

City of Bradford MDC

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Spring Term

prospectus

2015

Bradford District School Governor Service

The School Governor Training Programme Spring 2015



'There's never been a better or more important time to serve as a governor to help improve children's lives and give them the best possible education...

To build and maintain an effective board you will be aiming to recruit, induct and continuously develop high calibre governors with relevant skills and experience. It is also important to make sure your governors and clerk undertake as necessary appropriate high quality induction and ongoing training and development.' Open letter to Chairs, Lord Nash (September 2014)

'All leaders and managers, including those responsible for governance, are highly ambitious for the pupils and lead by example. They base their actions on a deep and accurate understanding of the school's performance and of staff and pupils' skills and attributes.' Ofsted descriptor of one aspect of Leadership and Management for an outstanding school (September 2014)

The School Governor Service continues to provide a comprehensive training and development programme for school governing bodies and management, and offers a wide range of opportunities intended to widen governors' knowledge, develop skills and update on specific responsibilities. Governor feedback and new government initiatives are used to inform the development of the Training Programme.

This programme includes core training, specific training for governors with particular responsibilities and topics of more general interest. There are also e-learning courses that governors can access via the School Governor Service.

The Service aims to support governors in:

- fulfilling their strategic planning role in the school
- understanding and fulfilling their accountability role by providing information as required
- acting as a critical friend in the management of the school
- ensuring that the curriculum actively promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
- working in partnership with senior management, staff, parents, the local community and, where appropriate, the diocesan authorities.

Governors rightly recognise the importance of in-service training for staff in schools. Governors too, are key players in raising standards and need support and training to an equal degree. The School Governor Service is committed to supporting governors in acquiring the skills and knowledge they require to meet their responsibilities effectively. The training programme includes core training, specific training for governors with particular responsibilities and topics of more general interest. There are also e-learning courses that governors can access through this programme.

The School Governor Training Programme

With this in mind the School Governor training programme priorities this term include:

- Recruiting and appointing staff, including Heads and deputies, and effective staff management
- Managing finance and building projects
- Improving outcomes for vulnerable groups, including SEND and looked after children.
- Child Protection and Safeguarding, including the Prevent Strategy

These are reflected in the training offered to governors. Governors in Bradford contribute to the programme and support our promise to provide a high quality service provided by experienced professionals to meet the needs of individual governors and governing bodies.

You will receive the Governor Training Prospectus at the beginning of each term. The programme can also be found on the Bradford Schools Online website at <https://.bsi.bradford.co.uk>

You will also receive Notepad and Governor Area Briefing Notes for information about new initiatives and developments.

How to book a session

You can use the booking forms attached to the back of each termly programme to book a place on any session. Alternatively you can call School Governor Service on 01274 385629, fax 01274 385983 or e-mail school.governor@bradford.gov.uk

Please let us know if you cannot attend a session which you have previously booked. It is very disappointing for both governors and tutors when less than the expected number of governors attend, and we endeavour to avoid cancellations at all costs.

Bespoke sessions for Individual Governing Bodies or Areas

Governing bodies can request bespoke sessions on an individual or area basis. For more information please use the contact details above.

• **Learning Together Sessions** – Tailor-made 2 hour sessions for your governing body delivered in your school at a time and date to suit you, designed for an individual governing body or a cluster group of governing bodies in a local neighbourhood.

• **Mini Courses** - One hour on the agenda of a meeting of your governing body. Mini Courses present topical perspectives on school governance and related topics. You may have your own ideas for Mini Courses that we are happy to develop with you.

New Governors

The 'Induction for New Governors' course runs at various points in the year across the District. The School Governor Service sends a 'Welcome Pack' to all new governors, which includes details of the next available Induction Course. Our aim is to ensure that all new governors can attend an Induction Course within three months of their appointment.

Chairs of Governors Training and Support

Being a chair of governors is a key leadership role and governing bodies are central to the effective accountability of schools and academies. Leading the governing body and working in partnership with the headteacher, the chair plays a pivotal role in school improvement.

Bradford Council, in collaboration with West Yorkshire and the Dales and Ripon & Leeds Diocese and the National College, has developed a programme modelled from our own mentoring scheme for chairs of governors and the National College's 'National Leaders of Governance'. The scheme provides the offer of specially trained chairs and vice chairs of governors as 'Bradford Leaders of Governance' to provide agreed support to school governing bodies.

Clerks to Governors

There is an individual Induction session and termly briefing sessions available for all clerks (please ring the School Governor Service to arrange) and workshops specifically designed for clerks of subscribing schools. These useful and informative workshops ensure that clerks are up-to-date with the latest developments and the procedures and rules applying to governing bodies.

For further information on any of the above call School Governor Service on 01274 385629, fax 01274 385983 or e-mail school.governor@bradford.gov.uk

E-learning Opportunities with Modern Governor

Access to information, gaining skills, and increasing confidence



Governing bodies have expressed a keen interest in e-learning opportunities.

In response, we have negotiated a very competitive agreement with Modern Governor, the market leader in the field.

Governing Bodies that purchase the full 'Governing Schools' subscription can access the Modern Governor e-learning modules for an additional annual fee of £92

What is Modern Governor?

The modules cover a wide range of topics in an interesting and interactive way in approximately twenty minute 'chunks' that governors can follow at their convenience. Each module can be revisited at any time as a refresher or point of reference.

E-learning Module Content

"Concise, clear information presented in an accessible way."

There are currently 24 e-learning modules in the Modern Governor catalogue. Further details can be found at moderngovernor.com/course-content/

Preview a Modern Governor e-learning module

"The courses are very well designed in terms of layout, clarity, content and accessibility."

Want to see a module for free?

Use the link below to access the 'Becoming a School Governor' module: moderngovernor.com/freecourse/

How to subscribe

Contact Linda Townsend at the School Governor Team on 01274 385629 or e-mail school.governor@bradford.gov.uk

Courses for the 2015 Spring Term Training Programme

Induction for New Governors

Tutors: School Governance & Workforce Development Team and colleagues from Human Resources, Information Management, and School Funding.

Dates and venues:

Friday 23 January 2015,
9.15am - 3.30pm,
Future House

Or

Wednesdays 25 February,
11 and 18 March 2015,
6.30 – 8pm,
Future House (attend all sessions)

Or

Thursday 12 March 2015,
9.15am - 3.30pm,
Strong Close Nursery

The induction course assists newly appointed governors to contribute effectively and quickly to support schools in raising standards.

The course is a must for all recently appointed governors, including headteachers, staff governors and associate members.

It will provide you with an overview of school governance, your role as a governor, the responsibilities and expectations of you, and the ways in which you should work with the headteacher and school leadership team by:

- increasing your knowledge and understanding of governors' responsibilities
- raising your awareness of national and local educational issues and their impact on governing bodies
- assisting you to use your new skills and knowledge for the benefit of pupils.

You will have opportunities to meet and exchange views with other recently appointed governors, and there will be opportunities for discussion and group work in a friendly and relaxed atmosphere.

The Role of Parent Governors

Tutors: School Governance and Workforce Development Team

Date and venue:
Monday 26 January 2015,
6.30 – 8pm,
Future House Social Media and Digital Professionalism

Nobody knows better what it is like to be a parent of a pupil in your school than a parent of a pupil in your school! That is why governors who are themselves parents can make a valuable contribution to decisions the governing body makes. In addition parent governors can help the governing body to build constructive links with parents.

The session will examine practical questions such as how to get the most from governors' meetings and explain how to deal with parents' concerns. All parent governors and any governor wanting to know more about the role are welcome to attend.

Social Media and Digital Professionalism

Tutor: Paul Scott, Curriculum Innovations Service Manager

Date and Venue:
Tuesday 27 January 2015, 6.30 – 8.30pm,
Bradford Design Exchange, 34 Peckover Street, Little Germany, Bradford, BD1 5BD - Instructions on accessing this venue and on parking will be circulated on booking

This session will focus on what social media is, how and why people use it and how to ensure schools staff and pupils use social media safely and responsibly. We will highlight the concept of 'digital footprint' and how our online activity and behaviour can be interpreted by a wider audience including the school community and employees. We will discuss strategies and policies that can be utilised to enable staff to be 'digitally professional' protecting their own reputation and that of their employees.

The Role of the Primary School Business Manager in Supporting Heads and the Senior Leadership Team

Tutors: Headteacher & School Business Manager Representatives

Date and Venue:
Wednesday 28 January 2015,
6.30 – 8.30pm, Future House

The session will assist you in recognising how to support Headteachers and the Senior Leadership Team in maximising their effectiveness in leading school development. Specifically, the session will focus on how best to identify the potential and utilise the skills of School Business Manager professionals in leading and managing certain aspects of school thereby making space for the Headteacher and Senior Leadership Team to concentrate on school improvement.

Governing Body Skills Audits and Self Review

Tutors: School Governor Service

Date and Venue:
Thursday 29 January 2015,
6.30 – 8pm,
Myrtle Park Primary School

Governing Bodies 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.

In order to be effective in those roles governors needed to be certain that they regularly review the impact of their own work. This course will look at ways in which governing bodies can use self review as a tool for improvement, both of the governing body and the school.

Appointing Headteachers and Deputies

Tutors: Bradford Achievement Service

Date and Venue:
Monday 2 February 2015,
6.30 – 8.30pm,
Future House

Headteacher recruitment is one of the most important tasks that governors undertake as the quality of the headteacher's leadership is the most important factor in the success of the school. The need to appoint a headteacher can occur at short notice so governors should be prepared and know what the process involves.

This course covers the whole process including consideration of succession planning before entering into recruitment, communication with the Local Authority, actions to be taken by the whole governing body prior to recruitment, the remit and roles of an effective selection panel and how to achieve a good appointment.

Discipline and Capability

Tutors: PACT HR

Date and Venue:
Tuesday 3 February 2015, 6.30 – 8.30pm,
Future House

This course looks at the governor's role in ensuring that effective discipline and capability procedures are established within schools and in monitoring their implementation. It will include monitoring the provision of support packages for staff and governors' involvement in formal capability procedure.

Understanding and Using Data

Tutors: Bradford Achievement Service

Date and Venue:
Wednesday 4 February 2015,
6.30 – 8.30pm, Future House

This course will look at the variety of data sources available to governors, including RAISEonline, and explain how these can be interpreted and then used to analyse school performance effectively.

The Inspection Framework

Tutors: Bradford Achievement Service

Date and Venue:
Thursday 5 February 2015,
6.30 – 8.30pm, Future House

We will consider the new inspection arrangements that commenced in September 2012 and the implications for governors.

Inspection is at the heart of school improvement. The Education Act 2011 has focussed school inspection on:

The quality of teaching and learning
Leadership and management and
Good discipline and behaviour

What it means in practice is that schools will be judged on a smaller number of core aspects than before but these will be examined in greater depth. The changes have resulted in more streamlined inspections, with fewer judgements and grades, leading to sharper reports on the quality of education provided by schools and the most important aspects of their performance.

SEND Update

Tutors: SEN Team

Date and Venue:
Monday 9 February 2015,
6.30 – 7.30pm, Future House

There have been important changes to SEND funding and systems over the last year, with new guidance issued recently. This session will give governors an update on the implementation of those changes.

Chairs and Heads: Working Together

Tutors: School Governor Service

Date and Venue:
Tuesday 10 February 2015,
9.15am – 2.30pm, Future House

Leadership and management is a major focus in an Ofsted inspection and the head and chair are the key participants. For this reason, chairs and headteachers are invited to attend this lively one-day course together. Questions that will be considered include:

What do chairs and headteachers expect of each other in the effort to raise standards?
How can they support each other in their respective leadership roles?
What are the various pressures that can influence decision-making?
What makes them an effective partnership?
Who are their allies?
How can they build a stronger team?

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

Child Protection: The Role of the Named Governor

Tutors: Safeguarding Consultant

Date and Venue:
Tuesday 10 February 2015,
6.30 – 8.30pm, Future House

With the new Ofsted focus on Safeguarding governors need to be aware of their role in monitoring the effectiveness of schools in keeping children safe from harm. They need to understand the different areas of concern and ensure that these are addressed effectively by the systems and practices of their school.

Effective Financial Governance

Tutors: Andrew Redding, Senior School Finance Officer

Dates and Venues:

Wednesday 11 February 2015,

6.30 – 8.30pm, Eastwood Primary School
Or

Thursday 26 February 2015,

6.30 – 8.30pm, Future House

This session is primarily intended for governors who serve on a finance committee (or its equivalent) of maintained schools. The topics it will cover include: 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

How to Manage School Building Projects

Tutor: Darren Starkey, Programme Manager Education Buildings Team

12 attendees are needed for this session to proceed so please book early to avoid disappointment

Date and Venue:

Thursday 12 February,

6.30 – 9pm, Future House

Key Principles

- How to fund, manage and control school building projects
- Help schools to understand the need for proper project planning
- Understand school's financial, legal and H&S obligations
- Help schools to avoid taking unnecessary risks and avoid making costly mistakes
- Sign posting to the right experts and professionals to support project development
- Consider how buildings can improve Behaviour, Attainment, Achievement and enhance the school's Reputation through improved facilities

Timing:

- The workshop will be a series of brief presentations by experts with some exercises and Q&A as well as time to reflect on how to improve practice in school
- The workshop will briefly explain how the process works, what can go wrong and how to avoid this
- Time will be allowed for Q&A and to meet the experts

Children in Care: The Care System and Statutory Responsibilities for School Governors

Tutor: Looked After Children Education Team

Date and Venue:

Monday 23 February 2015,

6.30 – 8.30pm, Future House

There are currently a growing number of children in care ('Looked After Children', LAC) in Bradford, over 500 of school age. The Children and Young Persons Act (November 2008) stipulates there must be a designated local authority member of staff for these pupils.

This session will help governors understand the care system and their responsibilities in supporting children in care. The DfE has introduced Pupil Premium payments to schools that have had children in care for six months or more. Ofsted will also look at the progress of vulnerable children including LAC.

The session will enhance governors' understanding of their statutory role and issues around children in care, which includes:

- An overview of the care system
- Encouraging designated teachers to take up training
- School policy on educational provision and support for looked after children
- The school's role in co-operating with and supporting the local authority regarding the education of looked after children

Getting to Good

Tutors: School Governor Service

"Governing bodies hold the school's leaders to account and influence the strategic development of the school." ('Getting to Good', Ofsted, September 2012)

Date and Venue:

Tuesday 24 February 2015,

6.30pm – 8.30pm, Myrtle Park Primary

High quality governance is crucial in ensuring children get the best possible chances in their education, and in their lives. There is an increasing emphasis from both Ofsted and the Department for Education on the importance of the role played by governors in school improvement.

The session will provide you with suggestions and guidance for moving up the grade descriptors in providing support and challenge to school leaders.

Understanding P scales

Tutors: DAP Group

Dates and Venues:

Wednesday 25 February 2015,

6.30 – 8.30pm, Phoenix Special School, Braithwaite Avenue, Keighley BD22 6HZ

Or

Wednesday 4 March 2015,

6.30pm – 8.30pm, Future House

This session gives governors of Special Schools or governors with a responsibility for SEN in mainstream schools, the opportunity to learn about this measurement of progress and effective ways to monitor the progress of students who are judged using it.

Governors' Responsibilities for Personnel Issues/Human Resource Matters

Tutors: Human Resources Advisory Team

Date and Venue:

Monday 2 March 2015,

6.30 – 8pm, Future House

The session offers an introduction to recommended personnel practices and an appreciation of relevant employment law for new governors, those thinking about becoming members of the governors staffing committee or governors wishing to refresh or update their knowledge

Raising Standards for Ethnic Minority Groups – the Governors' Role

Tutors: Ethnic Minority Achievement (EMA) Team

Date and Venue:

Tuesday 3 March 2015,

6.30pm – 8.30pm, Future House

The session examines governors' roles, understanding and knowledge about the relative progress of recent and established ethnic minority groups in their schools.

Particular consideration will be given to:

- Programmes and strategies that have been successful in raising achievement and aspirations;
- Social and cultural factors leading to under-achievement;
- Recruitment of ethnic minority governors.

The Strategic Role of the Governor

Tutors: School Governor Service

Date and Venue:

Thursday 5 March 2015,

6.30 – 8.30pm, Future House

There is an increasing emphasis on the need for governors to think strategically. This course helps governors to explore what that means in practice. It includes consideration of the different aspects of the strategic role as identified in the latest Governors' Handbook and Ofsted Guidance.

The New Primary Curriculum

Tutors: Bradford Achievement Service

Date and Venue:
Thursday 12 March 2015,
6.30 – 8.30pm, Future House

With sweeping changes to the Primary Curriculum being implemented from September 2014 this is an opportunity for governors to familiarise themselves with these changes and their impact upon schools, their staff and the expected outcomes for children.

Managing Workforce Change

Tutors: Bradford PACT HR Team

Date and Venue:
Monday 16 March 2015,
6.30 – 8pm, Future House

School workforces have to be open to change in order to ensure the provision of the best possible education for all children. This session will look at the ways in which the structures of schools can be changed; the reasons for those changes and the governing body's involvement in the process of achieving the new structure.

British Values Rerouted

Tutor: Geraldine Cooper, Diversity and Cohesion

Date and Venue:
Tuesday 17 March 2015,
6.30 – 8.30pm, Future House

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 new focus on British Values and preparation for life in modern Britain.

Free Education for Two Year Olds and Early Years' Pupil Premium

Tutor: Adele Baines, Early Childhood Services

Dates and venues:
Wednesday 18 March 2015,
6.30 – 8.30pm,
Eastwood Primary School
Or
Thursday 19 March 2015,
6.30 – 8.30pm,
Future House

Free Early Education for Two Year Olds is funding for disadvantaged two year olds to allow them access to high quality early education and childcare before the universal entitlement starts at three. This session aims to give governors an overview of the entitlement, its benefits and how schools can help.

Early Years Pupil Premium is additional funding for early years providers in the PVI and maintained sectors to improve the quality of early education for disadvantaged 3 & 4 year olds. It aims to close the gap between the additional support disadvantaged children get at 2 through free Early Education Entitlement & at that received from age 4/5 onwards through school-age Pupil Premium. This session aims to provide governors with further details on eligibility checking, payments and suggested use of this funding.

Practical ways to promote equality, diversity and community cohesion in schools

Tutor: Jani Rashid, Head of Diversity & Cohesion

Date and Venue:
Monday 23 March 2015,
6.30 – 8.30pm, Myrtle Park Primary

Promoting equality, diversity and community cohesion (EDCC) is a central part of a schools ethos. The importance of EDCC is emphasised throughout the Ofsted Framework and in particular in relation to leadership and management of the school. This session will give governors an insight into areas where this is highlighted in the Ofsted Framework and focus on practical ways in which schools are able to meet their statutory responsibilities.

Dealing with Grievances

Tutor: PACT HR

Date and Venue:
Tuesday 24 March 2015,
6.30 – 8pm, Future House

Promoting equality, diversity and community cohesion (EDCC) is a central part of a schools ethos. The importance of EDCC is emphasised throughout the Ofsted Framework and in particular in relation to leadership and management of the school. This session will give governors an insight into areas where this is highlighted in the Ofsted Framework and focus on practical ways in which schools are able to meet their statutory responsibilities.

Data Dashboard

Tutors: School Governor Service

Date and Venue:
Wednesday 25 March,
6.30 – 7.30pm, Future House

Places will be limited so please book early to avoid disappointment.

The School Data Dashboard provides a snapshot of school performance at Key Stages 1, 2 and 4. This data tool can be used by school governors to check the performance of their schools.

The Dashboard complements the Ofsted school inspection report by providing an analysis of school performance over a three-year period. Data can be filtered by key stage or by topic:

- Expected progress
- Attainment
- Attendance
- Closing the gap between disadvantaged and other pupils
- Context

Workshops will be interactive and after a general introduction to the website and basics of the data dashboard, you will be able to log on to your school's information and explore the data available. This will assist your understanding of the information and assist you in holding school leaders to account.

Role of the Foundation Governor in a Church School

Tutors: School Governor Service

Date and Venue:
Thursday 26 March 2015,
6.30pm – 8.30pm, Future House

What are the specific responsibilities of Foundation Governors? Is their role different from that of other governors? How do Foundation governors in church schools preserve and develop the religious character of the school? This session explores the role of Foundation Governors.

All Foundation Governors and any school governor wanting to know more about the role of the foundation governor are welcome to attend.

Safer Recruitment Training

Dates and venues:
11th March 2015
9.30 – 12.30 pm, Future House
Or
11th June 2015
1pm – 4pm, Future House

The PACT HR team is running two Safer Recruitment sessions this year. The course is no longer regulated by DfE so it will be shorter and more relevant to schools. There is still a requirement that at least one member of a recruiting panel be trained in safer recruitment. **The charge for this course is £25 per governor as it does not form part of the training subscription.**

Please contact school governor service school.governor@bradford.gov.uk to access either of these courses.

Safer Recruitment Online Training 2015

On 2 April 2012, the Children's Workforce Development Council's (CWDC) work transferred to the Department for Education including responsibility for Safer Recruitment Online Training.

www.education.gov.uk/e-learning/login/index.php

To apply for access to the training use the link above to the Department for Education (DfE) website.

If this is your first visit to the website you will be invited to create an account to use the DfE eLearning portal.

Answer the questions carefully as this may affect the courses to which you will have access.

You will need to enter a unique email address so that the system can send you an email to complete your registration.

Following registration you can access various e-learning courses including Safer Recruitment.

Go to the Safeguarding Children area

This section offers information and resources about the systems in place to protect children from abuse or neglect and ensure they are growing up in circumstances consistent with the provision of safe and effective care.

The online training is supported by the guidance document, Safeguarding Children and Safer Recruitment in Education