

## COURSES FOR THE 2008-2009 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 385624 or book via e-mail: school.governor@educationbradford.com

### **Induction for New Governors**

Friday 23 January 2009  
9.15am – 3.30pm at Future House

### **Effective Financial Governance**

Thursday 26 February 2009  
7.15pm – 9.15pm at Future House

### **Appointing Head Teachers and Deputies**

Tuesday 3 February 2009  
7.15pm – 9.15pm at Future House

### **Governing School Through Policy**

Monday 2 March 2009  
7.15pm – 9.15pm at Future House

### **About Parent Governors**

Thursday 5 February 2009  
7.15pm – 9.15pm at Future House

### **Governors' Responsibilities for Personnel Issues**

Monday 9 March 2009  
7.15pm – 9.15pm at Future House

### **Role of Community & LA Governors**

Monday 9 February 2009  
7.15pm – 9.15pm at Future House

### **Raising Standards for Ethnic Minority**

**Groups - the Governors' Role**  
Tuesday 10 March 2009  
7.15pm – 9.15pm at Future House

### **Discipline & Grievance and Managing Investigations**

Tuesday 10 February 2009  
7.15pm – 9.15pm at Future House

### **Role of the Foundation Governor in a Church School**

Thursday 12 March 2009  
7.15pm – 9.15pm at Future House

### **Child Protection: The Role of the Named Governor**

Thursday 12 February 2009  
7.15pm – 9.15pm at Future House

### **The Chair's Role in Leading & Managing Accountability**

Tuesday 17 March 2009  
7.15pm – 9.15pm at Future House

### **Role of the Staff Governor**

Tuesday 24 February 2009  
7.15pm – 9.15pm at Future House

### **Induction for New Governors**

Friday 27 March 2009  
9.15am – 3.30pm at Victoria Primary School, Keighley

### **Induction for New Governors**

Wednesday 25 February, 4 & 11 March 2009  
7.15pm – 9.15pm at Future House

Name \_\_\_\_\_

School \_\_\_\_\_

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

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

# Spring Term Prospectus

The Governors' Year in the  
Bradford District 2008-2009

**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) 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. 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.

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.

## National Training Programme for Clerks to School Governors

The National Training Programme is to enable experienced clerks to refresh, consolidate and further develop their competencies 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 Linda Townsend, Diane Kenyon or Louise Brearley on 01274 385629, fax 01274 385624 or e-mail: [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

## Induction for New Governors

**Tutors: John Hesketh, Education Consultant, 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
Friday 23 January 2009	<i>Future House, Bolling Road Bradford 4</i>	9.15am – 3.30pm
or Wednesday 25 February, 4 & 11 March 2009	<i>Future House, Bolling Road Bradford 4</i>	7.15 – 9.15pm
or Friday 27 March 2009	<i>Victoria Primary School, Cartmel Road, Keighley</i>	9.15am – 3.30pm

## Appointing Head Teachers and Deputies

**Tutor: John Hesketh, Education Consultant**

Guidance has been produced which is intended to help governors and others make the best decision when seeking a new head teacher.

This course will look at this guidance in relation to current practice in Bradford and how this meets the statutory requirements for appointing Heads and Deputies. This course is timed so that governors can attend the course prior to going through the appointment process.

### Date and Venue:

DATE	VENUE	TIME
Tuesday 3 February 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

## About 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. 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
Thursday 5 February 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

## Role of Community & 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.

**Date and Venue:**

DATE	VENUE	TIME
Monday 9 February 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Discipline & Grievance and Managing Investigations

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

This course will provide an overview of the Discipline and Grievance Procedures for teachers and school support staff. The course covers the roles 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 10 February 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Child Protection: The Role of the Named Governor

**Tutor: Jenni Whitehead, Child Protection Development Coordinator**

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
Thursday 12 February 2009	Future House, Bolling Road, Bradford 4	7.15 – 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! This course will address decisions on staff matters and declarations of interest, confidentiality, professional relationship with the headteacher and the difference between representation and delegation.

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

**Date and Venue:**

DATE	VENUE	TIME
Tuesday 24 February 2009	<i>Future House, Bolling Road, Bradford 4</i>	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 national changes in school funding arrangements which will take effect from April 2006, 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
Thursday 26 February 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

## Governing School Through Policy

**Tutor: John Hesketh, Education Consultant**

Many school governors will now be working according to the 'governing by policy' model. This course is repeated for the benefit of new governors and governors who have not yet experienced this new and effective way of working.

The course will enable governors to look at the real purpose of your school governing body and learn how this can be achieved. No more confusion about who decides what. No more getting bogged down in detail. You will learn how you can make a big difference in governing school (what you do best) whilst freeing up your headteacher and staff to manage school (what they do best).

**Date and Venue:**

DATE	VENUE	TIME
Monday 2 March 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

## Governors' Responsibilities for Personnel Issues

**Tutor: Human Resources, Education Bradford**

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.

### Choice of Dates and Venues:

DATE	VENUE	TIME
Monday 9 March 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## Raising Standards for Ethnic Minority Groups – the Governors' Role

**Tutor: Ros Garside, Senior School Improvement Officer**

This course will look at governors' roles in knowing about the relative progress of different groups in their schools.

It will also consider programmes and strategies which have been successful for these groups, both as early arrivals and as more advanced learners of English.

In the case of African and African Caribbean pupils, social and cultural factors leading to under-achievement will be considered.

### Date and Venue:

DATE	VENUE	TIME
Tuesday 10 March 2009	Future House, Bolling Road, Bradford 4	7.15 – 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 this course.

### Date and Venue:

DATE	VENUE	TIME
Thursday 12 March 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

## The Chair's Role in Leading & Managing Accountability

**Tutor: John Hesketh, Education Consultant**

This course has been developed nationally and designed specifically for chairs of governors.

This session deals with: the ways in which the governing body acts as a critical friend and in particular hold the school to account for standards, and the accountability of the governing body for its decisions.

The session is built around activities, which are designed to answer the question "How do we know what is happening?"

### Date and Venue:

DATE	VENUE	TIME
Tuesday 17 March 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm