

Summer Term Prospectus

The Governors' Year in the
Bradford District 2008-2009

Leadership & Governance



Summer Term Prospectus

How to Book a Course

You can use the booking forms 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 Pat Elcock, Linda Townsend and Diane Kenyon at School Governor Service, on 01274 385629, fax 01274 385588 or e-mail school.governor@educationbradford.com

Induction for New Governors

Tutors: John Hesketh and Pam Reynolds, Education Consultants, 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 governors' roles and responsibilities, the governing body meeting and getting to know your school, and will 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 8 May 2009	<i>Future House, Bolling Road Bradford 4</i>	9.15am – 3.30pm
or Friday 19 June 2009	<i>Victoria Primary School, Keighley</i>	9.15am – 3.30pm

Recruiting & Selecting the Right Staff

Tutors: John Hesketh, Education Consultant & 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 13 & 20 May 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Role of the Parent Governor

Tutor: John Hesketh, Education Consultant

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
Monday 18 May 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Promoting Community Cohesion in Schools

Tutor: Jani Rashid, Head of Diversity and Cohesion

Ofsted inspections of the contribution that schools make to community cohesion started in September 2008. The Education Inspections Act requires the governing bodies of maintained schools to promote community cohesion under this new duty.

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.

Date and Venue:

DATE	VENUE	TIME
Monday 8 June 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Governors Role in Human Resource Matters

Tutor: Siobhan Hammond, Human Resource Service

For new governors, those thinking about becoming members of the governors staffing committee or governors wishing to refresh or update their knowledge, the course offers an introduction to recommended personnel practices and an appreciation of relevant employment law.

Date and Venue:

DATE	VENUE	TIME
Wednesday 10 June 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Safer Recruitment Training

Tutors: Jenni Whitehead, Child Protection Co-ordinator and Michelle Huddart, Human Resource Service

All Bradford schools are still required to have at least one person per selection panel Safer Recruitment trained and assessed, online or by workshop. DCSF is likely to make this a national mandatory requirement in 2009, and NCSL has indicated that it will be essential from October. Education Bradford applies this approach with its own selection panels, demonstrating our commitment in this area.

The workshop is a participative alternative to NCSL's online Safer Recruitment training. To support the understanding and implementation of DCSF's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted).

Participants will be able to:

- identify the key features of recruitment that help deter or prevent the appointment of unsuitable people.
- consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting.
- review the recruitment and induction policies and practices of your school/service with view to making them safer.

The workshop includes an assessment, so governors must be able to attend for the full day.

Date and Venue:

DATE	VENUE	TIME
Monday 15 June 2009	Future House, Bolling Road, Bradford 4	9.00am - 5.00pm

Succession Planning

Tutor: Diane Heritage, National Succession Consultant

Governing bodies have a strategic role to play in growing leaders and creating the conditions where leadership can flourish. Leadership development is key to school improvement, as investment in leadership at all levels will pay dividends in pupil achievement. Recruiting a headteacher is probably the most important task a governing body will ever have to face whilst retaining and developing the headteacher is a key responsibility of the governing body.

This workshop will introduce governors to some practical approaches to recruiting, developing and retaining school leaders. Participants will be provided with a range of materials produced for governors by The National College for School Leaders as part of the national succession planning initiative.

The session will be interactive and informative.

Choice of Dates and Venues:

DATE	VENUE	TIME
Tuesday 16 June 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Tuesday 23 June 2009	Victoria Primary School, Keighley	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 recent national changes in school funding arrangements, 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
Wednesday 17 June 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Children in Care: New Statutory Responsibilities for School Governors

Tutor: Ewan Godfrey, Education Matters Team

There are currently 880 children in care (often called looked after children) in Bradford and 535 of school age. The Children and Young Persons Act 2008 was passed in November 2008. The Act says there must be a designated member of staff at school for pupils looked after by a local authority. Draft guidance for school governing bodies was published 24th February 2008. Although the guidance is only draft at this stage the course will give governors an overview of the looked after system, the role of both the governing body and the designated teacher outlined in the guidance. This will allow governing bodies to prepare for their new responsibility.

Date and Venue:

DATE	VENUE	TIME
Thursday 18 June 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Staff Absence Strategies - The Governors Role

Tutor: Sarah Ludbrook, Human Resource Service

For governors who are seeking to explore strategies aimed at improving staff attendance levels. The course aims to provide governors with guidance on the management of staff absence, the promotion of good attendance at work, procedures and the health and wellbeing of staff.

Date and Venue:

DATE	VENUE	TIME
Wednesday 24 June 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Preparing for the Chair

Tutor: John Hesketh, Education Consultant

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
Wednesday 1 July 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Performance Management - The Governors' Role

Tutor: John Hesketh, Education Consultant

This course is for governors who have an interest in the governing body's role in performance management and how this process supports their role in school improvement. It should be seen as a prerequisite for those governors chosen to review the head teacher's performance. The course takes account of the new regulations and procedures which came into force on 1 September 2007.

The morning session will cover the principles of performance management, how this sits with the monitoring and evaluation cycle of school and the responsibilities of governors for the Performance Management process in school.

The afternoon session is designed to develop the skills of the governors in setting of objectives, working with the School Improvement Partner (SIP) and participating in the review meeting.

Choice of Dates and Venues:

DATE	VENUE	TIME
Friday 3 July 2009	Future House, Bolling Road, Bradford 4	9.30am – 3.00pm
or Monday 6 July 2009	Strong Close Children's Centre, Keighley	9.30am – 3.00pm

COURSES FOR THE 2009 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, Bradford BD4 7EB ring 01274 385629 or fax 01274 385588 or book via e-mail: school.governor@educationbradford.com

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9.15am – 3.30pm at Future House

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9.15am – 3.30pm at Victoria Primary School, Keighley

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Name _____

School _____

Contact No. _____

Do you have any special requirements _____