

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.

