,
Eastwood Primary School, Keighley
Or

Wednesday 16 November 2016,
6.30–8.30pm, Sir Henry Mitchell House
Or

Monday 13 February 2017, 6.30–8.30pm,
Eastwood Primary School, Keighley
Or

Thursday 2 March 2017, 4.30–6.30pm,
Margaret McMillan Tower

Ensuring the effective use of the funds available to a school for the benefit of its pupils is one of the most important tasks of any governing board. The strategic management of the school is dependent upon this and Bradford Council School Funding Team have used their expertise to develop this course.

The course aims to:-

- Explain the role of governors who serve on a finance committee (or its equivalent).
- Consider the governor's role setting the annual budget, agreeing financial priorities, medium term financial planning, monitoring expenditure against the budget, variations to spending plans including virements, financial systems and procedures, delegated authority to the head teacher, and financial benchmarking.

NCTL Performance Related Pay Workshop

Sessions:

Wednesday 12 October 2016,
10am–12 noon, Sir Henry Mitchell House
Or

Thursday 20 October 2016, 6.30–8.30pm,
Eastwood Primary School, Keighley

This workshop is being provided by Leading Edge Associates under the auspices of Edge Hill University. The NCTL provides funding so that **up to 3** governors from each school can attend **each** workshop **at no cost whether or not the school subscribes to the SGS training programme.**

The workshop has been commissioned by the DfE and is regularly updated in consultation with Ofsted. If you would like to send more than 3 governors from your school onto this training, each additional place costs £120 which is a 50% discount off the NCTL's recommended cost of £240.

The workshop will assist governors in ensuring that they understand the governing board's responsibilities on Performance Related Pay (PRP) for teaching staff and effectively monitor the implementation of their systems and policies.

Information sessions on Headteacher, Teacher and Teaching Assistant standards

Sessions:

Monday 26 September 2016,
4.30–6.00pm, Eastwood Primary School,
Keighley
Or

Monday 26 September 2016,
6.30–8.00pm, Eastwood Primary School,
Keighley
Or

Wednesday 28 September 2016,
2.00–3.30pm, Margaret McMillan Tower
Or

Wednesday 28 September 2016,
4.00–5.30pm at Margaret McMillan Tower

There are now professional standards for headteachers, teachers and teaching assistants and it is against these that their performance is judged. Although governors are only directly responsible for the performance management of the headteacher, an understanding of all the standards will enable governors to effectively question leadership when considering performance management, performance related pay and capability issues. These sessions will introduce governors to the standards and outline the ways in which they can be used to inform the strategic monitoring role of the governing board.



School Governor Service (SGS) Course Programme (continued)

Leading an Efficient and Effective School, (NCTL) Workshop – Improving Financial Efficiencies

Sessions:

Wednesday 23 November 2016,
6.30–8.30pm, Eastwood Primary School,
Keighley

Or

Wednesday 25 January 2017,
10am–12 noon, Margaret McMillan Tower

Or

Wednesday 15 March 2017,
6.30–8.30pm, Sir Henry Mitchell House

This workshop is being provided by Leading Edge Associates under the auspices of Edge Hill University, the licence holder. The NCTL provides funding so that **up to 3 governors from each school can attend each workshop at no cost whether or not the school subscribes to the training programme.**

The programme has been commissioned by the DfE and is regularly updated in consultation with Ofsted. If you would like to send more than 3 governors from your school onto this training, each additional place costs £120 which is a 50% discount off the NCTL's recommended cost of £240.

The aim is to help governors:-

- Understand their role in terms of efficiency and good financial management, including the importance of the “challenge” function.
- Interpret relevant financial and other performance data.
- Understand the value of benchmarking.
- Gain an insight into effective workforce deployment.

Induction for New or Inexperienced Governors

Full Day Courses which run from 9.15am to 3.30pm:

- Tuesday 20 September 2016, Margaret McMillan Tower
- Thursday 10 November 2016, Bingley Town Hall
- Monday 5 December 2016, Sir Henry Mitchell House
- Tuesday 24 January 2017, Margaret McMillan Tower
- Wednesday 15 February 2017, Strong Close Nursery School, Keighley
- Tuesday 21 March 2017, Bingley Town Hall
- Thursday 6 April 2017, Margaret McMillan Tower

Evening Courses running over three sessions from 6.30 – 8.30pm

- Wednesdays, 19 October and 2 and 9 November 2016, Sir Henry Mitchell House
- Tuesdays, 7 and 28 February and 7 March 2017, Sir Henry Mitchell House

Morning Courses running over three sessions from 10.00am–12 noon:

- Thursdays, 24 November and 1 and 8 December 2016, Margaret McMillan Tower
- Wednesdays, 22 and 29 March and 5 April 2017, Margaret McMillan Tower



This course aims to give you, as a newly appointed governor/trustee (including headteachers, staff governors and associate members), an introduction to the knowledge of governance that you need to effectively support your school in raising standards.

It provides:-

- An overview of school governance, your role as a governor, the responsibilities and expectations placed on you, and the way in which you should work with the headteacher and school leadership team
- Knowledge and understanding of governors' responsibilities
- A briefing on national and local educational issues and their impact on governing boards
- Processes to assist you in using your new skills and knowledge for the benefit of pupils.
- An opportunity to meet and exchange views with other recently appointed governors, with discussion and group work in a friendly and relaxed atmosphere.

New and inexperienced governors will also find the following courses helpful:

- School Performance Tables Workshop - page 12
- Asking the right questions – page 8



Pupil Performance Data

School Performance Tables Workshop (replacing Data Dashboard)

Sessions:

Thursday 6 October 2016, 6.30–8.00pm,
Eastwood Primary School, Keighley

Or

Monday 28 November 2016,
4.30–6.00pm, St Peter's House

Or

Thursday 26 January 2017, 4.30–6pm,
Eastwood Primary School, Keighley

Or

Tuesday 31 January 2017, 2.00–3.30pm,
St Peter's House

Or

Thursday 9 March 2017, 5.00–6.30pm,
St Peter's House

Governors are provided with a great deal of data concerning the performance of their school, much of it quite complex, and this can be difficult for new governors to access and use effectively. The School Performance Tables have now replaced the government's Data Dashboard as the publicly available, online information about all schools. **Ofsted regards the level of knowledge available in the tables as the minimum that all governors should be able to use effectively.**

This course gives governors the opportunity to:

- Explore the data for their own school independently and
- Understand how it can be analysed to identify expected progress, attainment and attendance and how effectively the school is at closing the gap between disadvantaged and other pupils
- Look at information on results, school finances and staffing and compare these with other schools.

(NCTL) RAISEonline Workshop

Sessions:

Tuesday 6 December 2016,
6.30–8.30pm, Eastwood Primary School,
Keighley

Or

Wednesday 7 December 2016,
1.30–3.30pm, Margaret McMillan Tower

Or

Thursday 16 February 2017,
6.30–8.30pm, Sir Henry Mitchell House

This workshop is being provided by Leading Edge Associates under the auspices of Edge Hill University. The NCTL provides funding so that **up to 3 governors from each school can attend each workshop at no cost whether or not the school subscribes to the SGS training programme.**

The workshop has been commissioned by the DfE and is regularly updated in consultation with Ofsted. If you would like to send more than 3 governors from your school onto this training, each additional place costs £120 which is a 50% discount off the NCTL's recommended cost of £240.

The workshop looks at:

- The contribution of RAISEonline to school self-evaluation and school improvement
- The range and type of data available from RAISEonline
- The interpretation of data available in RAISEonline
- The importance of using a range of measures to evaluate school performance

It is suitable for governors from all phases.

School Governor Service (SGS) Course Programme (continued)

Monitoring the Use and Impact of Pupil Premium

Sessions:

Tuesday 1 November 2016,
6.30–8.30pm, Eastwood Primary School,
Keighley

Or

Wednesday 7 December 2016,
4.30–6.30pm, Margaret McMillan Tower

Or
Tuesday 14 February 2017, 6.30–8.30pm,
at Eastwood Primary School, Keighley

Or

Thursday 23 March 2017, 6.30–8.30pm,
Sir Henry Mitchell House

It is the responsibility of governors to ensure that Pupil Premium is used effectively to close the gap in outcomes between disadvantaged children and their more fortunate peers.

Governors will be informed about:

- The focus that Ofsted now places upon the use of Pupil Premium
- Ways in which governors can ensure schools are using the funding to give the best outcomes possible for their children and young people.
- The statutory responsibilities of governing boards in relation to this area

Safeguarding including British Values and Prevent

Safeguarding: The Governors' Role

Session:

Thursday 17 October 2016, 6.30–8.30pm,
Eastwood Primary School, Keighley

Tutor: Safeguarding Consultant

Aims:

- To enable governors to be aware of their role in monitoring the effectiveness of schools in keeping children safe from harm.
- To assist governors in understanding the different areas of concern and ensure that these are addressed effectively by the systems and practices of their school.

Safeguarding: The Role of the Named Governor

Session:

Monday 6 February 2016, 6.30–8.30pm,
at Sir Henry Mitchell House

Tutor: Safeguarding Consultant

Aims:

- To explain the remit of the named governor role
- To explore the duties of governing boards in relation to safeguarding, taking account of the new Ofsted criteria

Promoting Community Cohesion and the Prevent Strategy including Equalities legislation

Sessions:

Wednesday 30 November 2016,
4.30–6.30pm, Margaret McMillan Tower

Or

Wednesday 8 March 2017,
6.30–8.30pm, Eastwood Primary School,
Keighley

The promotion of community cohesion is seen as an important factor in preparing children and young people for life in a modern Britain and safeguarding them from risks of being exposed to radicalisation and extremism. This course aims to:-

- Explore what this means in relation to leadership and management in your school.
- Provide governors with information about different pieces of legislation that impact on this area of work focusing on the Prevent Strategy 2011
- Consider practical ways in which schools are able to meet their statutory responsibilities.

School Governor Service (SGS) Course Programme (continued)

Workshops on Cyberbullying, awareness raising and online protection

Sessions:

Tuesday 4 October 2016, 2.00–4.00pm,
Keighley Police Station

Or

Thursday 13 October 2016, 6.30–8.30pm,
Trafalgar House Police Station

Or

Thursday 9 February 2017, 4.30–6.30pm,
Keighley Police Station

Or

Thursday 16 March 2017, 2.00–4.00pm,
Margaret McMillan Tower

Tutors: PCSO Cyber Officers

West Yorkshire Police are offering these specifically designed workshops to improve the awareness of e-safety for governors. They will look at social media and its misuse and the need for effective online protection for children.



British Values RErouted

Sessions:

Tuesday 13 December 2016,
4.30–6.30pm, Margaret McMillan Tower

Or

Monday 6 March 2017, 6.30–8.30pm,
Eastwood Primary School, Keighley

This course explores the contribution that can be made by Religious Education (RE) and Spiritual, Moral, Social and Cultural Education (SMSC) to meeting Ofsted's focus on British Values and preparation for life in modern Britain. It is suitable for experienced governors and those with a specific role in this area.

Individual Governor Responsibilities

Safeguarding: The Role of the Named Governor – see page 13

Headteachers' Performance Management – see page 9

Governors' Responsibilities for Health and Safety in Schools - see page 6

The Role of the Named Governor, SEND

Sessions:

Tuesday 11 October 2016, 6.30–8.30pm,
Eastwood Primary School, Keighley

Or

Tuesday 29 November 2016,
4.30–6.30pm, Margaret McMillan Tower

Or

Wednesday 22 March 2017,
4.30–6.30pm, Eastwood Primary School,
Keighley

Aims:

- To explain the requirements of The Special Educational Needs and Disability (SEND) Code of Practice, in force since 1 September 2014, which applies to maintained schools and academies and states there should be a member of the governing board or a sub-committee with specific oversight of the school's arrangements for SEND.
- To explain the ambit of the role for governors currently undertaking it or looking to do so.

School Governor Service (SGS) Course Programme (continued)

Looked After Children

Sessions:

Monday 14 November 2016,
4.30–6.30pm, Eastwood Primary School,
Keighley

Or

Monday 13 March 2017, 6.30–8.30pm,
Sir Henry Mitchell House

Looked after children are one of the most vulnerable groups within schools, often having the worst educational outcomes and this makes the quality of their education a priority for governors. The session, delivered by a leader from the virtual school, explains the governors' role in monitoring the performance of looked after children and the school's provision for them, the remit of the virtual school and the support that it offers.

Link Governor

Session:

Tuesday 24 January 2017, 4.30–6.30pm,
Margaret McMillan Tower

An increasingly important role for governors is that of the Link Governor. This session will provide templates and advice for those undertaking this role and explain the importance of its use in monitoring the progress of the school against its development plan.

Religious Education and Collective Worship: Helping learners to engage with the spiritual, moral, social and cultural aspects of life

Sessions:

Monday 5 December 2016, 6.30–8.30pm,
at Sir Henry Mitchell House

Or

Monday 27 March 2017, 6.30–8.30pm,
Sir Henry Mitchell House

Religious Education and Collective Worship continue to have a unique legal status in the school curriculum. As schools respond to new initiatives in education, including the need to deliver a broad and balanced curriculum, it is important that governors and senior management teams understand the contribution religious education and collective worship make to learning and to school ethos.

This course:-

- introduces governors to the statutory framework
- Identifies ways governors can ensure that religious education and collective worship has a positive impact upon their schools.

Termly Updates and Briefings

Governor Forums

Sessions:

Monday 7 November 2016, 6.30–8.00pm
Margaret McMillan Tower, Bradford,

Or

Tuesday 8 November 2016, 6.30–8.00pm,
Eastwood Primary School, Keighley

Monday 20 March 2017, 6.30–8.00pm at
Margaret McMillan Tower, Bradford

Or

Tuesday 21 March 2017, 6.30–8.00pm,
Eastwood Primary School, Keighley

These free termly sessions are focussed around topics requested by governors which reflect their current concerns. Governors and representatives from City of Bradford MDC and other agencies provide information and share their experiences and instances of good practice. Governors are then able to discuss any concerns they have and request further information or support.

Each governing board is asked to name two representatives to attend these meetings who will then share the information with their governing boards, but additional governors may attend if there is sufficient space for them. The topics for both sessions each term are the same but the topics may be led by different governors or staff and so minutes of each session are made available to all via Bradford Schools Online <https://bso.bradford.gov.uk/>

Training available to Governors from other providers

PACT HR, the traded HR service to Schools, is now offering **training for governors of those schools which subscribe to their service**. This is to enable them to explain in more detail the monitoring and use of their policies and procedures which subscribing schools have in place.

One general course of relevance to all governors will be delivered:

An overview of HR responsibilities for Governors

This 90 minute session will cover in brief all areas of HR that governors may be asked to become involved in, or take responsibility for as part of their role.

There will also be courses for governors with specific responsibilities:-

- Recruitment and Selection
- Headteacher Performance Management
- Managing Workforce Change Procedures
- New Models of Leadership and Succession Planning
- Managing staff discipline and grievance
- Developing a HR Strategy

Dates and times of all sessions will be advertised on the PACT HR website at **www.pact-hr.co.uk**

Delegates will need to contact the PACT HR Helpdesk on **01274 436644** to book a place on any course.

Training Provision for Governors at Church of England Schools:

The Diocesan 'governor induction training' is free to all church schools/academies in the Leeds Diocese (the new name for the Diocese of West Yorkshire and the Dales) but governors will need to contact:

info.ed@leeds.anglican.org or telephone 01423 817553 for further details of courses.

Training provision for Governors at Roman Catholic Schools:

This is available through the Diocesan Website: **www.csptsa.org.uk/governors**



The wording in this publication can be made available in other formats such as large print. Please call 01274 439400.