

COURSES FOR THE 2006-2007 AUTUMN 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, ticking the appropriate box(es) 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

Monday 18 September 2006
9.15 – 3.30pm at Future House, Bradford 4

Recruiting & Selecting the Right Staff

Thursday 12 October 2006
and Thursday 19 October 2006
7.15 – 9.15pm at Future House, Bradford 4

Extended Schools & the Role of the Governing Body

Tuesday 17 October 2006
7.15 – 9.15pm at Future House, Bradford 4

Pupil Discipline Committee

Monday 30 October 2006
7.15 – 9.15pm at Future House, Bradford 4

Performance Management - UPDATE

Tuesday 31 October 2006
7.15 – 9.15pm at Future House, Bradford 4

Ethnic Minority Achievement: From Support to Sustainability

Wednesday 1 November 2006
7.15 – 9.15pm at Future House, Bradford 4

School Improvement Partners

Thursday 2 November 2006
7.15 – 9.15pm at Future House, Bradford 4

Performance Management

Friday 3 November 2006
9.30am – 3.00pm at BTAL House, Laisterdyke
Bradford 4

Child Protection: The Role of the Named Governor

Monday 6 November 2006
7.15 – 9.15pm at Future House, Bradford 4

Chairing Governing Bodies and their Meetings

Tuesday 7 November 2006
and Tuesday 14 November 2006
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Ofsted Inspection and the Self Evaluation Form (SEF): The Role of the Governing Body

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

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Clerk to Governors Autumn Term Briefing

Thursday 9 November 2006
1.00- 3.00pm at Future House, Bradford 4

Clerk to Governors Autumn Term Briefing

Tuesday 14 November 2006
7.00 – 9.00pm at Wycliffe CE Primary School,
Saltaire Road, Shipley

Performance Management - UPDATE

Wednesday 15 November 2006
7.15 – 9.15pm at Crossflatts Primary School,
Bingley

Governors' Responsibilities for Health & Safety in Schools

Thursday 16 November 2006
7.15 – 9.15pm at Future House, Bradford 4

Induction for New Governors

Monday 20 November 2006
and Monday 27 November 2006
and Monday 4 December 2006
7.15 - 9.15pm at Future House, Bradford 4

Update of Key Issues Relating to SEN in Mainstream Schools Including SEN Funding

Monday 20 November 2006
7.15 – 9.15pm at Future House, Bradford 4

Performance Management

Tuesday 21 November 2006
and Tuesday 28 November 2006
7.15 – 9.15pm at Future House, Bradford 4

About Parent Governors

Wednesday 22 November 2006
7.15 – 9.15pm at Future House, Bradford 4

Effective Financial Governance

Thursday 23 November 2006
7.15 – 9.15pm at Future House, Bradford 4

continued overleaf

Chairs & Heads: The Key Partnership

Friday 24 November 2006
10.00am – 3.00pm at *Future House,*
Bradford 4

**Disability Discrimination Act 2005:
Implications for Schools**

Wednesday 29 November 2006
7.15 – 9.15pm at *Future House, Bradford 4*

Induction for New Governors

Friday 8 December 2006
9.15am – 3.30pm at *Victoria Primary School,*
Cartmel Road, Keighley, BD21

Name _____

School _____

Contact No. _____

Autumn Term Prospectus

The Governors' Year in the
Bradford District 2006-2007

Autumn Term Prospectus

How to Book a course

You can use the booking form 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 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
Monday 18 September 2006	<i>Future House, Bolling Road, Bradford 4</i>	9.15 – 3.30pm
or Monday 20 November 2006 and Monday 27 November 2006 and Monday 4 December 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 - 9.15pm
or Friday 8 December 2006	<i>Victoria Primary School, Cartmel Road, Keighley, BD21</i>	9.15 – 3.30pm

Recruiting & Selecting the Right Staff

Tutors: John Hesketh, School Governor Service and a colleague from the 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 to those appointments where school governors are directly involved.

Dates and Venue:

DATE	VENUE	TIME
Thursday 12 October 2006 and Thursday 19 October 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Extended Schools & the Role of the Governing Body

Tutor: John Hesketh, School Governor Service

This course will enable governing bodies and leadership teams to make informed decisions about extending their schools provision to ensure the best possible outcomes for children and their families and to build the capacity of the governing body to lead the initiative.

Date and Venue:

DATE	VENUE	TIME
Tuesday 17 October 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Induction: The Next Steps

Tutor: Diane MacBairdy, School Governor Service

One year on from attending your induction course you will be invited to a follow up session to give you an opportunity to review your efforts as a governor so far and to consider ways in which you can now become a more effective member of your governing body.

Attendance by invitation.

Dates and Venues:

DATE	VENUE	TIME
Friday 20 October 2006	<i>Future House, Bolling Road, Bradford 4</i>	9.30 – 11.30am
or Monday 13 November 2006	<i>Myrte Park Primary School, Ash Terrace, Bingley, Bradford 16</i>	7.15 – 9.15pm

Pupil Discipline Committee

Tutor: Mick O'Brien, Pupil Access

An introduction to how this Statutory Committee should operate and its responsibilities. This course will focus on governors' roles and responsibilities with regard to pupil exclusions based around the Pupil Exclusion manual distributed in Autumn 2005.

Education Bradford strongly recommends that members of the governing body's Pupil Discipline Committee, Chairs of Governors and Clerks to Governing Bodies attend this training and keep up to-date with all the new legislation, regulations and operational areas of good practice surrounding pupil exclusions.

Date and Venue:

DATE	VENUE	TIME
Monday 30 October 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Performance Management - UPDATE

Tutor: John Hesketh, School Governor Service

This course is designed for experienced governors who have already participated in performance management in schools. It will set out the changes that have been agreed to the Performance Management process for this year and what the governing body will need to do to ensure successful teacher and head teacher performance management. This will include performance management policies; appointing reviewers; classroom observation; the planning statement and review meeting and pay progression.

Dates and Venues:

DATE	VENUE	TIME
Tuesday 31 October 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm
or Wednesday 15 November 2006	<i>Crossflatts Primary School, Bingley</i>	7.15 – 9.15pm

Ethnic Minority Achievement: From Support to Sustainability

Tutor: Ros Garside, Strategic Manager Equalities and Ethnic Minority Achievement

This course will provide an overview of Education Bradford's strategy in relation to raising ethnic minority achievement.

It will give examples of good practice in schools and will consider how governors can contribute to ensuring that sustainable practice is in place in their schools.

Date and Venue:

DATE	VENUE	TIME
Wednesday 1 November 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

School Improvement Partners

Tutor: Phil Weston, Secondary Strategic Operational Manager

The School Improvement Partner will act as a critical professional friend to a group of allocated schools, helping the leadership team to evaluate its performance, identifying priorities for improvement and planning effective change. The purpose is to build the school's capacity to improve the achievement of pupils.

A detailed briefing, including a question and answer session, **specifically for governors of secondary schools.**

Date & Venue:

DATE	VENUE	TIME
Thursday 2 November 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Performance Management

Tutor: John Hesketh, School Governor Service

This course is for governors who have been newly appointed by the governing body to review the head teacher's performance. It will cover the changes agreed to the Performance Management process, including Performance Management policies, appointing reviewers; planning statement and review meeting and then go on to look at governors role in the head's performance management; the role of the School Improvement Partner or External Adviser and the writing of objectives.

It is also designed to develop the skills of the appointed governors in taking part in the review meeting and working with the adviser.

This is either a two session or full day course.

Dates and Venues:

DATE	VENUE	TIME
Friday 3 November 2006	<i>BTAL House, Laisterdyke Bradford 4</i>	9.30am – 3.00pm
or Tuesday 21 November 2006 and Tuesday 28 November 2006	<i>Future House, Bolling Road, Bradford 4</i>	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 teachers' 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 6 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Chairing Governing Bodies and their Meetings

Tutor: John Hesketh, School Governor Service

A course for chairs and vice chairs of governing bodies and committees, or anyone who is thinking of staging a coup!

Chairs of governing bodies and committees have a crucial role to play in ensuring governing bodies are successful. The course looks at how Chairs can help governors contribute, or share equally in policy and decision making. The course considers the role of the chair in meetings and between meetings and the skills and qualities needed to be effective. A must for all chairs, both new and experienced.

Also beneficial to Chairs of Committees.

This is a two session course

Dates and Venue:

DATE	VENUE	TIME
Tuesday 7 November 2006 and Tuesday 14 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Ofsted Inspection and the Self Evaluation Form (SEF): The Role of the Governing Body

Tutor: Diane MacBairdy, School Governor Service

The governing body is responsible for 'signing off' the SEF and continues to be involved in the Ofsted Inspection of their school under the new framework for inspection.

Find out more about these processes and how they relate to the governing body's role in monitoring and evaluating the work of the school.

Date and Venue:

DATE	VENUE	TIME
Wednesday 8 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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

Tutor: Mike Powell, Education Information Services

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 term. From this summer we expect to see a new facility called RAISEonline, developed by Ofsted and DfES. The following extract from their 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.

Date and Venue:

DATE	VENUE	TIME
Thursday 9 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Governors’ Responsibilities for Health & Safety in Schools

Tutor: John Binns, CBMDC Occupational Safety Adviser

Governors should be aware of the need to be conscious of health and safety at all times. On this course, they will learn about duties and responsibilities for the Health and Safety of pupils, visitors and staff in school and associated activities. The course will consider risk assessment, working with contractors on site, legislation, enforcement, with case histories and opportunities for discussion.

Date and Venue:

DATE	VENUE	TIME
Thursday 16 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Update of Key Issues Relating to SEN in Mainstream Schools Including SEN Funding

Tutor: Glenn Allgood, Special Educational Needs

This course is designed for those governors who have responsibility for special educational needs matters in their school and will provide an opportunity to go through important changes and discuss their implications for the work as a member of the governing body.

Date and Venue:

DATE	VENUE	TIME
Monday 20 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

About Parent Governors

Tutor: Angela Dunkerley, Consultant Trainer

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
Wednesday 22 November 2006	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 head teacher, and financial benchmarking.

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

Date and Venue:

DATE	VENUE	TIME
Thursday 23 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Chairs & Heads: The Key Partnership

Tutor: John Hesketh, School Governor Service

Leadership and management are a major focus in an OFSTED inspection and the head and chair are the key players. Chairs and head teachers are invited to attend this lively one day course together. Some questions we will consider:

- What do we expect of each other in the constant press to raise standards?
- How can we support each other in our respective leadership of the governing body and staff?
- What are the different pressures which influence how we each view particular issues?
- What makes us an effective partnership?
- Who are our allies?
- How can we build a stronger team?

The course combines discussion and presentation with quality 'talking and planning' time for each chair/head partnership.

Date and Venue

DATE	VENUE	TIME
Friday 24 November 2006	Future House, Bolling Road, Bradford 4	10.00am – 3.00pm

Disability Discrimination Act 2005: Implications for Schools

Tutor: Brian Dobson, Bradford Council

Governors need to know about the legal duties that schools have, under the Disability Discrimination Act 2005. This Act contains a new duty to eliminate unlawful discrimination and harassment against disabled people; promote equality of opportunity for disabled people; promote positive attitudes towards disabled people; and encourage disabled people to participate fully in public life. All schools are required to produce a Disability Equality Scheme (DES) and involve disabled people (children and/or adults) in its production. Schools also have to make Reasonable Adjustments, in the areas of curriculum, physicality and information, to enable disabled pupils, disabled parents and other disabled people to participate as fully as possible in school life. Failure to do so could result in action being taken against the school by, or on behalf of, disabled children and adults. The course will cover the production of a DES, a School Accessibility Plan and give examples of Reasonable Adjustments that can be made, many of which can be done at little or no extra cost, or as part of a programmed plan of action.

Date & Venue:

DATE	VENUE	TIME
Wednesday 29 November 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Clerks to Governors Autumn Term Briefing

Choice of Dates and Venues:

Thursday 9 November 2006	Future House, Bolling Road, Bradford 4	1.00- 3.00pm
or Tuesday 14 November 2006	Wycliffe CE Primary School, Saltaire Road, Shipley	7.00 – 9.00pm
Please phone to book your place		

Autumn Term School Governor Forums

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

KEIGHLEY/ILKLEY/BINGLEY	Thursday 9 November 2006 7.15pm at Riddlesden St Mary's, Keighley
BRADFORD WEST/SOUTH	Monday 13 November 2006 7.15pm at Future House, Bolling Road, Bradford 4
SHIPLEY/BRADFORD NORTH	Wednesday 15 November 2006 7.00pm at Wycliffe CE Primary School, Shipley

