

Governor Training Programme 2017/18



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Support

Welcome to the 2017/18 Governor Training Programme. This has been developed to enhance your knowledge, skills and confidence needed for effective governance

Your school is able to purchase a package which includes a free training review and unlimited access to all training (excluding Safer Recruitment).

We recognise the ever increasing demands placed on governors and would like to support you by offering a training review with our Senior Consultant.

The purpose of the review will be to:

- Discuss training needs associated with the revised Governance Handbook (Jan 2017) and associated Competency Framework for Governance;
- Consider how these can be addressed within the core package of training and/or through school-based, bespoke sessions for your governing board.

How to book your training review

Please email:
andrea.dawson@sipseducation.co.uk
the following information:

- School
- Suggested dates and times
- Who will be attending the consultation meeting

Consultation booking can be made by either the Chair or the Head Teacher.

Induction programme

Getting You Started	Thu 4 May 17 10.00 - 12.00	Wed 4 October 17 6.10 - 8.10	Wed 17 January 18 6.10 - 8.10
Financial Planning	Mon 22 May 17 10.00 - 12.00	Wed 1 November 17 6.10 - 8.10	Wed 7 February 18 6.10 - 8.10
Performance Accountability	Tue 13 June 17 10.00 - 12.00	Wed 15 November 17 6.10 - 8.10	Wed 7 March 18 6.10 - 8.10
Strategic Direction	Tue 4 July 17 10.00 - 12.00	Wed 6 December 17 6.10 - 8.10	Wed 21 March 18 6.10 - 8.10

Core programme

Advanced School Finance	Thu 30 November 17 10.00 - 12.00		
The Competency Framework for Governance	Wed 17 May 17 6.10 - 8.10	Mon 16 October 17 10.00 - 12.00	
Head Teacher Appraisal	Wed 18 October 17 6.10 - 8.10	Fri 3 November 17 10.00 - 12.00	
The Health and Safety Governor	Thu 9 November 17 9.30 - 12.00		
Providing Professional Challenge	Fri 24 November 17 10.00 - 12.00	Wed 14 March 18 6.10 - 8.10	
SEN & Disability Update	Fri 13 October 17 10.00 - 12.00	Wed 31 January 18 6.10 - 8.10	
Pupil Exclusions and Appeals	Wed 22 November 17 6.10 - 8.10	Thu 1 March 18 10.00 - 12.00	
Safeguarding - Level One	Tue 10 October 17 9.30 - 12.00	Wed 14 February 18 5.30 - 8.00	
Safeguarding in a Digital World	Mon 27 November 17 10.00 - 12.00		
Understanding HR and the Law: a Practical Overview	Wed 29 November 17 6.10 - 8.10	Tue 23 January 18 10.00 - 12.00	
Safer Recruitment*	Fri 12 May 17 9.30 - 3.30	Mon 18 September 17 9.30 - 3.30	Fri 8 December 17 9.30 - 3.30
	Mon 12 March 18 9.30 - 3.30		

If your school has purchased the Governor Training Package, all courses with the exception of Safer Recruitment (additional cost) are free of charge. Schools that have opted for pay as you go will be invoiced separately.

Note: All evening courses will start at 6.10pm to allow access to free parking on Tesco and Council car parks.



Induction programme: essential for new governors - appropriate for all governors

Getting You Started

This valuable starting point will provide you with an oversight of the main activities of a school Governing Board and how you will be expected to contribute to it.

Objectives:

- Guidelines on being an effective Governor
- DfE expectations.



Financial Planning

School improvement requires consistent and regular exchanges of information to be shared between the Senior Leadership and Governors.

Governors will leave the session confident to carry out their role with the outcome that they can be more involved in effective school self-evaluation and ensure financial probity.

Objectives:

- Develop an understanding of how school finances operate
- Learn how to interpret information
- How to ask the right questions and how to make decisions on expenditure for school improvement
- Brief introduction to school performance data to support Governors in developing an understanding of current data reporting.



Performance Accountability

Governors are expected to not only support and challenge their school but to also have an informed opinion about its performance. We will explore the relationship between Governors and schools as well as providing many tips on ways to avoid being over-reliant on your Head Teacher as a source of information, including how to make an effective monitoring visit.

Objectives:

- The importance of support versus challenge
- The evidence Ofsted look for to demonstrate an effective Governing Board
- Information you require from your Head Teacher
- Alternative sources of information available to you
- Tips for making a school visit.



Course dates

Thu 4 May 17	10.00 - 12.00
Wed 4 October 17	6.10 - 8.10
Wed 17 January 18	6.10 - 8.10

Course dates

Mon 22 May 17	10.00 - 12.00
Wed 1 November 17	6.10 - 8.10
Wed 7 February 18	6.10 - 8.10

Course dates

Tue 13 June 17	10.00 - 12.00
Wed 15 November 17	6.10 - 8.10
Wed 7 March 18	6.10 - 8.10

Induction programme

Strategic Direction

This session will look at the setting of a vision and a strategic plan to achieve it.

Objectives:

- How to write a vision statement
- How to set and monitor objectives
- What is ethos & culture and how can it be influenced?
- What does a school improvement strategy look like?
- How targets, staffing and budgets are linked
- How to hold the Head Teacher to account.



Course dates

Tue 4 July 17	10.00 - 12.00
Wed 6 December 17	6.10 - 8.10
Wed 21 March 18	6.10 - 8.10



Core programme

Advanced School Finance

This session builds upon the basic introduction to financial planning to equip you with the tools required to hold Senior Leaders to account ensuring financial probity in your school in the role of Finance Governor.

Objectives:

- Understand how all schools are funded regardless of status
- How to construct and manage your budget
- Understand best practice in relation to budget monitoring
- Learn how to recognise efficient and effective expenditure
- How to benchmark to ensure consistency
- Clarify the role of the Finance Committee in your school.

Governors will leave this session well informed and confident to carry out their responsibilities regarding school finance.

Course date

Thu 30 November 17	10.00 - 12.00
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Core programme

The Competency Framework for Governance

The restructure of the Governance Handbook in January 2017 coincided with the release of the DfE's new competency framework, which sets out the skills, behaviours and knowledge needed for effective governance.

The framework is based around 'six features of effective governance', which are also now used to structure the Governance Handbook, with a chapter allocated for each feature.

This training will focus on:

- the principles and personal attributes which, alongside the commitment of time and energy to the role, underpin effective governance;
- the knowledge and skills required for effective governance and how these are organised into those which are essential for everyone on the board, those which are required of the chair and those which at least someone on the board should have
- ensure the expected behaviours are included in the board's code of conduct.

Objectives:

- Inform a skills audit, identifying training needs and/or develop a training and development programme
- Put together role specifications and determine interview questions for recruiting to the Board and/or in selecting or recruiting a Chair
- Plan induction for people new to the board
- Support a review of the Board's effectiveness
- Demonstrate the key characteristics and expectations of their roles to others (including Ofsted).

Course dates

Wed 17 May 17	6.10 – 8.10
Mon 16 October 17	10.00 – 12.00



Head Teacher Appraisal

The appraisal of all staff in schools is a key role of Governors but is especially important for those Governors with responsibility for Head Teacher Appraisal. This session is a must for Governors appointed to appraise the Head Teacher. It is also open to any Governor who wishes to gain a fuller understanding of the appraisal process.

The session will include:

- The Head Teacher Appraisal process
- Recognising the impact of effective appraisal
- The role of the Committee
- Sources of evidence in relation to Head Teacher appraisal
- Ongoing review of evidence and support.

Course dates

Wed 18 October 17	6.10 – 8.10
Fri 3 November 17	10.00 – 12.00

Core programme

The Health & Safety Governor

This session provides the Health and Safety (H&S) Governor with an overview of the Health and Safety at Work Act 1974, to include H&S Regulations, duties, policy and procedures and their application in the School environment.

Objectives:

- Gain an understanding of the H&S Governor's role in supporting the school and the Head Teacher in order to ensure best practice
- Be informed on the management of the H&S framework
- Be aware of the implications and penalties for non-compliance with H&S Law
- Recognise the importance of monitoring, recording and reviewing H&S activity
- Have an insight into risk management and risk assessments.



Course date

Thu 9 November 17 9.30 - 12.00



Providing Professional Challenge

Ofsted views professional challenge as a fundamental responsibility of governance. It is a positive activity, a sign of good practice and effective, collaborative working, based on mutual accountability. It is about challenging decisions, practice or actions which may not effectively ensure improvements in the quality of education, safety or well-being of pupils at school.

Objectives:

- Understand statutory role to hold Senior Leaders to account by asking challenging well informed questions
- Understand the contribution of Governors and how this can be evaluated as part of the judgement on leadership and management
- Explore how evidence of professional challenge can demonstrate the impact of governance in relation to pupil performance, quality of teaching and the curriculum and the safety and well-being of pupils.

Course dates

Fri 24 November 17 10.00 - 12.00
Wed 14 March 18 6.10 - 8.10



Core programme

SEN & Disability Update

This session informs Governors of the implications of the Special Educational Needs and Disability (SEND) aspects of the Children and Families Act 2014.

Objectives:

- Develop awareness of the SEND agenda and the associated Code of Practice
- Gain understanding of personalisation and person-centred approaches
- The implications for schools will be explored so that appropriate support and challenge can be offered, especially in the role of the SEN Governor.



Pupil Exclusions & Appeals

School exclusion arrangements were revised with effect from September 2012. This session will give you an understanding of the process and procedures concerned with exclusion that underpin the legal responsibilities of the school and Governing Board,

Objectives:

- Understand the process within the legal framework of exclusion
- Understand the implications of exclusion for the child or young person, their family and the school
- To understand how a disciplinary committee hearing should be conducted and the role of the governors.



Safeguarding – Level One

This session will ensure Governors are up to date with current guidance for Safeguarding and Child Protection and give them the opportunity to ask questions that they may have.

Certificates will be issued and forwarded to your school.

Objectives:

- Understanding the difference between Safeguarding and Child Protection is a key piece of learning as a Governing Board
- Provide Governors with a knowledge and understanding of the importance of safeguarding within schools
- Look at local perspectives and information regarding the Audit Toolkit that replaces the Section 175 and 157 Annual Report to Governors.



Course dates

Fri 13 October 17 10.00 – 12.00
Wed 31 January 18 6.10 – 8.10

Course dates

Wed 22 November 17 6.10 – 8.10
Thu 1 March 18 10.00 – 12.00

Course dates

Tue 10 October 17 9.30 – 12.00
Wed 14 February 18 5.30 – 8.00

Core programme

Safeguarding Children & Young People in a Digital World

Online safety is an important aspect of safeguarding. It is strongly advised that each school has a nominated online safety Governor who has responsibility for this area and links with the school representative for the online safety aspect of safeguarding and provide information to the Governing Board.

Objectives:

- Provide an update on what schools need to be considering and implementing in terms of safeguarding in a digital world for children, young people, staff, families and the community
- Illustrate the rapidly changing usage of technology and its potential impact on learning will be shown and there will be an opportunity for discussion and reflection on current issues and resources.



Course date

Mon 27 November 17 10.00 - 12.00



Understanding HR and the Law: A Practical Overview

This session will provide Governors with an understanding of HR in the context of education. The session will discuss the responsibilities of the Governing Board for employment matters, particularly in relation to recruitment and selection, employment status and terms and conditions of employment.

Objectives:

- Provide an overview of the legal status of different types of schools
- Support Governors in developing an understanding of their role in recruitment, selection and contracts
- Discuss employment and associated issues such as pay, recruitment, selection and contracts
- Explain what statutory HR policies are required and how to apply them
- Enable Governors to develop an awareness of the legal implications of getting it wrong.

Course dates

Wed 29 November 17 6.10 - 8.10
Tue 23 January 18 10.00 - 12.00



Core programme

Safer Recruitment*

The accredited Safer Recruitment session provides valuable information on a safer school culture, advice and guidance to strengthen safeguards against employing unsuitable people in schools.

Having successfully completed the day, Governors will receive a certificate in Safer Recruitment, a copy of which should be held at the school.

Governors are advised that certificates remain **valid for 5 years** after which a renewal must be made to meet current regulations.

Certificates will be issued and forwarded to your school.

* Additional charge

Objectives:

- Aid Governors in helping their schools to demonstrate that they have an effective recruitment and selection process in place that ensures pupils are both well taught and protected.



Course dates

Fri 12 May 17	9.30 – 3.30
Mon 18 September 17	9.30 – 3.30
Fri 8 December 17	9.30 – 3.30
Mon 12 March 18	9.30 – 3.30

How to book a session

Please email
mary.nichols@sipseducation.co.uk
the following details:

- Name
- School where you are a Governor
- Title of session
- Date required
- Contact number

If your school has purchased the Governor Training Package, all courses except for Safer Recruitment (additional cost) are free of charge. Schools that have opted for pay as you go will be invoiced separately.

Conditions of Booking

Please note that we can only accept email bookings, from either yourself or your school. We are happy to answer your queries by telephone but no bookings will be confirmed unless a written reservation is received.

If it proves necessary for you to cancel your reservation, 7 days' notice should be given. If less notice is given an administration fee of £35 will be charged to the school for all two hour sessions and £50 for full day. If a course is not attended on the day the full cost of the training will be charged. This applies to both contract and pay as you go options.

Venue

All training sessions will be held at:

SIPS Education Ltd
Fourth Floor
Guardian House
Cronehills Linkway
West Bromwich
B70 8GS

(Sat Nav B70 8SW)



For further information please contact
Mary on 0121 296 3000 extension 8384



Governor Training Programme 2017/18

Bespoke Opportunities

Benefits of bespoke sessions

In collaboration with our Senior Consultant you will be able to determine:

- The subject/objectives of the session
- Who you would like to attend eg. Governing Board and teaching staff?
- Would you like certain material/information to be available to the facilitator prior to the session?
- The outcomes
- Any further reviews

Suggested sessions

- Roles and Responsibilities
- How to Chair Meetings
- Providing Professional Challenge
- Performance Management
- Preparing for Ofsted
- Maintaining 'Outstanding'
- Understanding Advanced School Data/RaiseOnline, Data Dashboard
- Monitoring the School Improvement Plan
- Raising Awareness of Prevent
- Safeguarding

How to book your bespoke training

When you have decided what sessions would be beneficial to your Governing Board, please email Mary at mary.nichols@sipseducation.co.uk with the following details:

- Name [Head Teacher/Chair]
- School
- Session Title - if you have specific requirements please detail so that we can find the appropriate advisor to support your school
- Date required
- Contact number



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