

COURSES FOR THE 2007-2008 SUMMER TERM TRAINING PROGRAMME

Book your place now on any of these courses by filling in your name and school at the bottom of the page and returning to School Governor Service, Future House, Bolling Road,ad, Bradford BD4 7EB ring 01274 385629 or fax 01274 385624 or book via e-mail: school.governor@educationbradford.com

Induction for New Governors

Friday 18 April 2008

9.15am - 3.30pm at *Victoria Primary School, Keighley*

Recruiting & Selecting the Right Staff

Wednesday 7 & 14 May 2008

7.15 – 9.15pm at *Future House*

Induction for New Governors 2008

Friday 16 May 2008

9.15am - 3.30pm at *Future House*

Effective Financial Governance

Tuesday 13 May 2008

7.15 – 9.15pm at *Future House*

Dealing with Parental Complaints

Thursday 15 May 2008

7.15 – 9.15pm at *Future House*

Governing School Through Policy

Monday 19 May 2008

1.00 – 3.00pm at *Future House*

Interviewing Skills

Tuesday 20 May 2008

7.15 – 9.15pm at *Future House*

Promoting Community Cohesion in Schools

Wednesday 21 May 2008

7.15 – 9.15pm at *Future House*

Promoting Community Cohesion in Schools

Monday 16 June 2008

7.15 – 9.15pm at *Lees Primary School, Keighley*

Child Protection: The Role of the Named Governor

Thursday 22 May 2008

7.15 – 9.15pm at *Ingrow Primary School, Keighley*

Child Protection: The Role of the Named Governor

Thursday 19 June 2008

9.30 - 11.30am at *Future House*

Induction for New Governors

Tuesday 10, 17 & 24 June 2008

7.15 - 9.15pm at *Future House*

CAFCASS and the Governors' Role

Wednesday 18 June 2008

7.15 – 9.15pm at *Future House*

Preparing for the Chair

Thursday 19 June 2008

7.15 – 9.15pm at *Future House*

Performance Management

Wednesday 25 June & 2 July 2008

7.15 - 9.15pm at *Future House*

Performance Management

Friday 4 July 2008

9.30am – 3.00pm at *Future House*

Performance Management

Thursday 10 July 2008

9.30am – 3.00pm at *Victoria Primary School, Keighley*

Name _____

School _____

Contact No. _____

Do you have any special requirements _____

Summer Term Prospectus

The Governors' Year in the
Bradford District 2007-2008

School Governor Service



Summer Term Prospectus

How to Book a course

You can use the booking form inserted at the back of each termly programme of courses to book a place on any course. Alternatively you can call School Governor Service on (01274) 385629, fax (01274) 385624 or e-mail school.governor@educationbradford.com

Please let us know if you cannot attend a course which you have previously booked. It is very disappointing for both governors and tutors when less than the expected number of governors attend, and we endeavour to avoid cancellations at all costs.

New Governors

The **'Induction Course for New Governors'** is repeated throughout the year and at various venues across the District. The School Governor Service will send a 'Welcome Pack' to all new governors, which will include details of the next available Induction Course. Our aim is to ensure that all new governors can attend an Induction Course within three months of their appointment.

Clerks to Governors

There is an individual Induction session available for clerks (please ring School Governor Service to arrange) and termly workshops specifically designed for clerks of subscribing schools. These useful and informative workshops ensure that Clerks are up-to-date with the latest developments and the procedures and rules applying to governing bodies.

National Training Programme for Clerks to School Governors

The National Training Programme is to enable experienced clerks to refresh, consolidate and further develop their competences in relation to the provision of a Clerking Service consistent with the national job description and for those new to clerking to develop the necessary skills. The course is sufficiently flexible to accommodate both new and experienced clerks and a key feature of the sessions will be learning from each other as well as from the materials.

Participants will need to complete a pre-course self-assessment, including an IT assessment and to complete reading and tasks between sessions as part of their Assessment Portfolio. This provides evidence for certification on completion. The total amount of study including taught sessions is estimated at 40 hours.

The final module is focussed on your clerking of a governing body meeting and gives you the opportunity to work alongside an experienced clerk mentor.

Please contact John Hesketh, Linda Townsend, Geoffrey Green or Diane Kenyon on 01274 385629, fax 01274 385624 or e-mail school.governor@educationbradford.com

Annual Governor Conference 2008 The Governing Body – Fit For Purpose?

The theme of this year's Conference will be following up on last year's challenge of what Governing Bodies might look like in the future and is particularly timely given that the DCSF currently have proposals in the Children's Plan for strengthened accountability and governance. Our Keynote Speaker will be Professor John Adams, current Vice President of The National Governors Association (NGA).

In addition to the main speaker we are inviting representatives of two governing bodies who have received recognition from Ofsted for their leadership and governance. There will be a workshop for both Primary and Secondary governors to discuss what these governing bodies do and to see if this either confirms your actions or may have some elements of good practice that would be applicable in your situation.

Date and Venue: Saturday 14 June 2008 10.30am – 2.00pm at Heaton Mount Management Centre.

Induction for New Governors

Tutors: School Governor Service along with experienced colleagues from Education Bradford will be involved in one or more of the sessions of this course.

A must for all new governors. This course will give you an introduction to what being a school governor is all about. The course will cover the governing body meeting, getting to know your school and ensure that new governors have the information they need to become effective.

Throughout the course, there will be opportunities for discussion and group work in a friendly and relaxed atmosphere.

Choice of Dates and Venues:

DATE	VENUE	TIME
Friday 18 April 2008	Victoria Primary School Cartmel Road, Keighley BD21	9.15am – 3.30pm
or Friday 16 May 2008	Future House, Bolling Road, Bradford BD4 7EB	9.15am – 3.30pm
or Tuesday 10, 17 and 24 June 2008	Future House, Bolling Road, Bradford BD4 7EB (this is a three session course)	7.15 – 9.15pm

Recruiting & Selecting the Right Staff

Tutors: John Hesketh, School Governor Service & Eric Fairchild, Human Resource Service

Your governing body sets the policies and priorities for school, but staff are the people you depend on to make it happen. Finding and appointing the right staff has a direct impact on the quality of education in your school.

The governing body needs to be assured that the school has an effective, fair and legally secure recruitment and selection process. This **two session** course takes you from job description to appointment. It will also help you to contribute with confidence in those appointments where school governors are directly involved.

Dates and Venue:

DATE	VENUE	TIME
Wednesday 7 & 14 May 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Effective Financial Governance

Tutor: Alan Jarvis, Head of School Funding

This course is primarily intended for governors who serve on a finance committee (or its equivalent). The topics it will cover include: setting the annual budget, agreeing financial priorities, medium term financial planning, monitoring expenditure against the budget, variations to spending plans including virements, financial systems and procedures, delegated authority to the head teacher, and financial benchmarking.

With the national changes in school funding arrangements which took effect from April 2006, this will be an area of increasing importance for governing bodies. This course is also useful for schools aiming to meet the Financial Management Standard in Schools (FMSiS).

Date and Venue:

DATE	VENUE	TIME
Tuesday 13 May 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Dealing With Parental Complaints

Tutor: School Governor Service

Schools and their governing bodies need to work in close partnership with parents if they are to enhance the educational experience of pupils. All governors have an important role to play in developing constructive links between parents, the governing body, the school and the LA.

Relationships with parents can be influenced by how the school and its governing body respond to parental concerns or complaints. This course will offer ideas and strategies for governors seeking to develop a process whereby all formal complaints and informal concerns expressed by parents are dealt with promptly, fairly and legally.

Date and Venue:

DATE	VENUE	TIME
Thursday 15 May 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Governing School Through Policy

Tutor: John Hesketh, School Governor Service

Many school governors will now be working according to the 'governing by policy' model. This course is repeated for the benefit of new governors and governors who have not yet experienced this new and effective way of working.

The course will enable governors to look at the real purpose of your school governing body and learn how this can be achieved. No more confusion about who decides what. No more getting bogged down in detail. You will learn how you can make a big difference in governing school (what you do best) whilst freeing up your head teacher and staff to manage school (what they do best).

Date and Venue:

DATE	VENUE	TIME
Monday 19 May 2008	Future House, Bolling Road, Bradford 4	1.00 – 3.00pm

Interviewing Skills

Tutor: Human Resource Service

This course will help equip governors with skills which will be of use both when interviewing for staff appointments and in other areas where it is important for you to elicit information from people. This course covers principles for most interviewing situations, including: school investigations, grievance hearings and exclusion appeals as well as recruitment.

Date and Venue:

DATE	VENUE	TIME
Tuesday 20 May 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Promoting Community Cohesion in Schools

Tutor: Jani Rashid, Head of Diversity and Cohesion

The new duty to promote community cohesion came into force in September 2007. The Education Inspections Act requires the governing bodies of maintained schools to promote community cohesion under this new duty. Ofsted inspections of the contribution that schools make to community cohesion will start from September 2008.

Community Cohesion is a major issue for Bradford and its schools. The course has been designed to raise awareness and understanding of the statutory duty, to inform governors of their responsibilities and to explore ways in which their schools are able to proactively support and promote community cohesion.

Choice of Dates and Venues:

DATE	VENUE	TIME
Wednesday 21 May 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Monday 16 June 2008	Lees Primary School, Cross Roads, Keighley	7.15 – 9.15pm

Child Protection: The Role of the Named Governor

Tutor: Jenni Whitehead, Child Protection Development Coordinator

The Education Act 2002 received Royal Assent on the 24 July 2002. An amendment made during the final stages of the Bill has broadened teacher's and governors responsibilities in relation to child protection.

The amendment; Section 175 places a statutory duty on schools and governing bodies to, 'Safeguard and promote children's welfare'. Schools are expected to have written child protection policies that have been agreed with the governing body. This course will give governors clear information about child protection and the change in legislation.

Choice of Dates and Venues:

DATE	VENUE	TIME
Thursday 22 May 2008	<i>Ingrow Primary School, Broomhill Avenue, Keighley BD21</i>	7.15 – 9.15pm
or Thursday 19 June 2008	<i>Future House, Bolling Road, Bradford 4</i>	9.30 – 11.30am

CAFCASS and the Governors' Role

Tutors: Ralph Berry and Linda Gray, Children's Rights Officers

CAFCASS is a non-departmental public body that looks after the interests of children involved in family proceedings.

This course will address issues that will assist governors in understanding how and why arrangements may affect the lives of children in School and the role that both the Child and Family Reporter and Children's Guardian have in advising the Court. The course is especially relevant for governors with responsibility for welfare, special needs and looked after children.

Information on the key procedures may help Governors in understanding the issues that will from time to time make demands of the School.

There will be opportunities for questions explaining how schools are assisting in the task of supporting children and families in arrangements like contact and identifying the emotional needs of children affected by these changes.

Date and Venue:

DATE	VENUE	TIME
Wednesday 18 June 2008	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Preparing for the Chair

Tutor: John Hesketh, School Governor Service

This course will consider the role of the chair and what skills and qualities are needed to be effective.

If you have been asked to stand, or would like to know more about the role before you put yourself forward, this course is designed for you.

Date and Venue:

DATE	VENUE	TIME
Thursday 19 June 2008	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Performance Management

Tutor: John Hesketh, School Governor Service

This course is for governors who have been appointed by the governing body to review the head teacher's performance and takes account of the new regulations which came into force on 1 September 2007. The first/morning session will cover the principles of reviewing the head teacher's performance, the setting of objectives, working with the School Improvement Partner (SIP), the monitoring and evaluation cycle and the role and responsibilities of the appointed governors. The second/afternoon session is designed to develop the skills of the appointed governors in taking part in the review meeting and working with the SIP.

Choice of Dates and Venues:

DATE	VENUE	TIME
Wednesday 25 June & 2 July 2008	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm
<i>or</i> Friday 4 July 2008	<i>Future House, Bolling Road, Bradford 4</i>	9.30am–3.00pm
<i>or</i> Thursday 10 July 2008	<i>Victoria Primary School, Cartmel Road, Keighley</i>	9.30am–3.00pm

Clerks to Governors Summer Term Briefing

Choice of Dates and Venues:

Monday 9 June 2008	<i>Future House, Bolling Road, Bradford 4</i>	1.00 – 3.00pm
<i>or</i> Tuesday 10 June 2008	<i>Wycliffe CE Primary School, Saltaire Road, Shipley</i>	7.00 – 9.00pm

Summer Term School Governor Forums

The Summer Term School Governor Forum meetings will take place as follows:

BRADFORD WEST & BRADFORD SOUTH	Monday 9 June 2008 7.15pm @ Future House, Bolling Road, Bradford 4
SHIPLEY/BRADFORD NORTH	Wednesday 11 June 2008 7.00pm @ Wycliffe CE Primary School, Saltaire Road, Shipley
KEIGHLEY/ILKLEY/BINGLEY	Thursday 12 June 2008 7.00pm @ Riddlesden St Mary's CE Primary School, Riddlesden