

COURSES FOR THE 2010 SPRING 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

Induction for New Governors
Friday 29 January 2010
9.15am – 3.30pm at Future House

Appointing Head Teachers and Deputies
Tuesday 2 February 2010
7.15pm – 9.15pm at Future House

Role of Parent Governors
Thursday 4 February 2010
7.15pm – 9.15pm at Future House

Role of Community & Local Authority (LA) Governors
Monday 8 February 2010
7.15pm – 9.15pm at Future House

Discipline & Grievance and Managing Investigations
Tuesday 9 February 2010
7.15pm – 9.15pm at Future House

One-to-One Tuition Briefing
Wednesday 10 February 2010
7.15pm – 8.45pm at Future House

Child Protection: The Role of the Named Governor
Thursday 11 February 2010
7.15pm – 9.15pm at Future House

Role of the Staff Governor
Tuesday 23 February 2010
7.15pm – 9.15pm at Future House

Induction for New Governors
Wednesday 24 February
3 and 10 March 2010
7.15pm – 9.15pm at Future House

Effective Financial Governance
Thursday 25 February 2010
7.15pm – 9.15pm at Future House

Governing School Through Policy
Monday 1 March 2010
7.15pm – 9.15pm at Future House

Effective Financial Governance
Thursday 4 March 2010
7.15pm – 9.15pm at Victoria Primary School

Governors' Responsibilities for Personnel Issues/Human Resource Matters
Monday 8 March 2010
7.15pm – 9.15pm at Future House

Raising Standards for Ethnic Minority Groups – the Governors' Role
Tuesday 9 March 2010
7.15pm – 9.15pm at Future House

Role of the Foundation Governor in a Church School
Thursday 11 March 2010
7.15pm – 9.15pm at Future House

The Chair's Role in Leading and Managing Accountability
Tuesday 16 March 2010
7.15pm – 9.15pm at Future House

Safeguarding Children Compliance Framework
Tuesday 23 March 2010
7.15pm – 9.15pm at Future House

Induction for New Governors
Friday 26 March 2010
9.15am – 3.30pm at Victoria Primary School

Safer Recruitment Training Workshop
Tuesday 13 July 2010
9.00am – 5.00pm at Future House

Name _____

School _____

Contact No. _____

Do you have any special requirements _____

Spring Term Prospectus

The Governors' Year in the
Bradford District 2009-2010

Leadership & Governance



Spring Term Prospectus

How to Book a Course

You can use the booking form enclosed with this programme of courses to book a place on any course. Alternatively you can call School Governor Service on (01274) 385629, fax (01274) 385588 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 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.

Please contact Pat Elcock, Linda Townsend, Diane Kenyon, Felicity Blackwood, Clive Linnett or Donna Slater at School Governor Service, on: 01274 385629, fax: 01274 385588 or e-mail: school.governor@educationbradford.com

Induction for New Governors

Tutors: Clive Linnett, School Governor Service and experienced colleagues from Education Bradford.

A must for all new governors: the course provides an introduction to what being a school governor is about. It covers the Governing Body meeting, getting to know the school and ensuring new governors have the information they need to be effective.

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

Choice of Dates and Venues:

DATE	VENUE	TIME
Friday 29 January 2010	<i>Future House, Bolling Road Bradford BD4 7EB</i>	9.15am – 3.30pm
or Wednesday 24 February, 3 & 10 March 2010	<i>Future House, Bolling Road Bradford BD4 7EB</i>	7.15pm – 9.15pm
or Friday 26 March 2010	<i>Victoria Primary School, Cartmel Road, Keighley, BD21 2RD</i>	9.15am – 3.30pm

Appointing Head Teachers and Deputies

Tutor: John Hesketh, Education Consultant

Guidance has been produced intended to help governors and others make the best decision when appointing a new head teacher or deputy.

The course will look at recent guidance from National College of School Leadership (NCSL) in relation to current practice in Bradford and how this meets the statutory requirements for appointing heads and deputies.

Date and Venue:

DATE	VENUE	TIME
Tuesday 2 February 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Role of Parent Governors

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.

The course will examine practical questions such as how to get the most from governors' meetings and explain how to deal with parents' concerns. All parent governors and any governor wanting to know more about the role are welcome to attend.

Date and Venue:

DATE	VENUE	TIME
Thursday 4 February 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Role of Community and Local Authority (LA) Governors

Tutor: John Hesketh, Education Consultant

Why do we have people who have no direct involvement in our school, on our governing body? What do they know about what our school needs? The government believes that schools benefit when they meet the needs of the community. Community and LA governors therefore have a valuable contribution to make. Come along and find out more about your important role.

All community and LA governors and any governor wanting to know more about the role are welcome to attend.

Date and Venue:

DATE	VENUE	TIME
Monday 8 February 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Discipline & Grievance and Managing Investigations

Tutor: Carolyn Coton, HR Advisory Service

The course provides an overview of the Discipline and Grievance Procedures for teachers and school support staff. It covers the role and responsibilities of governors in these procedures and the involvement of governors in management 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
Tuesday 9 February 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm

One-to-One Tuition Briefing

Tutor: Anna Tyszkiewicz, One-to-One Tuition Lead

From April 2009 the DCSF provided funding to local authorities (LAs) for a national one-to-one tuition programme to be delivered from September 2009. The programme will support pupils' progress in English and mathematics at Key Stages 2 and 3, and in National Challenge schools, Key Stage 4.

One-to-one tuition is suitable for pupils who, in order to make progress, need an intensive burst of individualised academic support, which cannot be delivered in a whole-class or small group context. The criteria for pupils who may be eligible for tuition are: pupils who entered the key stage below age-related expectations; pupils who are falling behind trajectory during the latter stages of a key stage and looked-after children who would particularly benefit from this support.

This briefing session will consider issues of particular relevance to governors including: Why one-to-one tuition? What are the expectations of schools that run one-to-one tuition? As a governor, what can I do to help?

Date and Venue:

DATE	VENUE	TIME
Wednesday 10 February 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 8.45pm

Child Protection: The Role of the Named Governor

Tutor: Jenni Whitehead, Child Protection Development Co-ordinator

The Education Act 2002 received Royal Assent on the 24 July 2002. An amendment (Section 175) broadened teachers' and governors' responsibilities in relation to child protection. The amendment 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. The course will give governors clear information about child protection and recent changes to the safeguarding arrangements in the New Ofsted Framework (2009).

Date and Venue:

DATE	VENUE	TIME
Thursday 11 February 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm

Role of the Staff Governor

Tutor: John Hesketh, Education Consultant

Can staff governors take part in staff appointments? Do they have to leave the room when governors discuss pay policy? If you are not sure of the answers then this is the course for you! The course addresses decisions on staff matters and declarations of interest, confidentiality, professional relationships with the headteacher, and the difference between representation and delegation.

All staff governors and any other governor wanting to know more about the role are welcome to attend.

Date and Venue:

DATE	VENUE	TIME
Tuesday 23 February 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 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).

Choice of Dates and Venues:

DATE	VENUE	TIME
Thursday 25 February 2010	<i>Future House, Bolling Road Bradford BD4 7EB</i>	7.15pm – 9.15pm
or Thursday 4 March 2010	<i>Victoria Primary School, Keighley BD21 2RD</i>	7.15pm – 9.15pm

Governing School Through Policy

Tutor: John Hesketh, Education Consultant

Many school governors now work using the 'governing by policy' model. The course is for the benefit of new governors and governors who have not yet experienced this effective way of working.

The course will enable governors to look at the real purpose of their school governing body and suggest how to achieve these objectives. No more confusion about who decides what.

No more getting bogged down in detail. Governors will learn how to make a big difference in governing their school (what you do best) whilst freeing up the headteacher and staff to manage it (what they do best).

Date and Venue:

DATE	VENUE	TIME
Monday 1 March 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Governors' Responsibilities for Personnel Issues/Human Resource Matters

Tutor: Graham Jackson, HR Advisory Service

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

Date and Venue:

DATE	VENUE	TIME
Monday 8 March 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Raising Standards for Ethnic Minority Groups – the Governors' Role

Tutor(s): Brenda Castle, Ethnic Minority Achievement (EMA) Consultant and members of the EMA Team

The course examines governors' roles, understanding and knowledge about the relative progress of recent and established ethnic minority groups in their schools. Consideration is given to:

- programmes and strategies that have been successful in raising the achievement and aspirations of ethnic minority pupils as early arrivals and as more advanced learners of English
- social and cultural factors leading to under-achievement

Date and Venue:

DATE	VENUE	TIME
Tuesday 9 March 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Role of the Foundation Governor in a Church School

Tutor: John Hesketh, Education Consultant

What are the specific responsibilities of Foundation Governors? Is their role different from that of other governors? How do Foundation governors in church schools preserve and develop the religious character of the school? This course explores the role of Foundation Governors.

All Foundation Governors and any school governor wanting to know more about the role of the foundation governor are welcome to attend.

Date and Venue:

DATE	VENUE	TIME
Thursday 11 March 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

The Chair's Role in Leading and Managing Accountability

Tutor: John Hesketh, Education Consultant

The course has been developed nationally and specifically designed for Chairs of Governors. It is built around activities designed to answer the question "How do we know what is happening?" and deals with:

- the ways in which the governing body acts as a critical friend and in particular holds the school to account for standards, and;
- the accountability of the governing body for its decisions.

Date and Venue:

DATE	VENUE	TIME
Tuesday 16 March 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

Safeguarding Children Compliance Framework

Tutors: The session will be led by members of the Education Bradford, Human Resources Team

The session provides an introduction to the Safeguarding aspects of the new Ofsted framework from a Human Resources perspective. The session will assist governors' appreciation of their roles and responsibilities for safeguarding and promoting the welfare of children. The session will be of interest to all governors and of particular relevance in considering issues of recruitment and vetting, child protection, and safeguarding. Specifically, the session will provide an:

- Awareness of the statutory duty to safeguard and promote the welfare of children
- Knowledge of the 'Single Record' (CRB, List 99 requirements)
- Handling allegations against staff in child protection cases

Date and Venue:

DATE	VENUE	TIME
Tuesday 23 March 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm

Safer Recruitment Training Workshop

Tutors: Child Protection Development & Human Resource Service Teams

This full-day workshop is aimed at Governors and Education Bradford staff who actively recruit within Education Bradford and Bradford schools. On 1 May 2009 DCSF launched its consultation in proposing to make it a national mandatory requirement in Education from 1 January 2010; i.e. to have a minimum of one person trained on Safer Recruitment per panel. Education Bradford has committed to having at least one person per selection panel trained on Safer Recruitment.

DCSF commissioned the training, via NCSL, 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). The workshops are also open to Bradford schools.

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 with a 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
Tuesday 13 July 2010	Future House, Bolling Road, Bradford 4	9.00 – 5.00pm

Safer Recruitment Online Training 2009-2010

www.cwdcouncil.org.uk/safeguarding/safer-recruitment

To apply for access to the training use the link above to the application form. The form will ask you to enter the name and email address of the headteacher at your school to request they submit an online reference to verify your identity, the requirement for you to undertake the training and confirm that you have been subjected to the relevant identity and security checks.