



**Skills 4  
Bradford**



*City of*  
**BRADFORD**  
METROPOLITAN DISTRICT COUNCIL



**Bradford  
School  
Governor  
Service**

**Virtual  
Training  
Programme  
September to  
December  
2021**



# Welcome to the Virtual Training Programme for The Autumn Term 2021

## From the [Bradford School Governor Service \(SGS\)](#)

### Website:

The [www.Skills4bradford.co.uk](http://www.Skills4bradford.co.uk) website is the first port of call for all School Governor Services information and support and allows governors and schools to book courses online.

When you visit the website you will be presented with the following information: -

All governors known to us have been set up on this site to enable them to reserve a place on a training course and will have been set up with a password. If you do not know your password then please click on the forgotten password link and follow the instructions to change your password. Your new password will allow you to access the site to look at the training courses available. Once logged in you can reserve a place on a course by clicking on the 'Training & Events' tab.

In the 'search' field go to 'Provider' and select from the drop down list 'School Governor Service'. You will then see the full list of courses offered. The system is simple to use and you will receive confirmation that the course has been booked using the email address that you have registered as yours.

**Please note that your booking will need to be confirmed by a finance officer at the school.**

Pricing 1 April 2021 onwards	Price
Short Session Training course	£57
Full Day training or 2 session course (price frozen at 2019/20 rates)	£150
Webinar	£35
'Briefing for Governors' (included in the school's subscription to 'Advice & Guidance' if they have chosen to purchase the subscription from the School Governor Service for the relevant financial year) or	£35 or free

**Bespoke and On Demand Training:** If your Governing Board decides that a training session delivered just for your school or bespoke specific to the school or Trust's needs would be helpful, then please contact [school.governor@bradford.co.uk](mailto:school.governor@bradford.co.uk) to discuss your requirements.

On Demand Training – maximum 20 delegates (1 hour)	£150
On Demand Training – maximum 20 delegates (2 hours)	£200
Bespoke Training – tailored to your needs.	Please contact us for a quote.

If any problem arises when you are trying to book a course then please contact **[school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)**

giving the following details:

-  Your name, email, mobile phone number
-  The name of the school to be charged for the course
-  The name and date of the course you wish to attend

Bradford Council Privacy notice click [here](#)

### **Course Cancellations:**

**Please let us know 24 hours in advance of the start time by messaging [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk) if you are unable to attend a course you have booked, as this will enable another governor to attend and/or prevent wasted resources / 'no-show fee'.**

You can also cancel your place on <http://skills4bradford.co.uk/Training>.

**This programme contains the planned Virtual Training Sessions for governors for the Autumn Term 2021.**

**At the moment the position regarding face to face training sessions is under review in line with Government lifting of lockdown restrictions. This autumn 2021 programme is based around online provision.**

**If you have any training needs that could be considered for the training programme then please email [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)**

**(v) = virtual course held over Microsoft TEAMS/ Zoom/ Cisco Webex.**

**Governors will be sent links to the sessions prior to the meeting. There is no requirement to download the system as all the links work using web-based versions of the systems.**

# **Training Details**

**Course details are initially listed in Alphabetical Order  
There is a list in Date Order at the end of the  
Programme**

## Briefing for Governors



**Tuesday 21 September 2021, 6.30pm – 7.45pm (v)**

Updates & information from the Local Authority for all governors and trustees which will be of help to your Governing Boards.

These termly sessions are designed to give governors the opportunity to gain information about topics of interest to governors from all types of setting across the District. The format includes hearing from speakers from the Local Authority and raising awareness of issues affecting schools.

Topics will give governors insights into current issues, upcoming changes and an opportunity to ask questions, reflect and analyse past activity.

This session is free for all governors and trustees from schools which subscribe to the advice and guidance package and costs £35 for other governors.

## Chairing the Board

*course for current Chairs and potential Chairs*

**This course has two Sessions**

**Monday 4 October 2021, 4.30pm – 7.00pm (v)**

**AND**

**Monday 8 November 2021, 4.30pm – 7.00pm (v)**



Over this 2 x 2½ hour course, new Chairs and potential Chairs will be introduced to the behaviours and practices 'needed by' an effective Chair. This course will also be useful to vice-chairs and chairs of committees.

The Chair is responsible for leading the work of the Governing Board, including maintaining a focus on the strategic direction of the school. Practical tools will be shared to support the role and the course will include: -

- developing the governing board by building an effective team;
- working effectively with the Head Teacher and executive leaders;
- developing a shared vision and strategic decision making;
- effective practice in order to drive school improvement over the year;
- the role of the chair in leading the governing body in meetings
- succession planning.

The course will give governors the opportunity for self-reflection and personal action planning. This is a two part course and both parts should be attended.

This course is also open to governors/trustees from outside Bradford District.

## Chairs & Governors Development Group (Free session)

**Monday 1 November 2021, 6.00pm - 7.30pm (v)**

This is aimed at those Chairs and Governors committed to expanding their skills and knowledge and working towards sharing that knowledge to support other governors and/or schools when the time is right. Please see further information on [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk)

## Complaints – be prepared – know your role



**Wednesday 17 November 2021, 4.30pm - 6.30pm (v)**

This 2 hour session introduces governors to their role, the guidance framework and will offer opportunity for reflection. It will support assessment of their schools preparedness and is essential for experienced governors, Chairs & Vice Chairs of governing boards.

The course will assist you in managing complaints confidently at each stage of the process within the DfE guidance framework. Anyone, including parents and members of the community can make a complaint about any provision of facilities or services that a school provides. You will be reflecting on the procedures that your school currently has in place, whether your policy encourages good home-school relationships and how feedback from concerns that are raised can inform school improvement. The course does not cover staff grievances.

## Compliance – The Board’s Key Responsibilities

**Wednesday 13 October 2021, 4.30pm – 6.30pm (v)**



The DfE’s Competency Framework for Governors identified compliance as the fifth feature of effective governance, and explains that compliance is important ‘to ensure that all those involved in governance understand the legal frameworks and context in which the organisation operates and all of the requirements with which it must comply’.

This session will explore: -

- what compliance means in the context of school governance
- what is expected of those in governance
- the key responsibilities and
- the possible consequences of non-compliance.

## Curriculum – Governors’ Monitoring Role

**Tuesday 19 October 2021, 4.30pm – 6.30pm**



This course will look at ways in which governors can both plan for the future and assess the suitability and quality of the curriculum that is being delivered looking at both the current recovery needs but also at the way the curriculum is resourced and funded long term.

One area of real concern for governors is ensuring that the curriculum being provided by the school allows pupils to catch up on the topics and skills and continue to progress.

Ofsted expects governors to have knowledge of the curriculum that is being taught in their schools, the reasons why it has been chosen and how it meets the specific needs of the children attending the school and so reduce inequality. They now expect that as schools are now fully open the full curriculum is being taught in accordance with the requirements for maintained schools to follow the national curriculum and for academies to teach a broad and balanced curriculum.

This course will support governors to fulfil their role.

## Cyber Bullying-Awareness Raising & Online Protection

### FREE SESSION FOR GOVERNORS



Wednesday 22 September 2021, 6.00pm – 8.00pm (v)

or

Wednesday 17 November 2021, 6.00pm – 8.00pm (v)

West Yorkshire Police are offering this specifically designed workshop to improve the awareness of e-safety for governors. As the sessions are updated to reflect the current risks and issues, governors who have attended a course some time ago would find it useful to refresh their knowledge.

Governors will learn more about the latest ways in which on-line social media is being misused and how children can both be drawn into this misuse and put at risk by other users. This will enable Governors to look at the systems and policies used by their schools with greater knowledge and understanding.

## DATA: Evaluating & Using Data to Monitor Progress

Tuesday 7 December 2021, 6.00 – 8.00pm (v)



Governors are responsible for: ‘Holding executive leaders to account for the educational performance of the organisation and its pupils’ (extract from the Governance Handbook)

This session will look at both internal and external data as schools continue to provide additional support to help pupils progress. It will look at ways data can be questioned and compared and the types of data which would best assist governors in both their monitoring role and in setting targets for recovery from lockdown and a resumption of the normal school improvement systems.

It will also look at effective monitoring techniques that governors can use moving forward and the sources of information available to governors.

## Early Years – Governor Focus & Update

Wednesday 3 November 2021, 4.30pm-6.30pm (v)

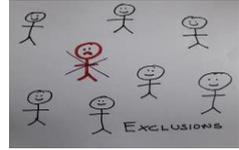


This course includes an overview of the recent changes and will raise awareness and governors’ understanding of the early years, the standards for the learning, development and care of the pupils up to 5 years old, this includes your Reception class children and nursery children. Governors are becoming more aware of the importance of sound foundations in learning in the early years and there are changes ongoing around the delivery and assessment of early years’ provision.

The Early Years Foundation Stage is a vital time in the development of children and good quality early education has a long term impact on children’s outcomes. Governors need to be able to understand the strategic needs of their setting and how to monitor the quality of the provision and the course will assist Governors in these duties.

It will focus Governors on their role and what they need to understand and give tips for actions to be taken throughout the school year.

## Exclusions – a Governors Role



**Tuesday 30 November 2021 4.30pm – 6.30pm (v)**

This course will outline the school's legal duties, the types of pupil exclusions, what is required of schools when excluding a pupil, its link to behaviour and your school's policy and the governor's role. This course is suitable for maintained and academy sectors, primary and secondary. It will be led by a member of the Local Authority Behaviour Team.

You will be asked to complete some pre-work for the course by watching a relevant video. The link will be sent out in advance of the course.

## Finance: An Introduction for Governors

**Wednesday 1 December 2021, 5.00pm-7.00pm (v)**



This course will introduce governors to their strategic role in school finance. This is one of the core functions of Governance 'overseeing the financial performance of the organisation and making sure its money is well spent'.

This introductory course is for all governors, not just those appointed to the Finance committee. It complements the termly Finance Webinar offered to all governors through the School Governor Service Training programme.

It will support governors to set up a firm base of understanding around school finance, with the aim of achieving effective financial governance and will take an overview of the school year and outline the work governors should be involved in through the year.

It will support governors in understanding what questions they should be asking and will dip into the financial year programme of budget and quarterly returns, looking at example spreadsheets.

The course will also reflect on the aims and expectations of governors around additional funding including Pupil Premium, Catch up funding and whatever is current at the time of the course.

This course can be attended by those who have also completed the Introduction to Governance course and will offer governors the opportunity to ask questions.

For more established Governors, the 'Effective Financial Governance' course is recommended and is a requirement for maintained sector school governors (booking are open on [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk) for Spring 2022).

The Finance Webinars that are recommended for all governors in maintained schools to attend will be more detailed and reflect the current allocations and challenges facing governors for school finance.

To book places: go to [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk), training tab and use keyword 'gov'

## Finance Webinar

**Monday 18 October 2021, 6.00pm – 7.15pm (v)**

Focused on maintained schools funded by the Local Authority. This session will update governors on the current position regarding finance in schools, it is primarily aimed at maintained sector schools but would be of interest to Academy governors also.



The session will be led by the Bradford Local Authority School Funding Team led by Andrew Redding, and will give insight into the financial implications that governors need to consider and highlight areas of challenge for schools.

There will be a presentation by the School Funding Team followed by a live Q&A where governors will have the opportunity to ask questions.

Governors attending this session will gain information summarising the financial positions for schools regarding recent government financial allocations and demands.

The session will support governors to receive accurate, succinct and well informed reliable information about school funding.

It will be aimed at governors to support them in their core function of 'overseeing the financial performance of the organisation and making sure its money is well spent'.

**This session is recorded** thus those who cannot attend the session can purchase and access it afterwards.

## **Head Teacher Performance Management**

**Monday 11 October 2021, 4.30pm-6.30pm (v).**



Governors are required to undertake Head Teacher's Performance Management and this course, led by a Lead Achievement Officer, will guide governors in completing this effectively.

The Effective Performance Management of the Head Teacher is one of the most important roles for Governors in ensuring the proper management of the school and the outcomes for the children.

Appraisal for other staff should be linked to this process and the rigorous process followed should enable governors to ensure that they are performing their role of holding the Head Teacher to account for the educational performance of the school and the performance management of other staff.

### **Information note:**

The Bradford Council Education and Learning Team can offer your Governing Board a bespoke Head Teacher Performance Management (HTPM) package which will enable your Governing Board to meet the Education (School Teachers' Appraisal) (England) Regulations 2012 for the Headteacher, at a reasonable cost.

Your Governing Board has a statutory duty to appoint an external adviser to provide you with advice and support with HTPM. We can provide skilled and experienced advisers who will guide you through this challenging process.

For more details please email: [school.improvement@bradford.gov.uk](mailto:school.improvement@bradford.gov.uk)



## Level 6 Award - Effective School Governance (v)

*Transcend level 6 Award in Effective School Governance*

Dates for this event are currently being arranged please contact [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk) to express an interest for the course.



The course will start in the first half of Autumn Term 2021.

The **Transcend Level 6 Award in Effective School Governance** is a vocationally related qualification regulated in England by Ofqual.

The aim of the qualification is to enhance the learner's ability to operate as a school governor and support effective strategic leadership in schools. Whilst attending the course learners will further develop the knowledge and skills to be able to:

- fulfil duties as a school governor
- drive standards as a school governor
- meet the deployment expectations of effective school governors

The delivery will include **Guided Learning Hours (GLH)** and **Directed Study Hours (DSH)**.

For the **GLH** element learners will be required to attend 7 x 2 hour virtual delivery sessions and 2 x individual mentor calls/sessions.

The **DSH** element refers to the hours a learner will complete through home study, research and evidence collection without supervision which would include the attendance at their governing body meetings.

The qualification is designed to be assessed through dynamic skill development, reflective practice and professional discussion. This must be collated within a portfolio of evidence. Assessment tasks are standardised and each task contains the criteria against which learners' levels of attainment will be measured.

Assessment comprises the following:

**CONTRIBUTION:** Learners must fulfil their role as a school governor over a period of three school terms. They must generate evidence of effective contribution to three Board of Governor meetings, three sub-committee meetings [or other meetings or tasks as relevant to their role] and representation at three school activities. All representation can be virtual or face to face.

**REFLECTION:** Learners must reflect on the effectiveness of their contribution after each meeting, task or event.

**INSPECTION:** Learners must participate in a 30-minutes simulated Ofsted Inspector Interview.

### **Outcome:**

The qualification is designed to maximise effective development and deployment of strategic leadership in schools in England in light of DfE expectations and the Education Inspection Framework 2019. In turn this is designed to have a profound impact on the education standards and financial health of schools and school consortia.

**Equipment:** you will need a laptop/computer (not phone) and have access to Google during the session.

## Monitoring School Performance

Tuesday 23 November 2021, 4.30pm – 6.30pm



This training course looks at one of the most important roles of governance, monitoring school improvement and progress. Across all phases of education this role stays the same. The types of data differ but the systems used for monitoring are unchanged.

This course will look at:

- Establishing systems and planning
- Monitoring the implementation
- Triangulation of data and using the data to improve the cycle

As this information is based on national guidance this course is suitable for Governors/trustees.

## Ofsted: Preparing for Ofsted

Wednesday 6 October 2021, 4.30pm – 6.30pm (v)



With Inspections resuming and an updated framework this is an important topic for governors to consider as the Ofsted criteria can be used by governors when considering the quality of the education being delivered in their school.

This session will provide guidance on the latest information from Ofsted on the focus for inspections, including those concerning governance and will 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.

It will include any changes to preparation needed for schools in the inspection window and also help governors to plan ahead.

## Planning the Governance Year

*Planning and Self-evaluation*

Tuesday 28 September 2021, 4.30pm – 6.30pm (v)



When did you last consider whether your board's meeting schedule both aligns sensibly with the school's management cycle and is manageable for those carrying out the role?

This course will help governors to structure their year and build in an evaluation of their effectiveness.

The first of NGA's eight elements for effective governance is having the right people around the table and you need to ensure that when you create a meeting schedule for the year the commitment asked for is reasonable and will be effective.

The phases of the school(s) that the board is overseeing will impact on the shape of the governance year. The board needs to take into account the times for making key decisions such as approving the budget, and for receiving key reports such as public exam results.

*(continued on next page)*

You should also make sure your annual schedule includes a strategy day in order that governors are reflecting on the effectiveness of their activities in contributing to school improvement and meeting the core duties of governance.

This course will offer support in understanding what is required, when and offer tools to support review and self-evaluation activities.

It will also give governors the opportunity to ask questions and discuss approaches that could work for their governing boards.

Who should attend: As this information is based on national guidance this course is suitable for Governors/trustees from within and outside the Bradford District.

## Safeguarding

Tuesday 2 November 2021, 6.00pm – 8.00pm (v)

This course will enable governors to be aware of their role in monitoring the effectiveness of schools in keeping children safe from harm and will take account of the latest Keeping Children Safe in Education guidance, which is updated annually.



It will also include information on the need to ensure that safeguarding is taught in an age appropriate way through the curriculum and the current Ofsted focus.

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 and will explain the remit of the Named Governor.

## SEND

*Special Educational Needs and Disabilities - A Governor's role*

Tuesday 12 October 2021, 6.00pm-8.00pm(v)



This course will support Governors and Named Governors in gaining understanding of the subject & their responsibilities through practical exercises and discussions.

SEND is the term used for children who need some form of additional support to enable them to progress in their learning.

Additional funding is received specifically for children with needs above a certain level and there is also a portion of the school's base budget allocated to SEND. Much of the funding is often spent on staff salaries.

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. It will also explore the role of Named Governor.

## Well-being & Mental Health - A Governor's Role

Wednesday 24 November 2021, 5.00pm-7.00pm



This course will support Governors with practical tips for governance as Governors will be aware that mental health and wellbeing in schools is now more prominent.

Governors will gain an understanding through this course about the extent of their role. The course will give practical examples of how governors can be involved without straying into operational activities.

This course focuses on the Governance role, it supports governors in their understanding of the subject and where to find further information related to schools and Ofsted. The Department for Education supports governors' promotion of the well-being of pupils and DfE guidance for Governors also highlights information and guidance for Governors to support the well-being of staff.

**Additional Courses** - Governors and governing boards can contact the School Governor Service to suggest additional courses for the programme.

On Demand courses for your Governing Board – this is where one of the prospectus course can be delivered just for your board at a time of your choice.

Bespoke Governor Training: A bespoke course can be helpful when a Board has a specific area where training would benefit many of the governors and the course content can be tailored to meet your needs. These courses can be timetabled at a time to suit the Board and will be written to address any specific areas of concern after a discussion with the Board. For more information and a quote please contact [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

### Governor Updates:

To receive regular 'Governor updates' from the School Governor Service(SGS), please ensure you have completed a 'Governor Information form', so SGS have an up to date email for you.

The Data Protection Regulations require consent for the use of a private email address and so those governors who have not agreed to this use and who do not have a school email address are no longer receiving Governor Updates.

### **Governor half termly video blog:**

To have access to the School Governor Service half termly blog to give you insight and a useful summary of current governance issues, your Governing Board will need to have purchased an annual subscription to School Governor Service '[Advice & Guidance](#)'. This will also give you access on [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk) subscribers page for useful information, guidance documents and links to support effective school governance. More info contact [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

## Courses in Date Order – All courses are Virtual

<b>Governor Briefing</b>	<u><a href="#">Tues 21 September 2021, 6.30pm-7.45pm</a></u>
<b>FREE Cyber Bullying and awareness raising</b>	<u><a href="#">Wed 22 September 2021, 6.00pm-8.00pm</a></u>
<b>Introduction to Governance</b> 2 session course	<u><a href="#">Mon 27 Sept and Tue 5 October 2021</a></u> 5.00pm – 7.30pm
<b>Planning the Governance Year and self-evaluation</b>	<u><a href="#">Tue 28 September 2021, 4.30pm - 6.30pm</a></u>
<b>Chairing the Board</b> 2 session course	<u><a href="#">Monday 4 October &amp; Mon 8 November 2021</a></u> 4.30pm – 7.00pm
<b>Ofsted – Preparing for Ofsted</b>	<u><a href="#">Wed 6 October 2021, 4.30pm-6.30pm</a></u>
<b>Head Teacher Performance Management</b>	<u><a href="#">Monday 11 October 2021, 4.30pm-6.30pm</a></u>
<b>Level 6 Award: Effective School Governance</b>	Dates to be confirmed but will start before half term, contact <a href="mailto:school.governor@bradford.gov.uk">school.governor@bradford.gov.uk</a> to express interest
<b>SEND for Governors</b>	<u><a href="#">Tuesday 12 October 2021 6.00pm-8.00pm</a></u>
<b>Compliance – the Board's key responsibilities</b>	<u><a href="#">Wed 13 October 2021 4.30pm-6.30pm</a></u>
<b>Finance Webinar</b>	<u><a href="#">Mon 18 October 2021 6.00pm-7.15pm</a></u>
<b>Curriculum – Governors' Monitoring Role</b>	<u><a href="#">Tue 19 October 2021 4.30-6.30pm</a></u>
<b>Introduction to Governance</b> one day	<u><a href="#">Wed 20 October 2021 9.00am – 2.30pm</a></u>
<b>Bradford District Half Term Holiday 25 – 29 October 2021</b>	
<b>Chairs &amp; Governors Development Group (free)</b>	<u><a href="#">Mon 1 November 2021 6pm-7.30pm</a></u>
<b>Safeguarding for Governors</b>	<u><a href="#">Tue 2 November 2021 6pm – 8pm</a></u>
<b>Early Years</b>	<u><a href="#">Wed 3 November 2021 4.30pm – 6.30pm</a></u>
<b>Introduction to Governance</b> 2 session course	<u><a href="#">Tuesdays 9 and 16 November 2021</a></u> 10am - 12.30pm

<b>Complaints – know your role</b>	<a href="#">Wed 17 November 2021, 4.30pm - 6.30pm</a>
<b>FREE Cyber Bullying and awareness raising</b>	<a href="#">Wed 17 November 2021, 6.00pm–8.00pm</a>
<b>Monitoring School Performance</b>	<a href="#">Tue 23 November 2021, 4.30pm – 6.30pm</a>
<b>Wellbeing and Mental Health a Governor’s Role</b>	<a href="#">Wed 24 November 2021, 5.00 – 7.00pm</a>
<b>Exclusions – a Governor’s Role</b>	<a href="#">Tue 30 November 2021, 4.30pm – 6.30pm</a>
<b>Finance – an Introduction for Governors</b>	<a href="#">Wed 1 December 2021, 5.00pm – 7.00pm</a>
<b>DATA- Evaluating and Using Data to Monitor Progress</b>	<a href="#">Tue 7 December 2021, 6.00pm – 8.00pm</a>

**Bradford District Christmas Holidays 20 December 2021 – 5 January 2022**

## To book:

all booking can be made through [www.skills4bradford.gov.uk](http://www.skills4bradford.gov.uk) using your login (see page 2 in this booklet on how to obtain a login)

Or if you cannot book directly onto the website, or have any queries, please contact:

**[school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)**

giving the following details:

-  Your name, email, mobile phone number
-  The name of the school to be charged for the course
-  The name and date of the course you wish to attend

All bookings once confirmed by the school (they confirm payment through the website), you will receive an automated confirmation of booking.

**Virtual courses:** these will be held using Microsoft Teams / Cisco Webex or Zoom. You will be sent link details in advance of the course and contact details for the trainer in case of problems.

Equipment to access virtual training: ideally you would use a laptop with camera and microphone; a tablet or phone could be used, however as there is often a shared Power Point presentation a larger screen is an advantage.

**Any queries please contact:** Evelyn, Julie, Christina, Jo at School Governor Service  
[School.governor@bradford.gov.uk](mailto:School.governor@bradford.gov.uk) **Tel:** 01274 439400