

COURSES FOR THE 2006-2007 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 385624 or book via e-mail: school.governor@educationbradford.com

- | | | | |
|--|--------------------------|---|--------------------------|
| <p>Induction for New Governors
Friday 27 April 2007
9.15 – 3.30pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | <p>Friend or Foe: Providing Challenge & Support to your School
Monday 18 June 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> |
| <p>Effective Financial Governance
Monday 14 May 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | <p>Performance Management Update
Tuesday 19 June 2007
7.15 – 9.15pm at <i>Wycliffe Primary School, Shipley</i></p> | <input type="checkbox"/> |
| <p>The Role of the Named/Link Governor
Monday 21 May 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | <p>Achievement, Attainment and Pupil Tracking: How RAISEonline will affect your School
Wednesday 20 June 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> |
| <p>Interviewing Skills
Thursday 24 May 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | <p>Child Protection: The Role of the Named Governor
Monday 25 June 2007
9.30 – 11.30am at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> |
| <p>Common Assessment Framework
Thursday 7 June 2007
7.15 – 9.15pm at <i>Thornton Primary School, Thornton</i></p> | <input type="checkbox"/> | <p>Achievement, Attainment and Pupil Tracking: How RAISEonline will affect your School
Tuesday 26 June 2007
7.15 – 9.15pm at <i>Crossflats Primary School, Bingley</i></p> | <input type="checkbox"/> |
| <p>Shaping the Direction of the School
Monday 11 June 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | <p>Performance Management Update
Wednesday 27 June 2007
7.15 – 9.15pm at <i>Thornton Primary School, Thornton</i></p> | <input type="checkbox"/> |
| <p>Common Assessment Framework
Tuesday 12 June 2007
7.15 – 9.15pm at <i>Wycliffe Primary School, Shipley</i></p> | <input type="checkbox"/> | <p>Performance Management
Monday 2 July 2007
9.30am – 3.00pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> |
| <p>Implementing the Discipline & Complaints Procedures for school based staff and Managing Investigations
Wednesday 13 June 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | <p>Preparing for the Chair
Tuesday 3 July 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> |
| <p>Induction for New Governors
Thursday 14, 21 and 28 June
7.15 – 9.15pm at <i>Future House, Bradford 4</i></p> | <input type="checkbox"/> | | |

Name _____

School _____

Contact No. _____

Do you have any special requirements _____

Summer Term Prospectus

The Governors' Year in the
Bradford District 2006-2007

School Governor Service



Summer 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

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 Jean Jordan on 01274 385629, fax 01274 385624 or e-mail school.governor@educationbradford.com

Induction for New Governors

Tutors: 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 and purpose to what being a school governor is all about. The course will cover the role of the governing body, 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:

DATE	VENUE	TIME
Friday 27 April 2007	Future House, Bolling Road, Bradford 4	9.15am – 3.30pm
or Thursday 14, 21 & 28 June 2007	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 headteacher, and financial benchmarking.

With the national changes in school funding arrangements which took effect from April 2006, this is an area of increasing importance for governing bodies.

Date and Venue:

DATE	VENUE	TIME
Monday 14 May 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 asked 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? This course offers support and advice to enable governors to carry out their role as named individuals.

Date and Venue:

DATE	VENUE	TIME
Monday 21 May 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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
Thursday 24 May 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Common Assessment Framework

Tutors: Bob Baynham, Jenny Taylor

The Common Assessment Framework (CAF) is a process for carrying out a shared, holistic assessment of the needs of children and young people and their families. It will be used across all children's services to help early identification of need and promote co-ordinated service provision. All practitioners working with children will need to be familiar with the CAF and there will be particular implications for teachers and others working in schools. Governors will have a key role in helping their schools to embed the CAF in practice by the government's deadline of March 2008. Headteachers were invited to take part in multi-agency training for managers over the autumn term 2006 and this course for governors is intended to raise your awareness of the CAF and related issues.

Choice of Dates and Venues:

DATE	VENUE	TIME
Thursday 7 June 2007	Thornton Primary School, Thornton, Bradford 13	7.15 – 9.15pm
or Tuesday 12 June 2007	Wycliffe CE Primary School, Saltaire, Shipley	7.15 – 9.15pm

Shaping the Direction of the School

Tutor: Diane MacBairdy, School Governor Service

The most important role of governors is in shaping the direction of the school, yet Ofsted has identified that schools often lack effectiveness in this area. This course explains what it means to be strategic and how to be more strategic. Practical activities will be included which can be taken back to be used with your governing body.

Date and Venue:

DATE	VENUE	TIME
Monday 11 June 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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

Tutor: 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 13 June 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Friend or Foe: Providing Challenge & Support to your School

Tutor: Diane MacBairdy, School Governor Service

A key role of the governing body is to be a critical friend to the school. What does this mean in practice? How does the governing body carry out this important role? What sources of information are available to support governors? Find out more about this role and how it relates to the governing body's responsibility for monitoring and evaluating the work of the school.

Date and Venue:

DATE	VENUE	TIME
Monday 18 June 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Performance Management Update

Tutor: Education Consultants

This course is designed for governors who have experience and have participated in Performance Management in Schools. It will set out the changes that have been agreed to the Performance Management Process for next academic 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 19 June 2007	Wycliffe CE Primary School, Saltaire, Shipley	7.15 – 9.15pm
or Wednesday 27 June 2007	Thornton Primary School, Thornton, Bradford 13	7.15 – 9.15pm

Achievement, Attainment and Pupil Tracking: How RAISEonline will affect your School

Tutor: Mike Powell, Education Information Service

In recent years schools have seen a number of new initiatives designed to help with self evaluation. These include the new style PANDA which was the basis of governor training sessions last year. Since then a new tool called RAISEonline, developed by Ofsted and DfES, has been introduced. The following extract from their earlier documentation describes RAISEonline:

“To ensure schools have access to all the relevant information to complete their self-evaluation, Ofsted and the Department for Education and Skills (DfES) are working together to produce an online interactive tool – RAISEonline. RAISEonline will merge Ofsted’s PANDA and DfES’s Pupil Achievement Tracker (PAT). The unified approach will help all those with an interest in the quality of schools and school improvement: headteachers, local authorities, senior managers and governors, inspectors, School Improvement Partners (SIPS) and parents”.

It is clear that Inspectors, HMIs and the new School Improvement Partners will use the information from RAISEonline to guide their assessments of schools. This presentation will provide you with an overview of RAISEonline and the impact it will have on your school. In particular RAISEonline will replace the Pupil Achievement Tracker and the PANDA.

Choice of Dates and Venues:

DATE	VENUE	TIME
Wednesday 20 June 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Tuesday 26 June 2007	Crossflats Primary School, Bingley	7.15 – 9.15pm

Child Protection: The Role of the Named Governor

Tutor: Jenni Whitehead, Child Protection Co-ordinator

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.

Date and Venue:

DATE	VENUE	TIME
Monday 25 June 2007	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

Performance Management

Tutor: John Hesketh, School Governor Service

This course is for governors who have been appointed by the governing body to review the headteacher’s performance and takes account of the new regulations which come into force on 1 September 2007. The morning session will cover the principles of reviewing the head teacher’s performance, the setting of objectives, working with the adviser, the monitoring and evaluation cycle and the role and responsibilities of the appointed governors. The afternoon session is designed to develop the skills of the appointed governors in taking part in the review meeting and working with the adviser.

Date and Venue:

DATE	VENUE	TIME
Monday 2 July 2007	Future House, Bolling Road, Bradford 4	9.30am – 3.00pm

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
Tuesday 3 July 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Clerks to Governors Summer Term Briefing

Choice of Dates and Venues:

Monday 18 June 2007	Future House, Bolling Road, Bradford 4	1.00 – 3.00pm
<i>or</i> Wednesday 20 June 2007	Wycliffe CE Primary School, Saltaire Road, Shipley	7.00 – 9.00pm

Please phone to book your place on (01274) 385629

Summer Term School Governor Forums

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

KEIGHLEY/ILKLEY/BINGLEY	Thursday 21 June 2007 7.15pm @ Riddlesden St Mary's CE Primary School, Keighley
BRADFORD SOUTH/BRADFORD WEST	Monday 25 June 2007 7.15pm @ Future House, Bolling Road, Bradford 4
SHIPLEY/BRADFORD NORTH	Wednesday 27 June 2007 7.00pm @ Wycliffe CE Primary School, Saltaire Road, Shipley