

## COURSES FOR THE 2010 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

- |  |                          |  |                          |
|--|--------------------------|--|--------------------------|
| <b>Safeguarding Children Compliance Framework</b><br>Wednesday 28 April 2010<br>7.15pm – 9.15pm at Future House                                    | <input type="checkbox"/> | <b>Child Protection: The Role of the Named Governor</b><br>Monday 14 June 2010<br>7.15pm – 9.15pm at Future House      | <input type="checkbox"/> |
| <b>Induction for New Governors</b><br>Friday 7 May 2010<br>9.15am - 3.30pm at Future House   | <input type="checkbox"/> | <b>Effective Financial Governance</b><br>Wednesday 16 June 2010<br>7.15pm – 9.15pm at Future House                     | <input type="checkbox"/> |
| <b>ICT &amp; E-Safety in Schools</b><br>Monday 10 May 2010<br>7.15pm - 9.15pm at Future House  | <input type="checkbox"/> | <b>Children in Care</b><br>Thursday 17 June 2010<br>7.15pm - 9.15pm at Future House                                    | <input type="checkbox"/> |
| <b>The New Ofsted Framework</b><br>Tuesday 11 May 2010<br>7.15pm - 9.15pm at Future House  | <input type="checkbox"/> | <b>Induction for New Governors</b><br>Friday 18 June 2010<br>9.15pm - 3.30pm at Victoria Primary School                | <input type="checkbox"/> |
| <b>Recruiting &amp; Selecting the Right Staff</b><br>Wednesday 12 & 19 May 2010<br>7.15pm - 9.15pm at Future House                                 | <input type="checkbox"/> | <b>Staff Absence Strategies</b><br>Wednesday 23 June 2010<br>7.15pm - 9.15pm at Future House                           | <input type="checkbox"/> |
| <b>Children in Care</b><br>Thursday 13 May 2010<br>7.15pm - 9.15pm at Victoria Primary School  | <input type="checkbox"/> | <b>Preparing for the Chair</b><br>Wednesday 30 June 2010<br>7.15pm - 9.15pm at Future House                            | <input type="checkbox"/> |
| <b>Role of Parent Governors</b><br>Monday 17 May 2010<br>7.15pm - 9.15pm at Future House   | <input type="checkbox"/> | <b>Performance Management</b><br>Friday 2 July 2010<br>9.30am - 3.00pm at Future House                                 | <input type="checkbox"/> |
| <b>Governor Responsibilities &amp; the Common Assessment Framework (CAF)</b><br>Thursday 20 May 2010<br>7.15pm - 9.15pm at Victoria Primary School | <input type="checkbox"/> | <b>Safer Recruitment Training Workshop</b><br>Monday 5 July 2010<br>9.00am - 5.00pm at BTAL, Laisterdyke               | <input type="checkbox"/> |
| <b>Governor Responsibilities &amp; the Common Assessment Framework (CAF)</b><br>Thursday 27 May 2010<br>7.15pm - 9.15pm at Future House            | <input type="checkbox"/> | <b>Understanding Data: Primary Schools</b><br>Monday 5 July 2010<br>7.15pm - 9.15pm at Future House                    | <input type="checkbox"/> |
| <b>Promoting Community Cohesion in Schools</b><br>Monday 7 June 2010<br>7.15pm - 9.15pm at Future House  | <input type="checkbox"/> | <b>Raising Standards for Ethnic Minority Groups</b><br>Tuesday 6 July 2010<br>7.15pm - 9.15pm at Future House          | <input type="checkbox"/> |
| <b>The New Ofsted Framework</b><br>Tuesday 8 June 2010<br>7.15pm - 9.15pm at Victoria Primary School   | <input type="checkbox"/> | <b>Safeguarding Children Compliance Framework</b><br>Tuesday 6 July 2010<br>7.15pm – 9.15pm at Victoria Primary School | <input type="checkbox"/> |
| <b>Safeguarding Children Compliance Framework</b><br>Thursday 10 June 2010<br>7.15pm – 9.15pm at Woodlands Primary School                          | <input type="checkbox"/> | <b>Understanding Data: Secondary Schools</b><br>Wednesday 7 July 2010<br>7.15pm - 9.15pm at Future House               | <input type="checkbox"/> |
| <b>Governors' Responsibilities for Personnel Issues / Human Resource Matters</b><br>Thursday 10 June 2010<br>7.15pm – 9.15pm at Future House       | <input type="checkbox"/> | <b>Understanding Data: Primary Schools</b><br>Thursday 8 July 2010<br>7.15pm - 9.15pm at Victoria Primary School       | <input type="checkbox"/> |

Name \_\_\_\_\_

School \_\_\_\_\_

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

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

# Summer Term Prospectus

The Governors' Year in the  
Bradford District 2009-2010

**Leadership & Governance**



# Summer Term Prospectus

## How to Book

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) 385588 or e-mail [school.governor@educationbradford.com](mailto: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.

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

## Safeguarding Children Compliance Framework

**Tutors: Education Bradford Human Resources Team including Katie Craker (Future House), Eric Fairchild (Woodlands Primary School), and Lucy Hutton (Victoria Primary School, Keighley)**

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
- A knowledge of the 'Single Record' (CRB, List 99 requirements)
- Handling allegations against staff in child protection cases

### Choice of Dates and Venues:

DATE	VENUE	TIME
Wednesday 28 April 2010	<i>Future House, Bolling Road Bradford BD4 7EB</i>	7.15pm – 9.15pm
or Wednesday 9 June 2010	<i>Woodlands Primary School, Mill Carr Hill Road, BD12 7EZ</i>	7.15pm – 9.15pm
or Tuesday 6 July 2010	<i>Victoria Primary School, Cartmel Road, Keighley, BD21 2RD</i>	7.15pm – 9.15pm

## Safer Recruitment Training Workshops

**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
Monday 5 July 2010	<i>BTAL (UK) Ltd, BTAL House, Laisterdyke, BD4 8AT</i>	9.00am – 5.00pm

## Safer Recruitment On-line Training

<http://www.ncsl.org.uk/safer-recruitment>

[www.cwdcouncil.org.uk/safeguarding/safer-recruitment](http://www.cwdcouncil.org.uk/safeguarding/safer-recruitment)

To apply for access to the training use the links 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.

## Induction for New Governors

**Tutors: Clive Linnett, School Governor Service, along with experienced colleagues from Education Bradford will be involved in one or more sessions of this course**

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 7 May 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	9.15am – 3.30pm
or Friday 18 June 2010	<i>Victoria Primary School, Cartmel Road, Keighley, BD21 2RD</i>	9.15am – 3.30pm

## ICT & E-Safety in Schools

**Tutor: Paul Scott, Lead Teaching and Learning Consultant (ICT), Education Bradford**

This session provides an introduction to E-Safety issues in schools & how the implementation of appropriate policies can support the safe and responsible use of ICT for staff & pupils.

E-Safety and cyber bullying are key issues regarding safeguarding children and young people. Schools have the responsibility of protecting children in their care and educating them for when they are away from school premises. Additionally, they have a key responsibility in reaching parents and carers.

The course aims to provide governors with insights into the issues surrounding e-safety and cyber bullying and to highlight positive steps that they could take to support their schools to ensure that pupils remain safe and know how to report abuse when using modern technologies.

### Date and Venue:

DATE	VENUE	TIME
Monday 10 May 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

## The New Ofsted Framework

**Tutors: Christine Birchall & David Thompson, (Future House), Ros Garside & Helen Griffin (Keighley), Senior Area Achievement Officers, Education Bradford**

In September 2009 Ofsted began using its new Framework for Inspection and the new Self Evaluation Form (SEF). This course will provide an introduction to the new Framework and SEF so that you understand how the changes will affect your school.

The Governing Body has final responsibility for the SEF. The brief notice of inspection effectively means that the school must have the SEF complete at all times and up-to date. Governing Bodies need to ensure that there is proper consultation before the SEF is completed and that it is regularly on their agenda and kept up-to date.

### Attending this course will assist you in:

- understanding the new inspection process and criteria against which schools will be judged
- knowing about the reporting form and how to prepare for Inspection without notice
- understanding the changes in the SEF.

### Choice of dates and venues:

DATE	VENUE	TIME
Tuesday 11 May 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm
or Tuesday 8 June 2010	<i>Victoria Primary School, Cartmel Road, Keighley, BD21 2RD</i>	7.15pm – 9.15pm

## Recruiting & Selecting the Right Staff

**Tutors: John Hesketh, Education Consultant & Eric Fairchild, Human Resource Service, Education Bradford**

The 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 course takes you from preparing job descriptions to making appointments. It will also help you to contribute with confidence in those appointments where school governors are directly involved.

The course will also develop the skills of governors taking part in performance review meetings and work with external advisers.

**This is a two session course.**

### Dates and Venue:

DATE	VENUE	TIME
Wednesday 12 & 19 May 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm

## Children in Care: The Care System and Statutory Responsibilities for School Governors

**Tutor: Ewen Godfrey, Children in Public Care, Education Bradford**

There are currently 906 children in care (often called looked after children) in Bradford, 535 of school age. The Children and Young Persons Act (November 2008) states that there must be a designated member of staff for pupils looked after by a local authority. New Statutory Guidance for school governors was published in November 2009.

This course will help governors understand the care system and their responsibilities in supporting children in care and their new responsibilities under the guidance.

### Choice of dates:

DATE	VENUE	TIME
Thursday 13 May 2010	Victoria Primary School, Cartmel Road, Keighley, BD21 2RD	7.15pm – 9.15pm
or Thursday 17 June 2010	Future House, Bolling Road Bradford BD4 7EB	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
Monday 17 May 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm

## Governor Responsibilities and the Common Assessment Framework (CAF)

**Tutors: Evelyn Haigh & Julie Ioanna, Workforce Development Co-ordinators, Education Bradford**

This session will assist you to understand the Common Assessment Framework (CAF) as it affects school management and governor responsibilities.

The Common Assessment Framework (CAF) is a standardised way of assessing the needs of vulnerable children and young people and deciding how those needs should be met.

By the end of the session you will:

- have a clear understanding of what the CAF is and how it should be used
- understand the national context for the CAF and how it is being implemented in the Bradford District; and
- understand your responsibilities as a school governor in ensuring that the CAF process is effectively implemented in your school in order to meet the needs of vulnerable children and young people.

### Choice of dates and venues:

DATE	VENUE	TIME
Thursday 20 May 2010	<i>Victoria Primary School, Cartmel Road, Keighley, BD21 2RD</i>	7.15pm – 9.15pm
or Thursday 27 May 2010	<i>Future House, Bolling Road Bradford BD4 7EB</i>	7.15pm – 9.15pm

## Promoting Community Cohesion in Schools

**Tutor(s): Diversity & Cohesion Team, Education Bradford**

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 commenced in September 2008.

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

### Date and Venue:

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

## Governors' Responsibilities for Personnel Issues / Human Resource Matters

**Tutor: Katie Craker, Human Resource Service, Education Bradford**

This 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
Thursday 10 June 2010	<i>Future House, Bolling Road, Bradford BD4 7EB</i>	7.15pm – 9.15pm

## Child Protection: The Role of the Named Governor

**Tutor: Jenni Whitehead, Child Protection Development Co-ordinator, Education Bradford**

The Education Act 2002 received Royal Assent on the 24 July 2002. An amendment (Section 175) broadened teacher's 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 the legislation.

**Date and Venue:**

DATE	VENUE	TIME
Monday 14 June 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm

## Effective Financial Governance

**Tutor: Alan Jarvis, Head of School Funding, Education Bradford**

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 16 June 2010	Future House, Bolling Road, Bradford 4	7.15pm – 9.15pm

## Staff Absence Strategies: The Governors' Role

**Tutor: Louise Smith, Human Resource Service, Education Bradford**

This course is for governors seeking to explore strategies to improve 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 23 June 2010	Future House, Bolling Road, Bradford 4	7.15pm – 9.15pm

## Preparing for the Chair

**Tutor: John Hesketh, Education Consultant**

This course considers the role of the chair and the skills and qualities 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 30 June 2010	Future House, Bolling Road, Bradford 4	7.15pm – 9.15pm

## Performance Management – The Governors’ Role

**Tutor: John Hesketh, Education Consultant**

This course is for governors with an interest in the governing body’s role in performance management and how this supports their role in school improvement. Attendance should be regarded as a prerequisite for governors reviewing the head teacher’s performance. The course takes account of the regulations and procedures which came into force following the new regulations in 2006.

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

### Date and Venue:

DATE	VENUE	TIME
Friday 2 July 2010	Future House, Bolling Road Bradford BD4 7EB	9.30am – 3.00pm

## Understanding Data

**Tutor: David Benbow, Lead Consultant Data Collection, Education Bradford**

This course will enhance your understanding of:

- the data used to evaluate school performance
- the analyses included in the RAISE Online report
- how you can fulfil your role of offering challenge to your schools concerning the attainments and progress made by pupils

### Choice of Dates and Venues:

DATE	VENUE	TIME
<b>PRIMARY SCHOOL GOVERNORS</b>		
Monday 5 July 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm
<b>SECONDARY SCHOOL GOVERNORS</b>		
Wednesday 7 July 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm
<b>PRIMARY SCHOOL GOVERNORS</b>		
Thursday 8 July 2010	Victoria Primary School, Cartmel Road, Keighley, BD21 2RD	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, Education Bradford**

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 6 July 2010	Future House, Bolling Road, Bradford BD4 7EB	7.15pm – 9.15pm