

City of Bradford MDC

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# Summer Term

# prospectus

# 2015

**Bradford District School Governor Service**

## The School Governor Training Programme Summer Term 2015



“The government values every person who volunteers to help improve their school by being a governor. How well a governing body does its job has a real impact on the success of a school. Therefore, although they are made up of volunteers, governing bodies cannot afford to be amateur and must be accountable for their effectiveness....

....governing bodies should regularly evaluate their own effectiveness. As explained in departmental advice for maintained schools, the chair of governors has a particular responsibility for ensuring the effective functioning of the governing body. Good chairs also ask for regular feedback from their governing body to improve their own effectiveness and have an annual conversation with each governor to discuss the impact of their contribution to the work of the governing body.

Good governing bodies also carry out regular audits of governors' skills in the light of the skills and competences they need, and actively seek to address any gaps they identify – through either recruitment or training. They have succession plans in place and develop future leaders by identifying and nurturing talent and sharing responsibility” (The Governors' Handbook, January 2015 edition)

The school governor training and development programme is for all governing bodies and management boards and offers a wide range of opportunities intended to broaden governors' knowledge, develop their skills and update them

on latest initiatives. Governor feedback is always welcomed and informs the ongoing development of the Training Programme.

The programme includes core training and skills training (including e-learning) for governors with specific responsibilities.

### The service aims to support governors in:

- fulfilling their strategic planning role in the school
- understanding and fulfilling their accountability role
- acting as an effective critical friend to the management of the school
- developing the appropriate skills and knowledge needed to fulfil their role more effectively
- succession planning for governors and senior leadership
- working in partnership with senior management, staff, parents, the local community and, where appropriate, the diocesan authorities.

Governors recognise the importance of training for staff. Governors are also key players in raising standards and need effective support and training.

### The School Governor training programme priorities this term include:

- The strategic role of governors
- Self Review
- Managing accountability for pupils' outcomes for different phases.
- Headteacher's performance management

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.

All governors will receive a copy of the Prospectus at the beginning of each term and the programme can be found on the Bradford Schools Online website at <https://bso.bradford.gov.uk>

Subscription to the training programme gives governors of that school free access to all courses. Governors from non-subscribing schools may attend any course but this will be charged on an individual basis to the school.

### How to book a session

Use the booking form included with each termly programme to book a place on any session or call School Governor Service on 01274 385629, fax 01274 385983 or e-mail [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

If you cannot attend a session which you have previously booked please contact the School Governor Service. This allows other governors to attend sessions. 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. These can be:

- Learning Together Courses – Tailor-made 2 hour sessions on a topic of your choice 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 at the beginning 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.

For more information please consult the School Governor Service by phone or email.

### 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. Induction training is free to all subscribing schools. There is a charge of £150 per governor for non subscribing schools.

### 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 board and working in partnership with the headteacher, the chair plays a pivotal role in school improvement.

Bradford Council and the National College have 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 specially trained chairs and vice chairs of governors known as 'Bradford Leaders of Governance' who will give agreed support to school governing boards where it has been identified that this would assist in improving the performance of those boards.

### Clerks to Governors

There is an individual Induction session and termly briefing sessions which are available for all clerks working within the District. There are also workshops specifically designed for clerks of subscribing schools designed to ensure that these clerks are up-to-date with the latest developments, procedures and rules applying to governing boards.

Please contact the School Governor Service, on 01274 385629, fax 01274 385983 or e-mail [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk) if you are interested in any of these.

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](mailto: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/](http://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/](http://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](mailto:school.governor@bradford.gov.uk)

## Courses for the 2015 Spring Term Training Programme

### Venue Address Details:

Eastwood Primary School  
Victoria Avenue  
Keighley  
BD21 3JL

Future House  
Bolling Road  
Bradford  
BD4 7EB

Unless otherwise indicated in the programme.

### Promoting Community Cohesion and the Prevent Strategy: *an Update*

Tutor: Jani Rashid, Head of Diversity and Inclusion

Choice of dates and venues:  
Monday 20 April, 6.30 – 8.00pm, Lees Primary School, Haworth Road, Keighley, BD22 9DL  
Or  
Monday 8 June, 6.30 – 8.00pm, Future House

The importance of promoting community cohesion is seen as an important factor in preparing children and young people for life in modern Britain and safeguarding them from risks of being exposed to radicalisation and extremism. This session will provide governors with an update on the Prevent Strategy 2011 and on practical support for schools in meeting their statutory responsibilities.

### Data Dashboard Training

Tutors: School Governor Service

Choice of dates and venue:  
Monday 27 April, 6.30 – 7.30pm, Future House  
Or  
Thursday 18 June, 6.00 -7.00pm, Future House

(12 PC's available – Governors from the same school may need to share a computer if there is a high demand for places)

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

The workshop will take place in the IT room at Future House. 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. This is not suitable for nursery school governors.

### Monitoring the Use and Impact of Pupil Premium

Tutors: School Governor Service

Choice of dates and venues:  
Tuesday 28 April, 6.30 – 8.00pm,  
Eastwood Primary School, Keighley  
Or  
Thursday 30 April, 6.30 – 8.00pm,  
Future House

The effective use of Pupil Premium funding to close the gap in attainment between vulnerable groups and other students is now a specific focus for Ofsted when judgements are made about the effectiveness of the governing body. There are statutory responsibilities for information to be published on school websites and publicly available attainment data highlights whether schools are effective in achieving good educational outcomes for all their students.

This course will assist governors in ensuring that they are giving this area the focus it deserves and can be confident that their schools are using the funding to give the best outcomes possible for their children and young people.

### Governing Body Self Review

Tutors: School Governor Service

Date and venue:  
Tuesday 5 May, 6.30 – 8.30pm,  
Eastwood Primary School, Keighley

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.

In order to be effective in this role governors need to regularly review the impact of their own work. This course will look at ways in which governing boards can use self review as a tool for improvement, both of the governing board and the school.

### Raising Standards for Ethnic Minority Groups – the Governors' Role

Tutors: Ethnic Minority Achievement (EMA) Team

Date and venue:  
Wednesday 6 May, 6.30pm – 8.30pm,  
Future House

This course 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

Choice of dates and venues:  
Thursday 7 May, 6.30 – 8.30pm,  
Eastwood Primary School, Keighley  
Or  
Tuesday 19 May, 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.

### Addressing Inequalities in Health: Bradford District's Issues

Tutors: Elizabeth Evans (BLG) and Gillian Simpson-Morris (Senior Manager Performance & Information)

Date and venue:  
Monday 11 May, 6.30 – 8.00pm, Future House

This course will examine those areas where the Bradford District has specific issues relating to the health of children including diet, obesity and dental health. It will address the question of where governors' responsibilities lie in relation to these issues and consider how they can be addressed.

### British Values RErouted

Tutor: Geraldine Cooper, Diversity and Cohesion

Date and venue:  
Tuesday 12 May, 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 new focus on British Values and preparation for life in modern Britain.

### Induction for New Governors

Tutors: School Governor Service and colleagues from PACT HR, Information Management and School Funding.

Choice of dates and venues:  
Wednesday 13 May, 9.15am - 3.30pm,  
Future House  
Or  
Friday 19 June, 9.15am - 3.30pm,  
Riddlesden St Mary's School, Grange Road, Keighley, BD20 5AB

The induction course assists newly appointed governors in contributing effectively and quickly to support schools in raising standards and 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 on 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 an opportunity 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.

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

Tutor: Head – Virtual School

Date and venue:  
Thursday 14 May, 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 course 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

### **Educational Visits and Outdoor Learning**

Tutor: Jim Hughes, Educational Visits Adviser, Department of Children's Services

Date and venue:  
Monday 18 May, 6.30 – 8.30pm, Future House

"When planned and implemented well, learning outside the classroom contributed significantly to raising standards and improving pupils' personal, social and emotional development. Learning outside the classroom was most successful when it was an integral element of long-term curriculum planning and closely linked to classroom activities." Ofsted 2008 "Learning outside the classroom – how far should we go?"

This course looks at the role of Educational Visits and Outdoor Learning in today's schools.

In particular, it will look at

- The value and benefit of Educational Visits and learning outside the classroom
- Roles and responsibilities of governors
- Barriers to participation and case studies where such barriers have been overcome
- Reducing bureaucracy
- Risk management
- What does a well planned visit look like?

This course will give governors confidence in working with the Headteacher, to ensure that visits are appropriately planned, managed and evaluated.

### **Child Protection: The Role of the Named Governor**

Tutor: Safeguarding Consultant

Date and venue:  
Thursday 21 May, 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.

### **Holding Schools to Account**

Tutors: Bradford Achievement Service

Choice of dates and venues:  
Monday 1 June, 6.30 – 8.30pm, Eastwood Primary School, Keighley  
Or  
Tuesday 9 June, 6.30 – 8.30pm, Future House

There is clear evidence from Ofsted inspections that in the most effective schools there is robust challenge to senior leaders by governors who know the school well, have the right skills, are well informed, but who also have a secure grasp of their basic duties.

Effective governance is a vital component in maintaining excellence and part of achieving and maintaining this is the ability of the governing body to hold the Headteacher and other senior leaders to account for improving the quality of teaching and learning, pupils' achievement and pupils' behaviour and safety.

We will look at how effective schools hold leaders to account and provide challenge; asking if pupil performance is in line with national expectations; how effective leaders and governors compare, analyse and question triangulated data and pupil outcomes with the quality of provision including the quality of teaching and learning.

### **Headteacher's Performance Management: The Governors' Role**

Tutors: Bradford Achievement Service

Choice of dates and venues:  
Tuesday 2 June, 6.30 – 8.30pm, Eastwood Primary School, Keighley  
Or  
Thursday 2 July, 6.30 – 8.30pm, Future House

This course is for governors involved in Performance Management and how this supports school improvement. Attendance should be a pre-requisite for governors reviewing the headteacher's performance. It is designed to develop the skills of governors in setting objectives and participating in the performance management review meeting.

The course also covers the principles of Performance Management, how this sits with the monitoring and evaluation cycle of school, and the responsibilities of governors for the Performance Management process. Governors need to consider the evidence that they will require to evaluate current performance and set new targets. This will include seeking external support and the session will consider how governors might gain access to this.

## Dealing with Complaints

Tutors: School Governor Service

Date and venue:  
Thursday 4 June, 6.30 – 8.30pm,  
Future House

This course will assist you in managing complaints confidently at each stage of the process within the Local Authority (LA) and School Complaints procedures and help prevent escalation. The course includes reference to your obligations under Freedom of Information and Data Protection legislation and will also assist you in the selection and presentation of information at hearings.

## Human Resources Strategy for Governors

Tutors: PACT HR Team  
Choice of dates and venues:  
Wednesday 10 June, 6.30 – 8.00pm,  
Eastwood Primary School, Keighley  
Or  
Monday 6 July, 6.30 – 8.00pm, Future House

This course is an introduction to the range of Human Resource (HR) functions that are the responsibility of the governing body including employment matters, in order to maintain and raise standards of classroom performance. Specifically, the governing body has oversight and responsibility for:

- staff appointments
- determining the school's staffing complement
- regulating staff conduct and discipline as required by law
- decisions on payments relating to staff dismissals or resignations
- headteacher performance management
- staff attendance, training and development

## Safer Recruitment Training

Date and venue:  
Thursday 11th June, 1.00 – 4.00pm,  
Future House

Please contact the School Governor Service  
[school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)  
to access this course.

- Please note that the online training is no longer available from the Department for Education. There is a chargeable online course available from the NSPCC. Please see [www.nspcc.org.uk](http://www.nspcc.org.uk) and search Safer Recruitment in Education training for further details.

The PACT HR team is running one Safer Recruitment session this term. 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

## Effective Financial Governance

Tutor: Andrew Redding, School Funding Team

Date and venue:  
Wednesday 17 June, 6.30 – 8.30pm,  
Future House

This course 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.

## Governing Body Responsibility for Performance Related Pay

Tutors: PACT HR Team

Choice of dates and venues:  
Monday 22 June, 6.30 – 8.00pm,  
Eastwood Primary School, Keighley  
Or  
Thursday 25 June, 6.30 – 8.00pm, Future House

An HR Business Partner will outline the responsibilities for governors in relation to the requirements for performance related pay for teaching staff at all stages in their career on the basis of the latest Pay and Conditions Document.

## Hearings in Schools: The Role of the Clerk and HR Advisor

Tutors: PACT HR Team and School Governor Service

Date and venue:  
Tuesday 23 June 2015, 10.00 – 11.30am,  
Future House

An HR Business Partner will offer background, advice and scenarios regarding issues involving staff in schools and an experienced clerk will advise regarding the duties, responsibilities and actions required of clerks in all types of governors' investigations and hearings.

This course is principally intended for clerks. Places are limited and early application is encouraged.

## Staff Absence Strategies: The Governors' Role

Tutors: PACT HR Team

Date and venue:  
Wednesday 24 June, 6.30 – 8.00pm,  
Future House

This course is for governors seeking to explore strategies to improve staff attendance levels. It aims to provide governors with guidance on the management of staff absence, the promotion of good attendance at work procedures and the health and wellbeing of staff.

## Recruiting & Selecting the Right Staff

Tutor: PACT HR Team

Date and venue:  
Monday 29 June, 6.30 – 8.00pm,  
Future House

The governing body sets the policies and priorities for school, but staff are the people you depend on to make it happen. Finding and appointing the right staff has a direct impact on the quality of education in your school. The governing body needs to be assured that the school has an effective, fair and legally secure recruitment and selection process.

This course takes you from preparing job descriptions to making appointments. It will also assist you in contributing with confidence in those appointments where school governors are directly involved.

The course will also develop the skills of governors taking part in performance review meetings and working with external advisers.

## The Role of the Parent Governor

Tutors: School Governor Service

Date and venue:  
Tuesday 30 June, 6.30 – 8.30pm,  
Future House

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 course 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.

## Preparing for the Chair

Tutors: School Governor Service

Date and venue:  
Wednesday 1 July, 6.30 – 8.30pm,  
Future House

The course considers the role of the chair and the skills and qualities needed to be effective. Being a chair of governors is a key leadership role and governing bodies are central to the effective accountability of schools (including academies and free schools). In leading the governing body the chair plays a pivotal role in school improvement.

'Preparing for the Chair' requires a clear view of the governing body's role and statutory responsibilities and understanding how the vision for the school can be achieved.

The session will assist chairs in managing change and challenging the school's senior leadership team by:

- Giving a clear lead when organising the governing body's work
- Delegating responsibilities
- Ensuring other governors are fully informed and involved
- Managing meetings effectively
- Establishing productive relationships with the headteacher and senior leadership team
- Developing partnerships to support school improvement

If you have been asked to stand, or would like to know more about the role before you put yourself forward this course is designed for you.

## Role of the Staff Governor

Tutors: School Governor Service

Date and venue:  
Tuesday 7 July, 4.30 – 6.30pm,  
Future House

Can you, as a staff governor, take part in staff appointments? Do you have to leave the room when governors discuss pay policy? How should you respond to a complaint against a colleague or the head teacher?

This Course will assist you to recognise and deal with potential conflicts that may arise. It will help you to understand and clarify your role, examine relationships with the headteacher, colleagues, pupils and fellow governors and provide an opportunity to meet and network with other staff governors.

Staff governors often find working alongside other members of the governing body both interesting and rewarding as they use their expertise to help the governing body fulfil its duties to all children. All staff governors and any other governor wanting to know more about the role are welcome to attend.

## Early Years Profile Data

Tutor: Dulcie Leach, Bradford Achievement Service (EYFS/ EYFSP lead)

Date and venue:  
Monday 13 July, 6.30 – 8.30pm,  
Future House

This course will be of relevance to all governors concerned with Early Years. Governors will consider the school's data set and comparison between the two years' 2014 and 2015 and will also consider progress in Nursery and Reception

It would be helpful if governors bring their school's Good Level of Development (GLD) and Total cohort mean score for 2014.

## Training for Governors in CE Schools is also provided by the Diocesan Education Team and sessions available for schools in the Bradford area this term are:-

Date	Time	Event	Venue
19/05/2015	4 – 5.30pm	Heads and Chairs of Governors Briefing	Bradford Office, Elmsley Street, Steeton, BD22 6SE
20/05/2015	7 – 8.30pm	Heads and Chairs of Governors Briefing	St Aidan's C of E High School, Oatlands Drive, Harrogate
21/05/2015	8.30 – 10am	Heads and Chairs of Governors Briefing	Leeds Office, St Mary's Street, Leeds, LS9 7DP

These sessions should be booked through the Diocesan Education Team (Harrogate Office),  
Email: [info.ed@westyorkshiredales.anglican.org](mailto:info.ed@westyorkshiredales.anglican.org)  
Telephone 01423 817553  
Fax: 01423 817051

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