School Governor Service Training Programme

Autumn Term 2017

Spring Term 2018

Bradford District School Governor Service
Training Programme for School Governors

This Training Programme gives details of the sessions planned for the Autumn Term 2017 and the Spring term 2018. As all governors are aware the educational landscape is changing quickly and the School Governor Service (SGS) is keen to ensure that all governors have access to training around any new initiatives that may be launched during the next year. As a result there will be termly electronic updates, both to remind governors of the courses available and to advertise any new courses which have been added to the programme.

The Programme Aims

The purpose of this programme is to equip governors with the skills and education needed to effectively manage their schools. This will help ensure that children across the district make the educational and personal progress that they need to prepare them for the next stage in their education and give them aspirations and confidence for the future.

Those responsible for governance need to be able to be:

- Committed - Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance.
- Confident - Of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.
- Curious - Possessing an enquiring mind and an analytical approach and understanding the value of meaningful questioning.
- Challenging - Providing appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement.
- Collaborative - Prepared to listen to and work in partnership with others and understanding the importance of building strong working relationships within the board and with executive leaders, staff, parents and carers, pupils/students, the local community and employers.
- Critical - Understanding the value of critical friendship which enables both challenge and support, and self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness.
- Creative - Able to challenge conventional wisdom and be open-minded about new approaches to problem-solving; recognising the value of innovation and creative thinking to organizational development and success.

The programme is aimed at academy council members and trustees as well as governors in the maintained sector – the term governors is used throughout this programme for ease of reference.

The courses offer 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 in Bradford 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, governing boards, academy councils and trust boards.

The programme and any additional courses which are added to it during the 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 – To enable governors to find training sessions which are of interest to them they are arranged in the brochure alphabetically rather than by the date of the session.

Course venues

<table>
<thead>
<tr>
<th>School Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>Eastwood Community Primary School</td>
<td>Victoria Avenue, Keighley, BD21 3JL</td>
</tr>
<tr>
<td>Margaret McMillan Tower</td>
<td>Princes Way, Bradford, BD1 1NN</td>
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<td>Strong Close Nursery</td>
<td>Airedale Road, Keighley, BD21 4LW</td>
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<tr>
<td>Trafalgar House Police Station</td>
<td>58 Nelson Street, Bradford, BD5 0DX</td>
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<td>Keighley Police Station</td>
<td>Royd Ings Avenue, Keighley, BD21 4BY</td>
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Competency Framework for Governance January 2017
How to book a course

Call School Governor Service (SGS) on 01274 439400 or Email school.governor@bradford.gov.uk

Light refreshments are available for all courses.

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 for governors of schools which subscribe to the ‘SGS Training Programme’ [not including bespoke courses].

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 £110 per session. (£190 for the 6 hour Introduction to Governance course)

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 the entire 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 email school.governor@bradford.gov.uk

New - Governance Leadership Programme

The DfE have recently released information around a new training programme for Chairs, Vice Chairs and Committee Chairs to build their capacity as governance leaders and to support them to improve the effectiveness of their governing boards. The delivery of this programme will be awarded to a range of training suppliers during the autumn term with the expectation that delivery of the training will start early 2018. At the moment it is impossible to say anything more about the programme as the DfE will not identify suppliers until part way through the autumn term. It is the intention of the SGS to ensure that this new training will be made available to governing boards across the District and details will be circulated as soon as they become available.

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

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 boards. 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 50 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.

Modern Governor – Subscriptions
Schools and academies which subscribe to a School Governor Service package that includes training can subscribe to Modern Governor until the end of March 2018 at a rate of £135 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.

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 to obtain further details.

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

There is a particular focus at the moment on issues around Child Sexual Exploitation and governors wishing to learn more about this topic to inform their work can access the free PACE e-learning package: http://paceuk.info/training/keep-them-safe/

The Named Safeguarding governor would find the more in depth, with local procedures, course from BSCB helpful for their role. http://bradfordscb.org.uk/?page_id=86

For further information or to book a course contact School Governor Service on 01274 439400 or email school.governor@bradford.gov.uk
Effective questioning enables governors both to gain a clear understanding of the information that is being presented to them and to fulfil their role of holding the leadership of the school to account for the performance of the school and its staff. It is also critical in ensuring that the governing board is demonstrating its effectiveness as evidenced in the minutes of its meetings.

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.

No matter how large or small the building project CDM (Construction, Design & Management) law applies. CDM law states that construction projects include, “Alteration, Conversion, Renovation, Repair, Redecoration, Maintenance (including cleaning) and Demolition”. According to the HSE (Health & Safety Executive), “Head teachers and the school management team, in consultation with governors” are responsible for school safety. There are processes that need to be followed, from the planning stage through to completion and, as the strategic managers of the school, the governing board are responsible for ensuring that these processes are in place. The Bradford Council Education Client Services tutors have developed this programme to help governors to:

- Understand the need for proper project planning
- Help schools to avoid taking unnecessary risks and avoid making costly mistakes
- Fund, manage and control school building projects
- Understand the school’s financial, legal and Health & Safety obligations

Governors will also consider how improving school buildings can improve behaviour and achievement and enhance the school’s reputation through improved facilities, which can be used for the benefit of the community. It will also signpost governors to the experts and professionals needed to support project development.

**Asking the right questions**

**Sessions:**
- Monday 30 October 2017, 4.30pm-6.30pm
  Margaret McMillan Tower
  Or
- Thursday 23 November 2017, 6.00pm-8.00pm
  Eastwood Community Primary, Keighley
  Or
- Thursday 1 February 2018, 6.00pm-8.00pm
  Eastwood Community Primary, Keighley

**British Values RErouted**

**Sessions:**
- Monday 2 October 2017, 6.30pm-8.30pm
  Eastwood Community Primary, Keighley
  Or
- Monday 5 March 2018, 6.30pm-8.30pm
  Margaret McMillan Tower

**Buildings – The Governors’ Role in Managing School Building Projects**

**Session:**
- Thursday 2 November 2017, 4.30pm-6.30pm
  Eastwood Community Primary, Keighley
  Or
- Tuesday 13 March 2018, 6.30pm-8.30pm
  Margaret McMillan Tower
School Governor Service Course Programme

Chairs and Heads Working Together

Sessions:
Friday 24 November 2017, 9.15am-2.30pm
Margaret McMillan Tower

Leadership and management is a major focus in an Ofsted inspection and the Chair and Head need to promote the effectiveness of the governing body in ensuring that this is also the focus of its work. This course gives Chairs and Heads 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
- To establish how they can support each other in their respective leadership roles
- To consider the various pressures that can influence decision-making
- To identify the developments needed to make them an effective partnership
- To plan how to build a strong team

The course combines presentation and discussion with other Chairs and Heads with quality ‘talking and planning’ time for each chair/head partnership.

Chairs’ Updates

Sessions:
Autumn Term
Tuesday 28 November 2017, 4.30pm-6.00pm
Eastwood Community Primary, Keighley
Or
Monday 4 December 2017, 4.30pm-6.00pm
Margaret McMillan Tower

Spring Term
Wednesday 14 March 2018, 4.30pm-6.00pm
Eastwood Community Primary, Keighley
Or
Monday 19 March 2018, 4.30pm-6.00pm
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. Each session has a main theme which is based upon either a new initiative for schools or an area of concern for governance. Although the session is aimed at Chairs other governors are welcome to attend on behalf of their schools. In response to requests these sessions will now be held each term in both Keighley and Bradford, with the information in each term’s session being the same at both venues. Please book separately for each term’s session.

The (Governor) Competency Framework

Sessions:
Thursday 16 November 2017, 6.00pm-8.00pm
Eastwood Community Primary, Keighley
Or
Wednesday 31 January 2018, 4.30pm-6.30pm
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. The Competency Framework details the competencies that have been identified as needed by governing boards in order to be able to deliver on these tasks. We will consider how the framework can be used effectively in the promotion of good governance.

This course will:
- Assist governors in identifying areas of work that need to be addressed
- Plan the developments that will ensure that their governing board is able to meet the challenges facing their school(s)
Complaints – Dealing with Complaints effectively

**Sessions:**
Tuesday 5 December 2017, 4.30pm-6.30pm
Margaret McMillan Tower
Or
Wednesday 7 March 2018, 6.00pm-8.00pm
Margaret McMillan Tower

This course is aimed at experienced governors and chairs of governing boards.

The course will assist you in managing complaints confidently at each stage of the process within the DfE guidance framework. You will be reflecting on the procedures that you currently have in place, whether your policy encourages good home-school relationships and how feedback from concerns that are raised can inform school improvement.

Cyberbullying – awareness raising and online workshops

**Sessions:**
Tuesday 3 October 2017, 6.30pm-8.30pm
Keighley Police Station
Or
Thursday 9 November 2017, 6.30pm-8.30pm
Trafalgar House Police Station, Bradford
Or
Thursday 8 February 2018, 4.30pm-6.30pm
Keighley Police Station
Or
Thursday 15 March 2018, 2.00pm-4.00pm
Margaret McMillan Tower

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.
Governors are provided with a great deal of data concerning the performance of their school and the way in which this data is presented has been radically changed. This means that even experienced governors are now finding the data quite complex and difficult to use effectively.

The School Performance Tables are the publicly available, online information about all schools, giving details of results, attendance and finance. 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 schools
- 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 data between schools.

**Data – School Performance Tables**

**Sessions:**
- Thursday 28 September 2017, 4.30pm-6.30pm
  Eastwood Community Primary, Keighley
- Thursday 5 October 2017, 6.30pm-8.30pm
  Margaret McMillan Tower
- Monday 27 November 2017, 4.30pm-6.30pm
  Margaret McMillan Tower
- Monday 29 January 2018, 2.00pm-4.00pm
  Margaret McMillan Tower

The increasing number of exclusions, including permanent exclusions, has been highlighted in the news recently as a cause for concern.

The Bradford Council Behaviour Support Service 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.

**Exclusions**

**Sessions:**
- Thursday 12 October 2017, 6.30pm-8.30pm
  Margaret McMillan Tower
- Tuesday 30 January 2018, 4.30pm-6.30pm
  Margaret McMillan Tower
School Governor Service Course Programme

Finance - Effective Financial Governance

Sessions:
Thursday 12 October 2017, 4.30pm-6.30pm
Eastwood Community Primary, Keighley
Or
Wednesday 15 November 2017, 6.30pm-8.30pm
Margaret McMillan Tower
Or
Monday 19 February 2018, 6.30pm-8.30pm
Eastwood Community Primary, Keighley
Or
Tuesday 20 March 2018, 4.30pm-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.

Headteacher’s Performance Management

Sessions:
Tuesday 26 September, 2017
6.30pm-8.30pm
Eastwood Community Primary, Keighley
Or
Wednesday 4 October, 2017
6.30pm-8.30pm
Margaret McMillan Tower

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 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.

Health and Safety in Schools

Session:
Monday 20 November 2017, 6.00pm-8.00pm
Margaret McMillan Tower

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 during associated activities.
- Explain the undertaking and management of risk assessments in school which are an essential part of health and safety risk management.
Looked After Children

Sessions:
Monday 13 November 2017, 4.30pm-6.30pm
Eastwood Community Primary, Keighley
Or
Wednesday 14 March 2018, 4.30pm-6.30pm
Margaret McMillan Tower

Pay Committees: the Role of Governors

Sessions:
Tuesday 19 September 2017, 6.00pm-7.00pm
Eastwood Community Primary, Keighley
Or
Wednesday 27 September 2017, 6.00pm-7.00pm
Margaret McMillan Tower

Introduction to Governance

Full Day Courses 9.15am to 3.30pm
Tuesday 19 September 2017,
Margaret McMillan Tower
Or
Thursday 16 November 2017,
Strong Close Nursery School, Keighley
Or
Tuesday 23 January 2018,
Margaret McMillan Tower
Or
Wednesday 21 March 2018,
Strong Close Nursery School, Keighley

Evening Courses, three sessions 6.00pm to 8.00pm
Wednesdays, 18 October and 1 and 8 November 2017
Margaret McMillan Tower
Or
Tuesdays, 6 and 20 February and 6 March 2018
Margaret McMillan Tower

This course aims to give you, as a newly appointed governor/trustee (including headteachers, staff governors and associate members), a level of 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.

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.

Pay committees (or their equivalent) are given the delegated responsibility of considering the recommendations of the Headteacher for the pay progression of the teaching staff in their schools. This briefing explains the legislation and introduces the Teachers’ Standards to enable governors to better understand their role.
School Governor Service Course Programme

Planning for Effective Governance
Session:
Thursday 21 September 2017, 6.00pm-8.00pm
Margaret McMillan Tower

Preparing for Ofsted
Session:
Wednesday 20 September 2017, 6.30pm-8.30pm
Margaret McMillan Tower
Or
Monday 6 November 2017, 4.30pm-6.30pm
Eastwood Community Primary, Keighley
Or
Monday 22 January 2018, 4.30pm-6.30pm
Margaret McMillan Tower
Or
Thursday 8 March 2018, 6.30pm-8.30pm
Eastwood Community Primary, Keighley

Prevent Strategy & Community Cohesion
[including Equalities legislation]
Session:
Wednesday 29 November 2017, 4.30pm-6.30pm
Margaret McMillan Tower
Or
Monday 12 March 2018, 6.30pm-8.30pm
Eastwood Community Primary

The day to day responsibilities of monitoring progress and financial management can take up much of the time of governing boards and prevent them from carrying out their strategic functions. Implementing an effective system 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 day to day responsibilities are met and allow the time for governing boards to be more strategic and forward thinking.

‘Inspectors will always seek to meet those responsible for governance during an Ofsted inspection’.

There is an increased emphasis on governance in the Ofsted inspection process. The contribution of governors to the school’s performance is evaluated as part of the judgement on the effectiveness of leadership and management. How can you provide clear documentary evidence of the work of the governing board and the impact that you have in ensuring that your school is effective? - The session will provide guidance on the latest views of Ofsted around governance and explain how governors can prepare for the Ofsted visit. It will be particularly relevant to governors in schools that are due for inspection in the next few months.

Promoting 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
- Consider practical ways in which schools are able to meet their statutory responsibilities.
School Governor Service Course Programme

Pupil Premium: the Governors’ Role

Sessions:
Tuesday 31 October 2017, 6.30pm-8.30pm
Eastwood Community Primary, Keighley
Or
Wednesday 6 December 2017, 4.30pm-6.30pm
Margaret McMillan Tower
Or
Wednesday 24 January 2018, 4.30pm-6.30pm
Eastwood Community Primary, Keighley

Pupil Premium Funding continues to be awarded to schools to enable them to make additional provision for some of their disadvantaged pupils. Governors have a duty to ensure that this money is well spent, by ensuring that the Pupil Premium Strategy is both well-designed and effectively monitored and that the content of the school website meets the statutory requirements. This course aims to inform governors of their responsibilities and ways in which monitoring can be undertaken.

Religious Education and Collective Worship

Session:
Tuesday 21 November 2017, 6.30pm-8.30pm
Margaret McMillan Tower
Or
Thursday 22 February 4.30pm-6.30pm
Eastwood Community Primary, Keighley

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.

Safeguarding: The Role of the Governing Board

Sessions:
Tuesday 14 November 2017, 6.00pm-8.00pm
Margaret McMillan Tower
Or
Monday 5 February 2018, 6.00pm-8.00pm
Eastwood Community Primary, Keighley

This course will enable governors to be aware of their role in monitoring the effectiveness of schools in keeping children safe from harm. The discussion and information provided will 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 16 October 2017, 4.30pm-6.30pm
Eastwood Community Primary, Keighley
Or
Thursday 1 March 2018, 4.30pm-6.30pm
Margaret McMillan Tower

This course will explain the remit of the named governor role and explore the duties of governing boards in relation to safeguarding, taking account of the updated Keeping Children Safe in Education guidance.
SEND is the term used for children who need a wide range of additional support to enable them to progress in their learning. Schools employ staff to provide this support and governors need to ensure that both the additional funding received specifically for this and that portion of the school’s base budget which needs to be allocated to supplement that funding are spent effectively to provide good outcomes for the children identified as SEND. All governors need to have an understanding of SEND to ensure that they can effectively monitor the progress and achievement of SEND children in their school and the impact of spending. This course aims to give governors the information that they need to undertake these tasks.

Aims of this course:
- 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 Course Programme

Strategic Governance

Sessions:
Wednesday 4 October 2017, 6.00pm-8.00pm
Eastwood Community Primary, Keighley
Or
Wednesday 18 October 2017, 6.00pm-8.00pm
Margaret McMillan Tower

These 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.

Governance Handbook 2017
This session aims to assist governors both in understanding and in undertaking these roles effectively.

Termly Updates and Briefings

Governor Forums

Sessions:
**Autumn Term:**
Monday 9 October 2017, 6.30pm-8.00pm
Margaret McMillan Tower
Or
Tuesday 10 October 2017, 6.30pm-8.00pm
Eastwood Community Primary, Keighley

**Spring Term:**
Monday 26 February 2018, 6.30pm-8.00pm
Margaret McMillan Tower
Or
Tuesday 27 February 2018, 6.30pm-8.00pm
Eastwood Community Primary, 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.

These sessions are now open to all governors but, where two governors from a board have already booked places for the briefing, other bookings from that board will only be accepted if there is room for them to attend. 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/.

Strategic leadership ‘sets and champions vision, ethos and strategy through:

- a clear and explicit vision for the future set by the board, in collaboration with executive leaders, which has pupil progress and achievement at its heart and is communicated to the whole organisation;
- strong and clear values and ethos which are defined and modelled by the board, embedded across the organisation and adhered to by all that work in it, or on behalf of it;
- strategic planning that defines medium to long-term strategic goals, and development and improvement priorities which are understood by all in the organisation;’

Governance Handbook 2017
This session aims to assist governors both in understanding and in undertaking these roles effectively.
Training available to Governors from other Providers

PACT HR, offers training for governors of those schools which subscribe to their service. Dates and times of all sessions will be advertised on the PACT HR website 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.