

## COURSES FOR THE 2007-2008 AUTUMN 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, Bradford BD4 7EB ring 01274 385629 or fax 01274 385624 or book via e-mail: school.governor@educationbradford.com

**Performance Management - UPDATE**

Tuesday 18 September 2007

7.15 – 9.15pm at *Future House, Bradford 4*

or Thursday 27 September 2007

7.15 – 9.15pm at *Victoria Primary School,*

*Keighley*

**School Improvement Partners - Primary Schools**

Thursday 20 September 2007

7.00 – 8.30pm at *Future House, Bradford 4*

or Wednesday 26 September 2007

7.00– 8.30pm at *Victoria Primary School,*

*Keighley*

**Performance Management**

Tuesday 2 & 9 October 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Pupil Discipline Committee**

Tuesday 16 October 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Implementing the Discipline & Complaints Procedures for school based staff and Managing Investigations**

Wednesday 17 October 2007

7.15 – 9.15pm at *Thornton Primary School,*

*Thornton*

**Induction for New Governors**

Thursday 18 October 2007

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

or Friday 2 November 2007

9.15am - 3.30pm at *Future House, Bradford 4*

or Monday 12, 19 & 26 November 2007

7.15 - 9.15pm at *Future House, Bradford 4*

**The Role of the Named / Link Governor**

Tuesday 30 October 2007

7.15 – 9.15pm at *Wycliffe Primary School,*

*Shipley*

**Effective Financial Governance**

Tuesday 30 October 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Ofsted Inspection and the self Evaluation Form (SEF): The Role of the Governing Body**

Wednesday 31 October 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Chairing Governing Bodies and their Meetings**

Tuesday 6 & 13 November 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Understanding the needs of pupils from Central and Eastern Europe**

Wednesday 7 November 2007

9.30 - 11.30am at *Future House, Bradford 4*

**Recruiting & Selecting the Right Staff**

Thursday 8 & 15 November 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Governors' Responsibilities for Health & Safety in Schools**

Wednesday 14 November 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Heads - Working with your Governing Body**

Thursday 15 November 2007

9.30 – 11.30am at *Future House, Bradford 4*

**Promoting Racial Equality & Community Cohesion**

Wednesday 21 November 2007

7.15 – 9.15pm at *Future House, Bradford 4*

or Tuesday 27 November 2007

7.15 – 9.15pm at *Crossflatts Primary, Bingley*

**Update of Key Issues Relating to SEN**

Thursday 22 November 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**About Parent Governors**

Wednesday 28 November 2007

7.15 – 9.15pm at *Future House, Bradford 4*

**Chairs & Heads: The Key Partnership**

Friday 7 December 2007

9.30am – 3.00pm at *Future House, Bradford 4*

Name \_\_\_\_\_

School \_\_\_\_\_

Contact No. \_\_\_\_\_

Do you have any special requirements \_\_\_\_\_

# Autumn Term Prospectus

The Governors' Year in the  
Bradford District 2007-2008

**School Governor Service**



# Autumn Term Prospectus

## How to Book a Course

You can use the booking included with 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](mailto:school.governor@educationbradford.com)

## 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.

## Resources

The School Governors' Resource Library can provide additional information to back up the training, including books, videos and CD Rom. Governors of schools who subscribe to the all inclusive 'Governing Schools' or the 'Making It Work' package can borrow resources by visiting the School Governor Service at Future House or by mail order through the School's internal postage system.

If after studying these pages you are unsure about either course selection or the services you require, or any other matter concerning your role as a school governor, please call our friendly professionals for guidance and they will ensure you identify the services that accurately reflect your needs.

**Please contact John Hesketh, Linda Townsend, Diane MacBairdy, Geoffrey Green or Diane Kenyon on 01274 385629, fax 01274 385624 or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)**

## Performance Management - UPDATE

### Tutor: John Hesketh, School Governor Service

This course is designed for Governors who have experienced and have participated in Performance Management in Schools. It will set out the changes that have been agreed to the performance management process for this year and what the governing body will need to do to ensure successful teacher and head teacher performance management. This will include school Performance Management Policies; appointing reviewers; classroom observation; the planning statement; and review meeting and pay progression.

#### Choice of Dates and venues:

DATE	VENUE	TIME
Tuesday 18 September 2007	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm
or Thursday 27 September 2007	<i>Victoria Primary School, Cartmel Road, Keighley</i>	7.15 – 9.15pm

## School Improvement Partners – Primary Schools

### Tutor: Mike McEvoy, Deputy Head of Primary School Improvement

Under the new relationship with schools the government has introduced School Improvement Partners (SIPs). The SIP Programme starts in Bradford primary schools in autumn. SIPs will undertake the core work of school improvement previously done by School Improvement Officers (SIOs).

These sessions are to brief governors who may like to know some of the details of how the new arrangements will work. The sessions will cover the new Department for Children, Schools and Families (DCSF) requirements, how Education Bradford has developed and will implement the programme, and the involvement of SIPs with the governing body; they will also give governors the opportunity to ask questions.

#### Choice of Dates and venues:

DATE	VENUE	TIME
Thursday 20 September 2007	<i>Future House, Bolling Road, Bradford 4</i>	7.00 – 8.30pm
or Wednesday 26 September 2007	<i>Victoria Primary School, Cartmel Road, Keighley</i>	7.00 – 8.30pm

## 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. It will cover the changes agreed to the performance management process, including Performance Management Policies, appointing reviewers; planning statement and review meeting and then go on to look at governors role in the head's performance management; the role of the School Improvement Partner or External Adviser and the writing of objectives. It is also designed to develop the skills of the appointed governors in taking part in the review meeting and working with the adviser. This is a two session course.

#### Date and Venue:

DATE	VENUE	TIME
Tuesday 2 & 9 October 2007	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

## Pupil Discipline Committee

### **Tutor: Mick O'Brien, Pupil Access**

An introduction to how this Statutory Committee should operate and its responsibilities. This course will focus on governors' roles and responsibilities with regard to pupil exclusions based around the new Pupil Exclusion manual distributed to schools in autumn 2005.

Education Bradford strongly recommends that members of the governing body's Pupil Discipline Committee, chairs of governors and clerks to governing bodies attend this training and keep up to-date with all the new legislation, regulations and operational areas of good practice surrounding pupil exclusions.

#### **Date and Venue:**

DATE	VENUE	TIME
Tuesday 16 October 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Implementing the Discipline & Complaints Procedures for school based staff and Managing Investigations

### **Tutors: Human Resource Service**

This course provides an overview of the Discipline and Complaints Procedures for teachers and school support staff. The course covers the role and responsibilities of governors in these procedures and the involvement of governors in managing investigations. Whilst the course is particularly recommended for chairs of governors and governors who have been nominated as members of the Staff Dismissal Committee and the Appeals Committee, it is relevant for all governors as any governor may be involved in undertaking a management investigation.

#### **Date and Venue:**

DATE	VENUE	TIME
Wednesday 17 October 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Induction for New Governors

### **Tutor: Diane MacBairdy, 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
Thursday 18 October 2007	Victoria Primary School, Keighley	9.15am–3.30pm
or Friday 2 November 2007	Future House, Bolling Road, Bradford 4	9.15am–3.30pm
or Monday 12,19 & 26 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## The Role of the Named / Link Governor

**Tutor: Diane MacBairdy, School Governor Service**

Governing bodies are increasingly required to identify and appoint named governors to a specific role e.g. Special Educational Needs, Looked after Children, Nutrition. Many schools are also identifying governors to link to a particular curriculum subject. What does the role of the named/link governor entail? How can governors carry out their role to the benefit of the whole governing body and the school? Find out more about your role and how it relates to the governing body's responsibility for monitoring and evaluating of the work of the school. This course offers support and advice to enable governors to carry out their role as named individuals.

**Date and Venue:**

DATE	VENUE	TIME
Tuesday 30 October 2007	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

## 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 will take effect from April 2006, this will be an area of increasing importance for governing bodies.

**Date and Venue:**

DATE	VENUE	TIME
Tuesday 30 October 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Ofsted Inspection and the Self Evaluation Form (SEF): The Role of the Governing Body

**Tutor: Diane MacBairdy, School Governor Service**

The governing body is responsible for 'signing off' the SEF and continues to be involved in the Ofsted Inspection of their school under the new framework for inspection.

Find out more about these processes and how they relate to the governing body's role in monitoring and evaluation of the work of the school.

**Date and Venue:**

DATE	VENUE	TIME
Wednesday 31 October 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Chairing Governing Bodies and their Meetings

**Tutor: John Hesketh, School Governor Service**

A course for chairs and vice chairs of governing bodies and committees, or anyone who is thinking of staging a coup!

Chairs of governing bodies and committees have a crucial role to play in ensuring governing bodies are successful. The course looks at how Chairs can help governors contribute, or share equally in policy and decision making. The course considers the role of the chair in meetings and between meetings and the skills and qualities needed to be effective. A must for all chairs, both new and experienced. Also Beneficial to Chairs of Committees. This is a two session course.

### Dates and Venues:

DATE	VENUE	TIME
Tuesday 6 & 13 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Understanding the Needs of pupils from Central and Eastern Europe

**Tutor: Paul Johnson, Ros Garside, Education Bradford**

This course is to help governors to understand how their schools can meet the needs of children and young people from Central and Eastern Europe. It will include an overview of the social, cultural and educational needs of these pupils. It will also provide governors with information about the support available from Education Bradford and how they can evaluate whether provision for these pupils is effective.

### Date and Venue:

DATE	VENUE	TIME
Wednesday 7 November 2007	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

## Recruiting & Selecting the Right Staff

**Tutor: John Hesketh, School Governor Service & 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 to those appointments where school governors are directly involved.

### Date and Venue:

DATE	VENUE	TIME
Thursday 8 & 15 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Governors' Responsibilities for Health & Safety in Schools

**Tutor: John Binns, CBMDC Occupational Safety Adviser**

Governors should be aware of the need to be conscious of health and safety at all times. On this course, they will learn about duties and responsibilities for the Health and Safety of pupils, visitors and staff in school and associated activities. The course will consider risk assessment, working with contractors on site, legislation, enforcement, with case histories and opportunities for discussion.

**Date and Venue:**

DATE	VENUE	TIME
Wednesday 14 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Heads – Working With Your Governing Body

**Tutor: John Hesketh, School Governor Service**

A session designed specifically for new head teachers to cement the close partnership between head teachers and their governing bodies. This course will address:

- the shared leadership role of head teachers and the governing body;
- how heads can create opportunities for governors and others, to help shape the values, vision and aims for the school;
- identify the evidence head teachers should present to governing bodies to help them understand the strengths and weaknesses of the school and any challenges it faces.

**Date and Venue:**

DATE	VENUE	TIME
Thursday 15 November 2007	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

## Promoting Racial Equality & Community Cohesion

**Tutor: Diversity & Cohesion**

Governors need to be aware of their statutory responsibilities in relation to equality legislation, namely the Equality Act 2006 and requirements of the new duty to promote community cohesion. The course will focus on:

Disability Equality; Gender Equality; Race Equality; and Community Cohesion ...but not exclusively.

The course is designed to raise awareness and understanding of the statutory requirements and how this relates to the role of schools.

**Date and Venue:**

DATE	VENUE	TIME
Wednesday 21 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Tuesday 27 November 2007	Crossflatts Primary School, Bingley	7.15 – 9.15pm

## Update of Key Issues Relating to SEN

### Tutor: Glenn Allgood, Special Educational Needs

This course is designed for those governors who have responsibility for special educational needs matters in their school and will provide an opportunity to go through important changes and discuss their implications for the work as a member of the governing body.

#### Dates and Venues:

DATE	VENUE	TIME
Thursday 22 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## About Parent Governors

### Tutor: Diane MacBairdy, School Governor Service

Nobody knows better what it is like to be a parent of a pupil in your school than a parent of a pupil in your school! That is why governors who are themselves parents can make a valuable contribution to decisions the governing body makes. In addition parent governors can help the governing body to build constructive links with parents. This course will explain how and will look at practical questions such as how to get the most from governors' meetings and how to deal with parents' concerns.

All parent governors and any governor wanting to know more about the role of the parent governor are welcome to attend this course.

#### Date and Venue:

DATE	VENUE	TIME
Wednesday 28 November 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Chairs & Heads: The Key Partnership

### Tutor: John Hesketh, School Governor Service & Human Resource Service

Leadership and management are a major focus in an OFSTED inspection and the head and chair are the key players. Chairs and head teachers are invited to attend this lively one day course together. Some questions we will consider:

- What do we expect of each other in the constant press to raise standards?
- How can we support each other in our respective leadership of the governing body and staff?
- What are the different pressures which influence how we each view particular issues?
- What makes us an effective partnership?
- Who are our allies?
- How can we build a stronger team?

The course combines discussion and presentation with quality 'talking and planning' time for each chair/head partnership.

#### Date and Venue:

DATE	VENUE	TIME
Friday 7 December 2007	Future House, Bolling Road, Bradford 4	9.30am - 3.00pm

## Clerks to Governors Autumn Term Briefing

Choice of Dates and Venues:

Monday 29 October 2007	Future House, Bolling Road, Bradford 4	1.00 – 3.00pm
<i>or</i> Wednesday 31 October 2007	Wycliffe CE Primary School, Saltaire Road, Shipley	7.00 – 9.00pm

Please phone to book your place on (01274) 385629

## Autumn Term School Governor Forums

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

<b>KEIGHLEY/ILKLEY/BINGLEY</b>	Thursday 1 November 2007 @ Riddlesden St Mary's CE Primary School, Keighley
<b>BRADFORD SOUTH/BRADFORD WEST</b>	Monday 5 November 2007 @ Future House, Bolling Road, Bradford 4
<b>SHIPLEY/BRADFORD NORTH</b>	Wednesday 7 November 2007 @ Wycliffe CE Primary School, Saltaire Road, Shipley