



Governor Training Programme 2018/19



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Support



Welcome to the 2018/19 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 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 (January 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.

Governor Training Programme 2018/19

Induction Programme

Getting You Started	Tue 5 Jun 18 10.00 - 12.00	Wed 3 Oct 18 18.10 - 20.10	Mon 26 Nov 18 10.00 - 12.00	Wed 6 Feb 19 18.10 - 20.10
Financial Planning	Thu 21 Jun 18 10.00 - 12.00	Wed 17 Oct 18 18.10 - 20.10	Thu 13 Dec 18 10.00 - 12.00	Wed 27 Feb 2019 18.10 - 20.10
Performance Accountability	Tue 3 Jul 18 10.00 - 12.00	Wed 7 Nov 18 18.10 - 20.10	Mon 14 Jan 19 10.00 - 12.00	Wed 20 Mar 19 18.10 - 20.10
Strategic Direction	Wed 18 Jul 18 10.00 - 12.00	Wed 21 Nov 18 18.10 - 20.10	Tue 22 Jan 19 10.00 - 12.00	Wed 3 Apr 19 18.10 - 20.10

Core Programme

Advanced School Finance	Fri 30 Nov 18 10.00 - 12.00			
The Competency Framework for Governance	Wed 10 Oct 18 18.10 - 20.10			
General Data Protection Regulation	Wed 13 Jun 18 18.10 - 20.10			
The Health and Safety Governor	Fri 16 Nov 18 9.30 - 12.00			
Providing Professional Challenge	Tue 13 Nov 18 10.00 - 12.00	Wed 6 Mar 19 18.10 - 20.10		
SEN & Disabilities	Mon 8 Oct 18 10.00 - 12.00	Wed 16 Jan 19 18.10 - 20.10		
Pupil Exclusions and Appeals	Wed 5 Dec 18 18.10 - 20.10	Tue 26 Mar 19 10.00 - 12.00		
Safeguarding - Level One	Tue 16 Oct 18 9.30 - 12.00	Thu 17 Jan 19 16.00 - 18.30		
Safeguarding Children & Young People in a Digital World	Tue 11 Dec 18 10.00 - 12.00			
Understanding HR and the Law: A Practical Overview	Tue 12 Feb 19 10.00 - 12.00			
Head Teacher/Principal Appraisal	Wed 24 Oct 18 18.10 - 20.10	Thu 8 Nov 18 10.00 - 12.00		
Safer Recruitment*	Fri 8 Jun 18 9.30 - 15.30	Mon 22 Oct 18 9.30 - 15.30	Fri 1 Mar 19 9.30 - 15.30	

*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 18.10pm 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

Tue 5 June 18	10.00 – 12.00
Wed 3 October 18	18.10 – 20.10
Mon 26 November 18	10.00 – 12.00
Wed 6 February 19	18.10 – 20.10

Course dates

Thu 21 June 18	10.00 – 12.00
Wed 17 October 18	18.10 – 20.10
Thu 13 December 18	10.00 – 12.00
Wed 27 February 19	18.10 – 20.10

Course dates

Tue 3 July 18	10.00 – 12.00
Wed 7 November 18	18.10 – 20.10
Mon 14 January 19	10.00 – 12.00
Wed 20 March 19	18.10 – 20.10

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.



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 dates

Wed 18 July 18	10.00 - 12.00
Wed 21 November 18	18.10 - 20.10
Tue 22 January 19	10.00 - 12.00
Wed 3 April 19	18.10 - 20.10

Course date

Fri 30 November 18	10.00 - 12.00
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Core Programme

The Competency Framework for Governance

The restructure of the Governance Handbook in January 2018 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 boards' 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 10 October 18 18:10 - 20:10

General Data Protection Regulation

This session will give an overview of the new GDPR rules which are coming into force on 25 May 2018.

Objectives:

- What is GDPR?
- Understanding the difference between GDPR vs. the Data Protection Act
- Common terminology
- Overview of the legal framework - articles, principles and the rights of the Data Subject
- Next steps - demonstrating compliance.

Course dates

Wed 13 June 18 18:10 - 20:10

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.



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 date

Fri 16 November 18 9.30 - 12.00

Course dates

Tue 13 November 18 10.00 - 12.00
Wed 6 March 19 18.10 - 20.10

Governor Training Programme 2018/19

Core Programme

SEN & Disabilities

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 the 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
- To have a deeper understanding of how the Local Authority work to reduce exclusions.

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

Mon 8 October 18	10.00 - 12.00
Wed 16 January 19	18.10 - 20.10

Course dates

Wed 5 December 18	18.10 - 20.10
Tue 26 March 19	10.00 - 12.00

Course dates

Tue 16 October 18	9.30 - 12.00
Thu 17 January 19	16.00 - 18.30

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.



Understanding HR and the Law: A Practical Overview

This session will provide Governors with an overview 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, restructuring & redundancy, disciplinary, grievance and management of absence.

Objectives:

- Support Governors in developing an understanding of their role in HR matters
- Discuss employment and associated issues such as restructuring & redundancy, disciplinary, grievance and management of absence
- 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 date

Tue 11 December 18 10.00 - 12.00

Course dates

Tue 12 February 19 10.00 - 12.00

Core Programme

Head Teacher/Principal 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 – overview and process
- The role of the Appraiser (Governor)
- Sources of evidence in relation to Head Teacher appraisal
- Ongoing review of evidence and support.



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



Course dates

Wed 24 October 18	18.10 – 20.10
Thu 8 November 18	10.00 – 12.00

Course dates

Fri 8 June 18	9.30 – 15.30
Mon 22 October 18	9.30 – 15.30
Fri 1 March 19	9.30 – 15.30



How to book a session

Please email

karen.stevens@sipseducation.co.uk

(copying in your business/finance manager) 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
Karen on 0121 296 3000 extension 8387



Governor Training Programme 2018/19 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 Karen at karen.stevens@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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