



**Skills 4  
Bradford**



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



# **School Governor Service**

# **Training Programme**



# **Spring Term 2023**

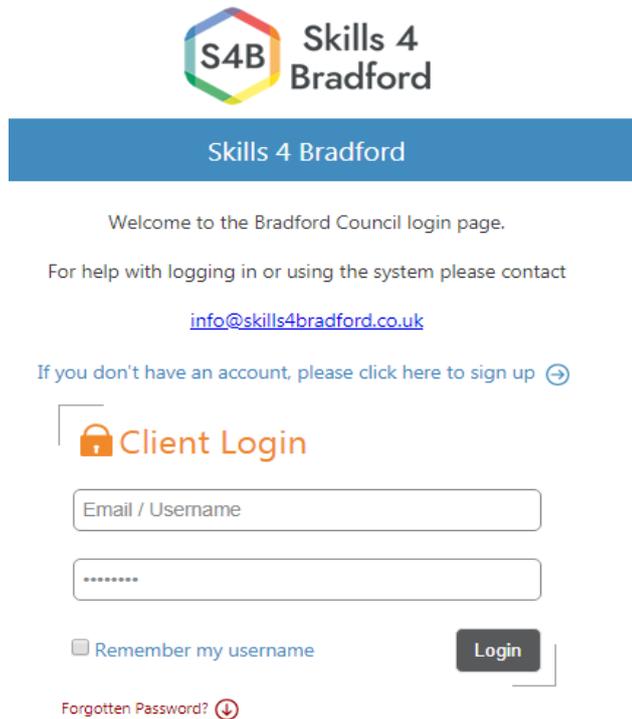
# Welcome to the Training Programme for The Spring Term 2023

## 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 2022 onwards	Price
Short Session Training course	£59
Full Day training or 2 session course	£155
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 for other governors	£35

**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 Training Sessions for governors for the Spring Term 2023.**

**If you would like a face to face training session at your school then these have now been resumed, but the majority of planned sessions are remaining virtual as this appears to be a more popular system. Any face to face sessions are clearly marked as such.**

**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 (bespoke courses may use a different system that is used by the school).**

**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.**

**All the Courses are listed initially  
in Date Order  
A list in Alphabetical Order is then  
provided**

## SFVS Webinar

*School Finance Value Standard for maintained school governors - to assist you in preparing for effective completion of the document.*

**Tuesday 17 January 2023, 6.00pm – 7.15pm (v)**



The session will be led by Bradford Council Internal Audit and will support governors in understanding the expectations of the SFVS process, explaining key questions on the checklist, taking the audience through the six areas of resource management requiring attention. The session will include insight into the pitfalls and common errors made and how to avoid them. The webinar is for governors of all maintained schools and is suitable for those governors in maintained schools outside of Bradford.

There will be a 40 minute presentation by Assistant Audit Manager, Karl Pease followed by Q&A where governors will have the opportunity to ask questions and discuss issues.

In advance of the session please send any areas of interest or queries on SFVS to [school.governor@bradford.co.uk](mailto:school.governor@bradford.co.uk) and these will be passed onto the tutor.

The webinar will be recorded and made available on demand through [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk)  
[Details and booking here](#)

## SFVS Training for School Staff

*This Face to Face Session is aimed at school staff  
It can be accessed by governors but they should have some understanding of the SFVS process and the SFVS Webinar would be more governor focussed*



**Wednesday 18 January 2023 10.00am – 12.00noon**

**Currently booked for City Hall Bradford – this will be confirmed before the date**

The face to face session will be led by Bradford Council Internal Audit and will support school officers in understanding the expectations of the SFVS process, explaining key questions on the checklist, taking the audience through the six areas of resource management requiring attention. The session will include insight into the pitfalls and common errors made and how to avoid them. It will be aimed at Business Managers, Finance Officers and Heads, to support them in their roles of confirming that their school has effective financial management procedures and practices in place, to ensure the optimal use of resources.

The training is for school officers of all maintained schools and is suitable for those officers in maintained schools outside of Bradford.

Please would applicants share your thoughts on areas of particular interest that you would like covered by the course - email [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

[Details and booking here](#)

## Chairing the Board

*A course for current Chairs and potential Chairs*

**This Course has two sessions**

**Wednesday 18 January & Wednesday 8 February**

**Both from 5.00pm - 7.30pm (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.

[Details and booking here](#)

## Asking the Right Questions

**Tuesday 24 January 2023, 5.00pm-7.00pm (v)**

This course looks at the important role of questioning in effective governance. It will look at contributions in committee and Board meetings and also in meetings linked to governors' particular responsibilities.



This course will support Governors and Trustees to understand the value of questions, what questions to ask on which subjects and to whom, understand the role Governance plays in school improvement and school finance. Leave this course with sets of questions for different areas of governance. Understand the role of support and challenge and how to structure if effectively.

This course will assist all governors and will suggest the types of questions that can be used in various situations. [Details and booking here](#).



## Effective Financial Governance

**Wednesday 25 January 2023, 5.30pm – 7.30pm (v)**



This session delivered by the School Funding Team will give governors the opportunity (with support) to delve into example schools' financial information, to gain an understanding that can be used for maintained schools.

Bradford Council School Funding Team have used their expertise to develop this course 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

NOTE: maintained schools – it is a requirement under the LA protocols that someone on the current governing board has attended this course (see page 3 of 'Financial Classification of Schools January 2023) [Details and booking here](#)

## Curriculum – Governors' Monitoring Role

**Monday 30 January 2023, 4.30pm – 6.30pm (v)**



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 catch up 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 that they have missed over the last two years and continue to progress.

On a longer term basis 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 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 inform governors about the range of the curriculum that needs to be taught in both primary and secondary settings and support governors to fulfil their role in strategic planning related to the curriculum and ways in which its delivery can be monitored.

[Details and booking here.](#)

## Hearings – The Governors' Role

**Tuesday 31 January 2023 4.30pm – 6.30pm (v)**



The governing board has a predominantly strategic role, convening panels is one of the activities that calls for operational action. This course will outline the legalities and the case for not taking shortcuts and the importance of having up to date and fit for purpose policies for each scenario.

This course will take governors through explanations of the types of hearings you could be involved in; outlining the Governor role and the expectations of the school.

The session will cover the processes involved and how governors can prepare, procedures to be followed at the hearing, making and communicating the decision. This course is suitable for governors/trustees from the maintained/academy sectors.

As this information is based on national guidance this course is suitable for Governors/trustees from outside the Bradford District. [Details and booking here](#)

## Early Years – Governor Focus & Update



**Wednesday 1 February 2023, 10.00am-12.00noon (v)**

This School Governor Service course 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.

This session includes an overview of the recent changes. 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 and Ofsted make a separate judgement on the performance of Early Years.

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. This course will assist Governors in these duties.

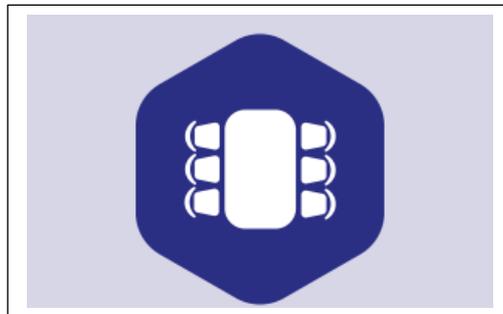
This course will focus governors on their role and what they need to understand. It will give tips for taking action throughout the school year.

[Details and booking here.](#)

## Governor Briefing

*FREE for governors from schools which subscribe to Advice and Guidance*

**Tuesday 7 February, 6.30pm -7.45 pm (v)**



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.

Note: The session will be recorded for access on demand at a later date.

**This course is focussed on Bradford District schools and as such is not targeted for schools outside the Bradford District.**

[Details and booking here](#)

## Safeguarding for Governors

**Wednesday 8 February 2023, 10.00am – 12 noon (v) [book here](#)**

Or

**Thursday 2 March 2023, 4.30pm – 6.30pm (v) [book here](#)**



This course is suitable for established governors and for new governors as part of their induction (requirement of KCSIE) and will enable governors to be aware of their role in monitoring the effectiveness of schools in keeping children safe from harm, including online harm, and will take account of the latest Keeping Children Safe in Education guidance, which is updated annually. Governors will also receive some information on Prevent but are recommended to attend the Prevent Training for more thorough coverage.

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.

**Additional Courses** - Governors and governing boards can contact the School Governor Service to suggest additional courses for the programme or to organise bespoke courses for their Governing Board. A bespoke course can be helpful when a Board has a specific area where training would benefit several of the governors. 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 please contact [school.governor@bradford.gov.uk](mailto:school.governor@bradford.gov.uk)

## Vulnerable Groups and Pupil Premium – a Governor’s Role



**Tuesday 21 February 2023, 4.30pm - 6.30pm (v)**

This session will investigate what we mean by vulnerable groups and the role governors' play in supporting them to achieve their potential.

It will address the governors' role in monitoring and providing for these pupils and also working with the grants and funds available in school for vulnerable children, specifically the Pupil Premium Grant and Catch Up Funding.

Governors have a specific responsibility to ensure that the provision, progress and support for the vulnerable groups within their school enable those children to achieve the best possible progress and attainment.

The aim is to ensure that each child makes the progress that a child with their capacity would make if they did not fall into a vulnerable group.

In order to achieve this, schools need to ensure that the provision is targeted to meet the needs of those children and that the interventions put in place are effective.

[Details and booking here.](#)

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

**Wednesday 22 February 2023,  
10.00am-12noon (v)**



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.

[Details and booking here.](#)

## Prevent – an Introduction/Refresher for Governors



**Thursday 23 February 2023, 5.00pm – 7.00pm**

This session will help governors to understand a governor's vital role, get clarity on what is required and how best to achieve a whole school and individual's awareness of Prevent and protect your pupils from radicalisation.

The session is led by the Council's Prevent Team to ensure that governors have a good understanding of their roles and responsibilities. This is to support you in understanding and implementing the key requirements of the UK Government's Prevent Duty.

This well presented and engaging session is suitable for new Governors and for those who have previously attended Prevent training. [Details and booking here](#)

## Ofsted: Preparing for Ofsted

**Wednesday 1 March 2023, 4.30pm – 6.30pm (v)**



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 and will include any changes to preparation needed for schools in the inspection window as a result of the new Ofsted framework and also help governors to plan ahead.

[Details and booking here](#)

## Chairs & Governors Development Group - Free

**Monday 6 March 2023, 6.00pm – 7.30pm (face to face and virtual)**



Join this Chairs and Governors Development Group for facilitated termly connection with your peers; to hear about and discuss current challenges; to gain clarity and direction on effective board management and making an effective contribution. This Group will give an opportunity for governors to discuss topical issues and inform their governance planning for the future.

Group members will have:

- an opportunity to meet (virtually) and exchange views with others, both new and experienced, for discussion and support;
- to reflect on latest development in education, updates from DfE and impact on governance;
- build links of support and share hints and tips.

Governors will be able to raise topics for discussion prior to the session and sessions will be held termly. It will be facilitated by a School Governor Service Officer who will circulate information for the session before the meeting as appropriate. This Group is for Maintained or Academy schools. [Details and booking here.](#)

## Handling Complaints

*Do you know how to handle a complaint within the guidelines e.g. from a parent?*



**Thursday 16 March, 10am – 12 noon (v)**

This course 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.

[Details and booking here.](#)

## Head Teacher Performance Management

**Monday 20 March 2023 4.30pm – 6.30pm (v)**



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

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 Headteacher to account and ensuring that the process works effectively alongside the planning for the school's development.

[Details and booking here.](#)

## Finance – An Introduction for Governors

**Tuesday 21 March 2023, 4.30pm – 6.30 pm (v)**



This introductory course is for all governors not just those appointed to the Finance committee and will support governors to set up a firm base of understanding around school finance, with the aim of achieving effective financial governance. It 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; it 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 other funds current at the time of the course.

[Details and booking here](#)

## Compliance for Chair & Vice Chair

**Wednesday 22 March 2023, 4.30-6.30pm (v)**



The DfE's Competency Framework 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'.

Description

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.

[Details and booking here.](#)

## SEND - A Governor's role (Special Educational Needs and Disabilities)

**Monday 27 March 2023, 4.30pm-6.30pm(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.

[Details and booking here.](#)

## Bradford School Term Dates to Easter 2023 (Actual school closures may differ)

**Term Starts: Tuesday 3 January**

**Half Term: Schools close Friday 10 February**

**Schools reopen Monday 20 February**

**Easter Break: Schools close Friday 31 March**

**Schools reopen Monday 17 April**

## Courses in Alphabetical Order – All courses are virtual unless indicated otherwise.

<b>Asking the Right Questions</b>	<b>Tues 24 January 2023, 5.00pm-7.00pm</b>
<b>Chairing the Board</b>	<b>Wednesday 18 January (Part 2 Wednesday 8 February) 5pm-7.30pm</b>
<b>Chairs and Governors Development Group Face to Face and Virtual (Free)</b>	<b>Monday 6 March 2023 6.00pm – 7.30pm</b>
<b>Complaints – Handling Complaints</b>	<b>Thursday 16 March 2023 10.00 am – 12 noon</b>
<b>Compliance</b>	<b>Wednesday 22 March, 4.30pm-6.30pm</b>
<b>Curriculum – Governors’ monitoring role</b>	<b>Monday 30 January 2023, 4.30pm- 6.30pm</b>
<b>Early Years</b>	<b>Wednesday 1 February 2023, 10.00am-12.00noon</b>
<b>Effective Financial Governance</b>	<b>Wednesday 25 January 2023, 5.30pm – 7.30pm</b>
<b>Finance – an introduction for governors</b>	<b>Tuesday 21 March 2023 4.30pm- 6.30pm</b>
<b>Governor Briefing</b>	<b>Tuesday 7 February, 6.30pm – 7.45pm</b>
<b>Head Teacher Performance Management</b>	<b>Monday 20 March 2023, 4.30pm – 6.30pm</b>
<b>Hearings the governors role</b>	<b>Tuesday 31 January 2023, 4.30pm – 6.30pm</b>
<b>Introduction to Governance (Full Day)</b>	<b>Tuesday 24 January, 9.30am – 2.30pm</b>
<b>Introduction to Governance ( 2 Sessions)</b>	<b>Mondays 6 and 27 February both 5.00pm – 7.30pm OR Tuesdays 7 and 14 March both 9.30am – 12noon</b>
<b>Preparation for Ofsted</b>	<b>Wednesday 1 March 2023, 4.30pm – 6.30pm</b>

<b>Prevent</b>	<b>Thursday 23 February, 5.00pm – 7.00pm</b>
<b>Safeguarding</b>	<b>Wednesday 8 February, 10.00am – 12.00 noon</b> <b>OR</b> <b>Thursday 2 March, 4.30pm – 6.30pm</b>
<b>SEND (Special Educational Needs and Disabilities)</b>	<b>Monday 27 March, 4.30pm – 6.30pm</b>
<b>SFVS (Schools Financial Value Standard) Governor Webinar</b>	<b>Tuesday 17 January, 6.00pm – 7.15pm</b>
<b>SFVS ( Schools Financial Value Standard) face to face for staff and governors</b>	<b>Wednesday 18 January, 10.00am – 12 noon</b>
<b>Vulnerable Groups and Pupil Premium</b>	<b>Tuesday 21 February, 4.30pm – 6.30pm</b>
<b>Wellbeing and Mental Health</b>	<b>Wednesday 22 February 2023, 10.00am – 12.00 noon</b>

**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. You will be sent link details in advance of the course and contact details for the trainer in case of problems.

**E-Learning courses** by the School Governor Service: book on [www.skills4bradford.co.uk](http://www.skills4bradford.co.uk).

To search for e-learning governor courses go the [Training and Events](#) page, in the filter select 'On demand only' as the 'Event type' and select 'School Governor Service' as 'Provider'. More e-learning will be added through the spring term 2023.

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