



Governor Development Service



Training Programme 2011/12

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Governor
Development
Service



working with governors
making a difference


South Gloucestershire
Council



Welcome

Dear Governor,

Welcome to the 2011/2012 Governor Development Service Training Programme.

By removing the School Improvement Partner role and the responsibility for monitoring school improvement and progress from the Local Authority, the government has placed greater responsibility on governing bodies to hold the school to account. Governors must have a good understanding of standards of teaching and learning in the school as well as the final outcomes for pupils. There also needs to be sufficient skills within the governing body to ensure that it understands and can make best use of the financial resources available to the school.

This year's courses again support the three key roles of governors:

Setting the strategic direction of the school

Governors do not get involved in day to day management but help the school leadership to take the longer term view. By determining a vision of what the school will be like in three to five years time and by monitoring the progress towards that vision, governors keep the continued improvement of the educational experience at the school as a priority.

Challenging and supporting the school leadership

Governors should continually ask "are we doing the best that we could be doing to provide the best possible educational experience to the children in our community?"

By continually focusing on the school improvement plan, asking how activities

support school improvement and what the impact has been, governors can provide constructive challenge to the school.

Celebrating achievement of pupils and staff is also an important part of the governor's role. Thanking and congratulating staff for their contribution to success helps to build the vital relationship between staff and governors.

Being accountable

Supporting the school is also about making sure that the evidence is in place to demonstrate progress made. By asking

- what is the impact;
- how do we know; and
- where is the evidence,

governors assist the school in monitoring, evaluating and recording the work of the school.

The Secretary of State for Education, Michael Gove, in November 2010 launched the White Paper 'The Importance of Teaching' stating that "the importance of teaching cannot be over-stated. That is why there is a fierce urgency to our plans for reform. The challenge will be for us to resist those pressures and make it clear that the most important thing schools can do is to give children the skills, knowledge, confidence and qualifications to make independent and autonomous decisions for themselves. To be authors of their own life story".

The training, development and information that we provide will keep you up to date with all of these changes and support you in dealing with the practical issues of raising standards at your school.

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Governor Training Principles

In preparing this programme we have utilised the valuable feedback governors have provided; your kind comments and thanks have been gratefully received and the constructive criticism enables us to offer what we believe to be an improved and more extensive training provision.

As greater demands are placed on governors there is an increasing need for a diverse package of governor support and training.

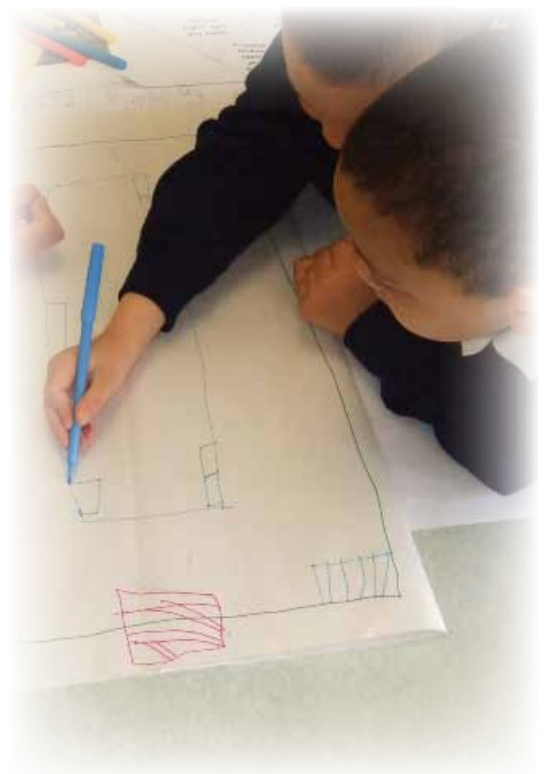
With this in mind, we ensure that:

- Sessions are led by trainers with expert knowledge of the subjects and who understand governors' needs;
- Venues are comfortable and accessible and sessions begin and end on time;
- It is simple to book places on courses and participants receive confirmation at least 2 weeks before a session takes place;
- Governors are actively involved and have opportunities to discuss and share ideas;
- Sessions clarify the responsibilities of the governing body;
- Each session is structured and meets its aims by using a variety of activities and training methods;
- Governors receive written information to share with the governing body;
- Refreshments are available;

- Evaluation forms are used to improve our services.

To enable us to provide an effective service to all governors we hope that you will:

- Comply with the booking and cancellations policy (book before attending, attend after booking);
- Arrive in good time;
- Be prepared to contribute and share good practice;
- Provide constructive feedback and evaluation of courses.



Venues

In response to the positive feedback on course evaluation forms about the use of Schools as venues, we are continuing to support schools by using them as venues.

Badminton Road Council Offices Badminton Road Yate South Gloucestershire BS37 5AF	Crossways Junior School Knapp Road Thornbury South Gloucestershire BS35 2HQ
Blackhorse Primary School Blackhorse Lane Downend South Gloucestershire BS16 6TR	Jubilee Centre Bradley Stoke Savages Wood Road Bradley Stoke South Gloucestershire BS32 8HL
Baileys Court Activity Centre The Pavilion Baileys Court Road Bradley Stoke South Gloucestershire BS32 8BH	Longwell Green Primary School Ellacombe Road Longwell Green South Gloucestershire BS30 9BA
Brimsham Green Secondary School Broad Lane Yate South Gloucestershire BS37 7LB	Park Centre High Street Kingswood South Gloucestershire BS15 4AR
Callicroft Primary School Rodway Road Patchway South Gloucestershire BS34 5EG	Sir Bernard Lovell Secondary School North Street Oldland Common South Gloucestershire BS30 8TS
Chipping Sodbury Specialist Technology School Bowling Road Chipping Sodbury South Gloucestershire BS37 6EW	St Augustine's Primary School Boscombe Crescent Downend South Gloucestershire BS16 6QR



Knowing What You Need to Do

It is vital that governors are able to carry out their role effectively.

Governors need to be able to show that they understand the strengths of the school, as well as any challenges and what is being done to address them.

Individual governors may have the responsibility for monitoring specific objectives in the School Development Plan or for subject or faculty areas. You will need to understand what information is available to you and what questions you should be asking.

When governors approve the school budget, they should ensure that they have included support for their own work within it. You can use the table over the page to identify and demonstrate that governors have considered their own needs and capability to carry out their tasks.

A “Training Link Governor” or a nominated governor should have responsibility for ensuring that the governing body has the right skills and knowledge to carry out its statutory functions effectively. The governing body is accountable for the budget, for standards in the school and for ensuring that pupil and parent views are taken into account.

Governor Development Services provide a range of courses to help you carry out your statutory and other roles and responsibilities.

The Training Link Governor should:

- Regularly review the relevant knowledge and skills of the group (see Training Needs Analysis);
- Assess the training needs of the group and individuals;
- Inform governors about suitable training, including on-line training (Modern Governor) and information sources;
- Encourage governors to undertake training and report back to the governing body;
- **Identify and share with governors how the training will be used to support governing body improvement;**
- Monitor the governor training budget;
- Maintain and update appropriate resources;
- Support the induction of new governors;
- Monitor governor training, evaluate its effectiveness, and report regularly to the governing body;
- Produce an Annual Training Report for the governing body;
- **Ensure that governor training and development needs are part of the School Development Plan.**

The following table can be used to help you and your governing body decide what training would be beneficial and support governing body development.

Training Needs Analysis
Strengths – We are good at:
Areas for development – We could be better at:
My role on the governing body is:
Courses I will attend this year to support my role:





Training Programme – Here to help you....

As always, your feedback has helped to shape the continued development of the service. New courses have been added to established ones to help you to respond to your changing role.

Changing times....

To keep you up to date, new courses, workshops and briefings will be introduced during the year as new legislation and ways of working are introduced. This year, look out for another new Ofsted inspection framework as well as the review of the national curriculum.

All new courses will be advertised in the Governors Update and Thursday email.

Bespoke Courses

Many governing bodies have benefited from specific bespoke training or workshops that are tailored to their specific needs.

To get the most from these sessions, governors will need to provide some information in advance and have some school specific information, for example, the School Development Plan, available at the event.

To enable us to meet the demand for whole governing body training, we deliver bespoke training to local school groups. All we ask is that you invite at least one or two other governing bodies to join with you (unless your school is receiving priority support). We have run several sessions like this and

governors have welcomed the opportunity to share experiences with other governors.

All these courses have a mix of receiving information and discussion on issues that specifically relate to your governing body. Please don't assume that a review of your governing body's work will result in radical changes. Often, these sessions offer reassurance that your way of working is effective but that there is opportunity, by making small changes, to improve efficiency or outcomes.

Menu for Bespoke Courses

- Roles and responsibilities of the governing body
- The strategic role of the governing body
- Handling complaints
- The role of the link governor / governor visits to school
- Monitoring and evaluating school performance

Facilitated Sessions

Governor Development Services can offer a guided or facilitated session to help you set the strategic direction of the school, self-evaluate or work together to address a specific governance issue. You will be provided with a report or an action plan to help you continue the work in a structured way.

South Gloucestershire Governor Standard

Although the SEF is no longer a requirement from September 2011, governors will still have to demonstrate that you are evaluating the performance of the school and of your governing body. The Governor Standard is aligned with the Ofsted framework so can be used by governors as evidence of your effectiveness during inspection and as part of your own accountability. It can also form the basis of your Governor Development Plan.

To Book Bespoke Courses or the Governor Standard

When you have decided on your local school group, just contact Governor Development Services to agree a date. Usual booking procedures will apply.



Helping You Prioritise Your Development

We appreciate governors already commit a considerable amount of time to their school. The following matrix may assist governors in identifying and selecting appropriate training for the individual or committee responsibilities.



page	Individual Governor/Committee Matrix	Statutory Governor Responsibilities	All Governors		New Governors	Chairs/Vice Chairs	Clerks	Committee/ Individual Governor Roles	Governor Panels
			Primary	Secondary					
13	Complaints Procedure	✓	✓	✓		✓	✓	✓	✓
14	Dealing with Challenging Behaviour (outside of the Classroom)		✓	✓		✓	✓	✓	✓
15	Early Years – Effective Self-Evaluation	✓	✓					✓	
16	Early Years – Understanding Assessment		✓					✓	
17	Early Years Principles of Good Practice		✓					✓	
18	E-safety – What governors need to know	✓	✓	✓				✓	
19	Exclusions – A Governor’s Guide	✓	✓	✓				✓	✓
20	Finance for School Governors	✓	✓	✓	✓			✓	
21	Getting Primary School Relationship and Sex Education Right	✓	✓					✓	
22	Hearing the Views of Pupils, Parents & the Wider Community	✓	✓	✓				✓	
23	Improving Attendance and Achievement	✓	✓					✓	
24	Induction for new Governors	✓	✓	✓	✓				
25	Introduction to Clerking	✓					✓		
26	Network Meetings for Chairs and Clerks					✓	✓	✓	
27	New Governors Forum		✓	✓	✓				
28	Parental Engagement Through ICT		✓	✓				✓	
29	Performance Management for Headteachers - The Governor’s Role	✓	✓	✓					✓
30	Professional Development for Clerks 1. The Clerk as Administrator		✓	✓			✓		
31	Professional Development for Clerks 2. The Clerk as Information Manager		✓	✓			✓		
32	Professional Development for Clerks 3. The Clerk as Adviser		✓	✓			✓		
33	Roles and Responsibilities of Governors	✓	✓	✓				✓	
34	Safeguarding in Schools	✓	✓	✓				✓	
35	Safer Recruitment	✓	✓	✓				✓	✓
36	School Improvement Monitoring and Evaluating	✓	✓	✓				✓	
37	Strategic Role of Governors	✓	✓	✓				✓	
38	Supporting Learning Through ICT in Primary Schools		✓					✓	
39	Taking the Chair – Module 1-4		✓	✓		✓			
43	Understanding Performance Data	✓	✓	✓				✓	

Training & Development Arrangements

Training and Development Costs

If your governing body has subscribed to Governor Development Services then you have unlimited free access to all training, events, advisory support and internet information and guidance.

If your governing body does not subscribe, then services can still be accessed on a Pay As You Go rate, however support and internet services are extremely limited.

Full Day course	£150
Half Day course	£95
Evening course	£65

The cancellation policy also applies to Pay As You Go reservations.

Cancellation Policy

Courses are organised in response to governor demand and feedback. It is our intention to ensure that cancellations are kept to a minimum but there may be occasions when, due to insufficient bookings, there is no option. To enable us to offer such a diverse range of courses within your subscription, we have to set a minimum number of attendees.

It is important to book as early as possible, your booking may avoid a cancelled event.

If the lead trainer is unavailable due to illness or other exceptional circumstances, every effort is made to find an alternative trainer. However, if this is not possible the event will either be cancelled or, if possible, postponed. Delegates will be notified by telephone or email.

If you book and subsequently find you are unable to attend a course, you must cancel your place at least 7 days in advance of the course or arrange for another governor to attend in your place.

Failure to do so will result in your school being charged the following **cancellation fee**:

Full day course	£70
Half Day course	£40
Evening Course	£35

To cancel contact
Governors Development Services,
tel: **01454 863182**,
or email:
Governor.services@southglos.gov.uk

Booking Arrangements

You can apply for a place on a course by:

Telephone

01454 863182

Email

Governor.services@southglos.gov.uk

(If emailing your booking, please include your telephone number and the name of your school)

If you wish to fax or post your request;

Fax

01454 864473

Post

Governor Development Service
P O Box 2082
South Gloucestershire Council
Castle Street
Thornbury
South Gloucestershire
BS35 9BY

Upon receipt of your request a new booking letter will be sent to you immediately acknowledging and reserving your place on the course.

Confirmation of your place on the course will be sent to you at least 2 weeks before the event is due to take place. This will provide full details of the course, venue and joining arrangements. Confirmed numbers are used to ensure sufficient seating, materials and refreshments are available.

Please book early and do not attend courses or network meetings unless you have received written confirmation of a place.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	20/10/2011	18:45	19:00	21:00

Target audience

All governors.

Aim of Course

To provide governors with a clear understanding of the steps involved in handling and resolving complaints.

Contents

- Current South Gloucestershire Council complaint procedures and guidance.
- Stages of complaint handling, description and flowchart.
- Recommendations for agreeing and recording the different stages of communication, including the panel interview.

Benefits

- Be better equipped to respond appropriately to questions and concerns from parents.
- Increased understanding of the current complaint procedures and guidance.
- Ensure that the process is fair, equitable, and legal.
- Be able to provide evidence of compliance with published policy and procedure.
- Understand the role of the LA.
- Takeaway guidance notes and examples of good practice.

Lead Trainer

Governor Development Service.



Trainer was very knowledgeable and gave a really useful account of dealing with complaints. Excellent course.



Dealing with Challenging Behaviour (outside of the Classroom)

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Longwell Green Primary School	24/01/2012	18:45	19:00	21:00

Target audience

All governors, particularly chairs of governors, staff and parent governors.

Aim of Course

To help governors to be prepared to diffuse potential conflicts that can lead to complaints against schools.

Contents

- An introduction to different behavioural types.
- Common causes and triggers of conflict.
- Strategies for diffusing and dealing with difficult behaviour.
- The implications for policies and procedures.

Benefits

- A better understanding of different behavioural types.
- Effectively reduce triggers for conflict.
- Better prepared to deal confidently with difficult behaviour.
- Greater awareness of the processes and procedures which are supportive of early resolution, reducing the number of complaints.

Lead Trainer

Governor Development Service.



Good balance of active work by the delegates and formal presentation.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
St Augustine's Primary School, Downend	14/03/2012	18:45	19:00	21:00

Target audience

Governors of infant and primary schools with responsibility for early years. Teachers and Coordinators are welcome to accompany governors.

Aim of Course

To explore principles of self evaluation in the Early Years Foundation Stage. To provide governors with an understanding of how to support their school in completing the OFSTED SEF.

Contents

- The principles behind the self -evaluation process.
- The OFSTED SEF and aspects of good practice linked to the Early Years section.

Benefits

- Greater understanding of how to support your school's leadership team and reception/nursery teachers as they undertake the self evaluation process.
- Increased understanding of the role of a foundation stage governor.

Lead Trainer

Early Years Advisory Team.

Please note this course is a repeat of last year's course but will include any amendments or updates from the Early Years Foundation Stage curriculum review.

Early Years – Effective Self-Evaluation



Early Years – Understanding Assessment

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Blackhorse Primary School, Downend	25/01/2012	18:45	19:00	21:00

Target audience

Governors of infant and primary schools with responsibility for early years assessment. Teachers are welcome to accompany governors.

Aim of Course

To support and develop governors' understanding of assessment in the Early Years Foundation Stage, including the EYFS Profile. To explore how data generated from the EYFS Profile can be used to enhance provision and support transition into Year 1.

Contents

- The features and importance of assessment in the EYFS including the EYFS Profile.
- Details of data available from the EYFS Profile.
- How data can be used to enhance provision and support transition into Year 1.

Benefits

- Increased understanding of the requirement of EYFS and the Profile.
- Greater awareness of the data and information available.
- Understanding of how data can be used to support children's learning.

Lead Trainer

Early Years Advisory Team.

Please note this course is a repeat of last year's course but will include any amendments or updates from the Early Years Foundation Stage curriculum review.



A very useful informative session that has greatly increased my knowledge and understanding of the subject -



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	30/11/2011	18:45	19:00	21:00

Target audience

All infant, junior and primary school governors. Teaching staff or co-ordinators are welcome to accompany governors.

Aim of Course

This course aims to provide information about how the Early Years Foundation Stage (EYFS) promotes high quality experiences for learning, development and care for all children in nursery and reception.

Contents

- The Early Years Foundation Stage and its underpinning principles.
- How EYFS supports the learning of the youngest children at school.
- The role of the foundation stage governor in promoting high quality practice in the EYFS.

Benefits

- Increased understanding of the structure of the EYFS.
- Better understanding of the principles of the EYFS.
- How EYFS can be used to promote high quality experiences for children in Reception and into Year 1.
- Increased understanding of the role of the foundation stage governor.

Lead Trainer

Early Years Advisory Team.

Please note this course is a repeat of last year's course but will include any amendments or updates from the Early Years Foundation Stage curriculum review.

Early Years Principles of Good Practice



E-safety

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Badminton Road Council Offices, Yate	17/04/2012	18:45	19:00	21:00

Target audience

Primary and Secondary school governors, especially governors with responsibility for Personal and Social Education, Child Protection or ICT.

Aim of Course

This session will provide an overview of the current e-safety issues impacting on schools and particularly on pupils, teachers and links with parents.

Contents

Attending governors will be provided with:

- An overview of the current e-safety issues facing schools.
- Information on the national context for this including links to Ofsted.
- An outline of how this links to child protection, anti-bullying and behaviour policies in school.
- An overview of suggested actions for schools and sources of support.

Benefits

Attending governors will gain:

- The knowledge to enable them to monitor school progress in this area and to support their school to develop their practice further.
- An understanding of current e-safety issues in schools and how these impact on learners, teachers and links with parents.
- An understanding of how e-safety issues link to child protection and behaviour policy
- Knowledge of the national context including links to Ofsted.

Lead Trainer

Jo Briscombe – Teaching and Learning Adviser ICT – Traded and Support Services.



Trainer was very informative and really helped develop my understanding.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
St Augustines Primary School, Downend	17/10/2011	18:45	19:00	21:00

Target audience

All school governors and clerks, particularly those who are or are considering being involved in reviewing exclusions.

Aim of Course

To provide governors with advice and guidance on their role in reviewing exclusions; identify the processes to be followed to ensure pupils' rights and school responsibilities are fully considered.

This course will also provide details of any new or proposed changes to local, national or legislative requirements.

Contents

- The law and guidance on exclusions and related issues e.g. Special Educational Needs (SEN), Looked After Children (LAC) and equalities.
- Local and national programmes and protocols as alternatives to exclusion.
- Programmes to support and include pupils in school e.g. Pastoral Support Programmes, Common Assessment Framework.
- How governors respond to a decision by the headteacher to exclude a pupil, either for a fixed period or permanently.
- Links with other policies and issues relating to behaviour.

Benefits

- Improved understanding of the statutory role of governors in exclusions.
- Improved understanding of the options available to schools in dealing with behavioural issues.
- Be better equipped to monitor exclusions within the school in the context of the behaviour policy and other related policies.
- Knowledge of the processes involved in reviewing exclusions.

Lead Trainer

Sue Bowers – Education Officer, Exclusions, Children Missing Education & Elective Home Education.



Finance for School Governors

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Longwell Green Primary School	05/12/2011	18:45	19:00	21:00
Callicroft Primary School, Patchway	01/02/2012	18:45	19:00	21:00

Target audience

All new governors, particularly members of the finance committee and governors requiring a refresher on finance issues in schools.

Aim of Course

This is a two part course which will support governors in their knowledge and understanding of the governing body's statutory and local responsibilities for financial management. Develop skills to ask relevant financial questions of senior staff and satisfy themselves that the approach the school takes to financial and resource management is achieving their education priorities.

Contents - (Part 1)

- Overview of how schools are funded.
- How funding levels are reviewed.
- Understand the role of governors in the budget setting process.
- Introduction to the new Schools Financial Value Standard.
- Responsibilities of governors for key deadlines for Financial Reporting.

Contents - (Part 2)

- Evaluation of what financial information governors need to be efficient and effective.
- How School Development Plans drive the budget setting process.
- Strategies for monitoring and reviewing including financial benchmarking.
- Introduction to the Financial Risk Assessment.

Benefits

- Understand how funding is received and distributed to schools.
- Ability to assess the impact of changes to funding within the school environment.
- Understand the governor's role in budget setting and monitoring.
- Understand governor responsibilities for finance.
- Ability to understand internal financial control.

Lead Trainer

Governor Development Service.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Blackhorse Primary School, Downend	16/05/2012	18:45	19:00	21:00

Target audience

All primary school governors, especially governors with responsibility for PSHE (Personal Social and Health Education).

Aim of Course

To provide governors with advice and guidance on their statutory responsibility for relationship and sex education.

Contents

- The legal requirements for relationship and sex education (RSE) within the PHSE and science element of the national curriculum.
- How RSE could be delivered using age appropriate resources.
- Consulting with parents.
- Training implications and resources.

Benefits

- Improved understanding on the statutory responsibilities of governors for the provision of RSE in primary schools.
- Have an understanding of the latest national and local initiatives.
- Be better equipped to respond to questions and concerns from parents.
- Overview of how other colleagues are planning for change.

Lead Trainer

Sarah Godsell – Assist Organiser.

Please note this course is a repeat of last year's course but will include any relevant amendments or updates.

Getting Primary School Relationship and Sex Education Right



Hearing the Views of Pupils, Parents & the Wider Community

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	16/11/2011	18:45	19:00	21:00

Target audience

All governors, particularly Chairs of Governors.

Aim of Course

Governors are required to demonstrate how they have taken the views of pupils, parents and the local community into account when making key decisions. Staff views are vital but are more easily gained.

The aim of this course is to provide governors with examples of how to communicate effectively with these key stakeholders.

Contents

- The benefits of effective communication.
- Strategies to use and examples of effective communication methods.
- What effective consultation looks like.

Benefits

- Improve relationships with parents and your community.
- Understand the views of pupils, parents and your community.
- Know how and when to usefully consult.
- Provide evidence that stakeholder views inform governing body decisions.

Lead Trainer

Governor Development Service.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Badminton Road Council Offices, Yate	20/10/2011	18:45	19:00	21:00

Target audience

All governors, especially governors with responsibility for attendance..

Aim of Course

This course aims to provide an update for governors on recent developments for attendance data and target setting.

To expand the understanding of attendance matters which will improve governors' ability to develop policies to improve attendance.

Contents

- Latest DfE guidance.
- Role of the Attendance Governor.
- Access to attendance data.
- Legal duty to accurately record attendance data.

Benefits

- Raised awareness of latest guidance.
- Understanding of how governors can help improve attendance.
- Understanding the attendance data reports.
- Improve attendance and help raise achievement.

Lead Trainer

Guy Halley – Senior Education Welfare Officer.

Improving Attendance and Achievement



Induction for new Governors

Course Details

Courses are either 1 full day or 2 evening sessions

Venue	Date	Times		
		Arrival	Start	Finish
St Augustines Primary School, Downend	15/10/2011	09:00	09:15	15:30
Longwell Green Primary School	21/01/2012	09:00	09:15	15:30
Brimsham Green Secondary School, Yate (Part 1)	22/02/2012	18:45	19:00	21:00
Brimsham Green Secondary School, Yate (Part 2)	01/03/2012	18:45	19:00	21:00
Chipping Sodbury Secondary School	12/05/2012	09:00	09:15	15:30

Target audience

All new governors and those who have been governors for less than one year.

Aim of Course

This course provides an introduction to the key roles and responsibilities of the governing body, individual link governors and the LA.

Contents

- The purpose, roles and responsibilities of governors.
- Where to find information.
- Monitoring and evaluation and why and what evidence is needed.
- Asking appropriate, challenging questions.
- How to begin your new role.

Benefits

- Understand the roles and joint responsibilities of governors, Headteachers and the LA.
- Be able to contribute and be effective in your role sooner.
- Take away guidance notes, templates, sample questions and prompts for your new role.
- Ask questions and discuss with other new governors.

Lead Trainer

Governor Development Service.



*Very enthusiastic and helpful trainers
- thank you for your time and support.*



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Longwell Green Primary School	03/10/2011	18:45	19:00	21:00

Target audience

All new clerks and those who have been clerks for less than one year.

Aim of Course

This course provides an introduction to the key roles and responsibilities of the clerk.

Contents

- The purpose, roles and responsibilities of clerks to governing bodies.
- The Constitutional Regulations.
- Where to find information.
- Expectations of the clerking role.
- Overview of the role of governing bodies.

Benefits

- Understand the roles and responsibilities of clerks and governors.
- Be effective in your role earlier.
- Know where to find information.
- Take away guidance notes, templates and prompts for your new role.

Lead Trainer

Governor Development Service.

Introduction to Clerking



Network Meetings for Chairs and Clerks

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	24/11/2011	12:45	13:00	15:00
St Augustine's Primary School, Downend	24/11/2011	18:45	19:00	21:00
TBC	25/04/2012	12:45	13:00	15:00
Crossways Junior School, Thornbury	25/04/2012	18:45	19:00	21:00

Target audience

All Chairs of Governors and Clerks to governing bodies.

Aim of Course

These meetings will provide opportunities to share experiences and learn from other Chairs and Clerks.

Contents

- A shared briefing session on topical issues affecting governors.
- Legislation updates and guidance.
- Separate break-out discussion sessions for Chairs and Clerks.
- Joint problem-solving and debate.

Benefits

- Meet and share experiences and good practice with other Chairs and Clerks.
- Ask questions and discuss ideas in an informal situation with other Chairs and Clerks.
- Receive up-to-date information and guidance about how your governing body should be responding to legislation and new initiatives in education.
- Separate discussions for Clerks and Chairs, in different rooms, will enable open exchange of expertise, issues or concerns and potential solutions.
- Repeat daytime and evening meetings, covering each locality, provide opportunity for all to attend.

Lead Trainer

Governor Development Service.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Sir Bernard Lovell School, Oldland	02/11/2011	18:45	19:00	21:00
Callicroft Primary School, Patchway	07/03/2012	18:45	19:00	21:00
Blackhorse Primary School, Downend	02/07/2012	18:45	19:00	21:00

Target audience

All new governors and those who have been governors for less than one year who have attended an induction.

Aim of Course

To provide new governors who have attended an induction an opportunity to refresh their understanding and practice having had time to see how their governing body works.

Contents

- Induction refresher.
- Question and Answer session.
- Open discussion on good practice.

Benefits

- Having had some time in the role of governor, attendees will have the chance to revisit roles and responsibilities with some understanding of how governance works in their school.
- Being among other governors at a similar stage provides an opportunity to ask questions in a

Lead Trainer

Governor Development Service.



Parental Engagement Through ICT

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Badminton Road Council Offices, Yate	10/01/2012	18:45	19:00	21:00

Target audience

Primary and Secondary school governors, especially governors with responsibility for Parental Engagement or ICT.

Aim of Course

This session will provide an overview of the range of ways schools are using ICT to engage with parents and the impact this can have. It will provide an awareness of the key issues associated with working towards this agenda.

Contents

Attending governors will be provided with:

- Awareness of the benefits and issues of using ICT to engage parents more fully in their children's learning.
- An overview of how schools are already using a range of technologies to engage with parents.
- An overview of suggested actions for how schools can plan to work towards this agenda.
- An overview of the national context for this.

Benefits

Attending governors will gain:

- Understanding of national expectations.
- Knowledge to question and monitor school progress in this area.
- Understanding of how to support the school in developing their practice further.
- Understanding of the benefits of using ICT to engage more fully with parents.
- The opportunity to share what is happening in their own school with others.

Lead Trainer

Jo Briscombe – Teaching and Learning Adviser ICT – Traded and Support Services.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	22/09/2011	9:00	9:15	3:00

Target audience

Headteachers, Governors involved in carrying out the performance management of the Headteacher or likely to be involved on performance management panels.

Aim of Course

This course provides background information and practical guidance to enable governors to carry out the role of performance management of the Headteacher effectively and within statutory requirements.

Contents

- Focus clearly on the performance management procedures as they apply to Headteachers.
- The role of the governors, that of the Headteacher and the School Improvement Partner.
- Planning the Headteacher's performance management cycle.
- Setting and reviewing objectives.
- Making the links.

Benefits

- Understand the role of governors in performance management.
- Be equipped to implement the Performance Management Regulations.
- Be confident in your role in reviewing the performance of the Headteacher.
- Be able to identify and set appropriate objectives.

Lead Trainer

Margaret Simmons-Bird – Quality Assurance Senior Advisor (Primary)

Ron Bull – Schools Workforce Strategy Manager.

Performance Management for Headteachers - The Governor's Role

“ I am impressed with how much I learnt. ”



Professional Development for Clerks

1. The Clerk as Administrator

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Sir Bernard Lovell School, Oldland	01/12/2011	18:45	19:00	21:00

Target audience

All Clerks.

Aim of Course

Aim of the Course

This course provides updated information and good practice on the administration requirements of a governing body.

Contents

- The Clerk as the administrator.
- Statutory and good practice requirements (including Finance & Ofsted).
- Planning for effective meetings and agendas.
- Recording and writing minutes.
- Management and recording of confidential matters.

Benefits

- Understand the administration requirements.
- Be confident in your role in planning meetings, taking into account the annual school cycle.
- Know what to do in meetings and what to record.
- Increased confidence in the role of clerk.

Lead Trainer

Governor Development Service.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	11/01/2012	18:45	19:00	21:00

Target audience

All Clerks.

Aim of Course

This course provides an understanding of the Clerk's responsibilities in fulfilling information requirements of a governing body.

Contents

- What records need to be kept.
- Electronic Management of information, including keeping data secure.
- Sources of information.
- Freedom of Information (FOI), Data Protection and Confidential Minutes.

Benefits

- Understand record retention and distribution requirements.
- Be aware of various sources of information.
- Be confident in dealing with Confidential Minutes and FOI requests.
- Understanding of data security principles for governance.
- Take away templates and examples of good practice.

Lead Trainer

Governor Development Service.

Professional Development for Clerks 2. The Clerk as Information Manager



Professional Development for Clerks

3. The Clerk as Adviser

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Callicroft Primary School, Patchway	29/02/2012	18:45	19:00	21:00

Target audience

All Clerks.

Aim of Course

This course defines the advisory role of the Clerk and how the Clerk can contribute to school improvement.

Contents

- Definition of the Clerk as adviser.
- Overview of the School Governance Procedure Regulations.
- The language of school improvement.
- Legislation and advice.
- Policies, publications and procedures.

Benefits

- Be confident in the role of adviser to the governing body.
- Gain a general awareness of school improvement and how your role can help.
- Understand what makes a good policy or procedure and why they are important to the work of the Clerk and the governing body.
- Good practice examples and shared experiences, opportunity to ask questions and debate issues with other clerks.

Lead Trainer

Governor Development Service.

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Sir Bernard Lovell School, Oldland	21/09/2011	18:45	19:00	21:00
Chipping Sodbury Secondary School	12/03/2012	18:45	19:00	21:00

Target audience

All governors

(The roles and responsibilities of governors is included in governors Induction training).

Governors who have attended Induction some time ago may find this beneficial as a refresher.

Aim of Course

This course explains the roles and responsibilities of the whole governing body, committees and of individual named governors.

Contents

- Responsibilities of governing bodies, committees, named / link governors and the Headteacher.
- Governor visits and reporting.
- The monitoring and evaluation cycle.
- Asking appropriate, challenging questions.

Benefits

- Know and understand the work that you and the governing body should be doing.
- Understand how governors contribute to school improvement.
- Understand and appreciate the relationship between the governing body, the Headteacher and the school.
- Be able to carry out and provide evidence of effective monitoring and evaluation and show how governors hold the school and themselves to account.

Lead Trainer

Governor Development Service.

Roles and Responsibilities of Governors



Very extensive content - having been a Governor for a good while, it is very good to recap on everything important.



Safeguarding in Schools

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Callicroft Primary School, Patchway	17/11/11	18.45	19.00	21.00
Blackhorse Primary School, Downend	19/03/12	18.45	19.00	21.00

Target audience

All governors.

Aim of Course

To provide the latest guidance about the roles and responsibilities of the governing body for safeguarding children in schools.

Contents

- Update of latest guidance and legislation.
- An introduction to all aspects of Child Protection.
- The roles and responsibilities of the governing body.

Benefits

- Be aware of the local arrangements for safeguarding children and promoting their welfare.
- Be familiar with the nature of child abuse.
- Have an understanding of the key terms, definitions and components of Child Protection work.

Lead Trainer

Victoria Green – Safeguarding Development Manager.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	13/10/11	18.45	19.00	21.00
Longwell Green Primary School	28/02/12	18.45	19.00	21.00

Target audience

All governors.

Aim of Course

To clarify the context and content of safer recruitment practice for schools with particular reference to the role of governors.

Contents

- Overview of the context and need for safer recruitment practices.
- The roles and responsibilities of the recruitment panel.
- How to comply with mandatory requirements.

Benefits

- Understand the mandatory requirements for safer recruiting.
- Know and be able to fulfil the safer recruitment practices.
- Take away examples of good practice.

Lead Trainer

Victoria Green – Safeguarding Development Manager.

Ron Bull – Schools Workforce Strategy Manager.



School Improvement Monitoring and Evaluating

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Jubilee Centre, Bradley Stoke	17/01/2012	18:45	19:00	21:00

Target audience

All governors.

Aim of Course

This course provides an overview of the governor's role in monitoring and evaluating school improvement, with practical guidance on how to carry out this vital role as well as how governors can evidence their work.

Contents

- The principles of monitoring and evaluating school improvement.
- The monitoring timetable.
- What information governors need.
- Informing future planning.

Benefits

- Understand the role of governors in monitoring and evaluating school improvement.
- Find out how to put the monitoring and evaluation plan in place.
- Know how to carry out the role effectively.
- Using information to inform appropriate challenge.
- Be able to demonstrate and provide evidence of governing body monitoring (accountability).

Lead Trainer

Paul Overton – Team Leader School Improvement.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Crossways Junior School, Thornbury	28/11/2011	18:45	19:00	21:00
Baileys Court Activity Centre, Bradley Stoke	28/03/2012	18:45	19:00	21:00

Target audience

All governors but particularly Chairs of Governors and Committees.

Aim of Course

This course explains the strategic role and provides practical ways of developing a strategy and engaging the views of all school stakeholders.

Contents

- The strategic role of governors.
- What makes a good strategy.
- How to include stakeholder views.
- Setting and reviewing aims and objectives.
- Reviewing policies.

Benefits

- Understand the role of governors in setting the strategic direction.
- Understand the difference between the school improvement plan and the strategic plan.
- Be able to capture and work with the views of stakeholders.
- Be able to set and review appropriate aims and objectives and understand how they contribute to school improvement.

Lead Trainer

Governor Development Service.

Strategic Role of Governors

“ *Helped to put things into perspective.* ”



Supporting Learning Through ICT in Primary Schools

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Badminton Road Council Offices, Yate	23/11/2011	18:45	19:00	21:00

Target audience

Primary school governors, especially governors with responsibility for ICT or curriculum developments.

Aim of Course

This session will provide an overview of the many ways ICT can enhance and support learning and teaching in order to engage learners and contribute to attainment across the curriculum.

Contents

- An overview of how ICT can be used to support learning.
- Information on how schools are using ICT and the impact this is having on learning and pupil engagement.
- An outline of how ICT can support different areas of the curriculum.
- An overview of how schools might approach improving opportunities for learning through ICT.
- An opportunity to share practice with governors from other schools.

Benefits

- An understanding of the contribution ICT can make to engagement of learners.
- An awareness of the range of ways ICT can be used to support the whole curriculum.
- An awareness of provision and deployment of ICT to support learning.
- An awareness of questions that can be followed up in school to support their schools with improving use of ICT to support learning.

Lead Trainer

Jo Briscombe – Teaching and Learning Adviser ICT – Traded and Support Services.



Taking the Chair – Module 1

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Baileys Court Activity Centre, Bradley Stoke	09/11/2011	09:15	09:30	15:30

Target audience

All new Chairs of Governors with their Headteacher or any new Headteachers and their Chair of Governors

It is essential that Heads and Chairs can attend together so that uninterrupted time can be used to build this vital professional working relationship.

Aim of Course

This one-day course sets expectations, clarifies the respective roles and responsibilities of the Head and Chair of Governors and establishes an agreed way of working.

Contents

- The role of the Chair and the Head.
- Building a positive relationship between the Chair and the Head.
- Sharing accountability.
- Handling complaints together.

Benefits

- Understand the roles and joint responsibilities of governors and Headteachers.
- Agree clear expectations of roles and communication styles.
- Begin to plan joint activity to demonstrate school accountability.
- Be prepared to deal effectively with complaints from parents within a well-thought-out policy framework.

Lead Trainer

Governor Development Service.

“ *Inclusive and informative.* ”



Taking the Chair – Module 2

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Crossways Junior School, Thornbury	26/01/2012	18:45	19:00	21:00

Target audience

All new Chairs of Governors.

Aim of Course

This course provides an understanding of the role of the Chair in leading the governing body including the Chair's own leadership style. We will consider how to effectively lead and gain the participation of a volunteer group.

Contents

- The role of the Chair as team leader.
- Conditions for effective teamwork.
- Involving vs managing.
- Different types of leadership.

Benefits

- Understand the role of Chair in relation to the work of the governing body.
- Find out how to build an effective team and encourage participation.
- Share ways of managing unhelpful behaviour.
- Understand your own leadership style.

Lead Trainer

Governor Development Service.



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Blackhorse Primary School, Downend	14/03/2012	18:45	19:00	21:00

Target audience

All new Chairs of Governors.

Aim of Course

This course provides guidance on how to share and plan the work of the governing body effectively.

Contents

- Structuring the governing body.
- Managing meetings and decision making.
- Planning a strategic framework.
- Understanding the statutory requirements.

Benefits

- Know how to utilise the skills and expertise of your governing body.
- Be able to share the work load.
- Maximise your time in meetings.
- Know what to take into account when scheduling the work of the governing body and its committees.
- Ensure statutory requirements are met.

Lead Trainer

Governor Development Service.

Taking the Chair – Module 3



Taking the Chair – Module 4

Course Details

Venue	Date	Times		
		Arrival	Start	Finish
Callicroft Primary School, Patchway	19/04/2012	18:45	19:00	21:00

Target audience

All new Chairs of Governors.

Aim of Course

This course provides guidance on the Chair of Governor's role in school improvement as well as what evidence is required of governing body work.

Contents

- Role of governors in school improvement.
- Sources of information.
- Using information strategically.
- Evaluating the effectiveness of your governing body.

Benefits

- Understand how governors can contribute to school improvement.
- Know what information is available and from where.
- Be able to provide evidence of effective governing body working.

Lead Trainer

Governor Development Service.



*The course responded to needs as it progressed.
It has been interesting to talk and meet with other Chairs.*



Course Details

Venue	Date	Times		
		Arrival	Start	Finish
TBC - (Part 1: Primary Schools)	08/02/2012	18:45	19:00	21:00
TBC - (Part 2: Primary Schools)	23/02/2012	18:45	19:00	21:00
Chipping Sodbury Secondary School – (Part 1: Secondary Schools)	21/03/2012	18:45	19:00	21:00
Chipping Sodbury Secondary School – (Part 2: Secondary Schools)	29/03/2012	18:45	19:00	21:00

Target audience

All governors who want to improve their understanding of how effective use of data and school evaluation will raise standards.

Aim of Course

This two-part course will support governors in their knowledge and understanding of the interactive tool, RAISEonline (Reporting and Analysis for Improvement through School Self Evaluation) as well as other data sources such as the Local Authority Profile and Fisher Family Trust (FFT). In the rapidly changing current environment it will be necessary to update course content to reflect the most recent data releases. It is recommended that governors attend both parts of the course.

Contents – Part 1 (Target setting, Tracking and Contextual Data)

- Background information.
- Contextual Data in RAISEonline and from the LA.
- Target Setting for Pupils and Schools.
- Tracking Progress.

Contents – Part 2 (Value Added & Performance Monitoring)

- Attainment and progress analysis.
- How value added is calculated.
- Comparison of RAISEonline and Fisher Family Trust (FFT) data.
- Data in the new Ofsted Framework.

Benefits

- Governors will have knowledge of the terms and techniques involved with school performance data.
- Ability to interpret your own school's performance data.
- Be able to support self evaluation using RAISEonline.
- Be able to identify how RAISEonline can help a governing body pitch its work at a more strategic level.

Lead Trainer

Tom Morrison – Data and Project Management Advisor.

Understanding Performance Data



“

I am more confident knowing my role as a governor and what I should be asking.

”

