

COURSES FOR THE 2007-2008 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

Thursday 24 and 31 January
and 7 February 2008
7.15 – 9.15pm at Future House

Role of the Staff Governor

Monday 3 March 2008
4.30 – 6.30pm at Future House

Effective Financial Governance

Thursday 17 January 2008
7.15 – 9.15pm at Future House

Role of the Foundation Governor in a Church School

Thursday 6 March 2008
7.15 – 9.15pm at Future House

Governing School Through Policy

Monday 18 February 2008
7.15 – 9.15pm at Future House

About Parent Governors

Monday 10 March 2008
1.00 – 3.00pm at Future House

Understanding Data

Tuesday 19 February 2008
7.15 – 9.15pm at Future House

The Chair's Role in Leading & Managing Accountability

Monday 10 March 2008
7.15 – 9.15pm at Future House

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

Friday 22 February 2008
9.30 – 11.30am at Future House

Role of Community & LA Governors

Thursday 13 March 2008
7.15 – 9.15pm at Future House

Governors' Responsibilities for Personnel Issues

Tuesday 26 February 2008
7.15 – 9.15pm at Future House

Induction for New Governors

Monday 17 March 2008
9.15am – 3.30pm at Future House

The Role of the Named/Link Governor

Thursday 28 February 2008
7.15 – 9.15pm at Future House

Governing Body Responsibilities for Staff Health & Well-Being

Tuesday 18 March 2008
7.15 – 9.15pm at Future House

Induction for New Governors

Friday 29 February 2008
9.15am – 3.30 pm at Victoria Primary School,
Keighley

Name _____

School _____

Contact No. _____

Do you have any special requirements _____

Spring Term Prospectus

The Governors' Year in the
Bradford District 2007-2008

School Governor Service



Spring Term Prospectus

How to Book a Course

You can use the booking forms 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) 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.

National Training Programme for Clerks to School Governors

The National Training Programme is to enable experienced clerks to refresh, consolidate and further develop their competences 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 School Governor Service for further information.

Please contact John Hesketh, Linda Townsend, Diane MacBairdy, Geoffrey Green or Diane Kenyon 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
Thursday 24 January 2008 and 31 January 2008 and 7 February 2008	Future House, Bolling Road, Bradford BD4 7EB	7.15 – 9.15pm
or Friday 29 February 2008	Victoria Primary School, Cartmel Road, Keighley BD21	9.15am – 3.30pm
or Monday 17 March 2008	Future House, Bolling Road, Bradford BD4 7EB	9.15am – 3.30pm

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 17 January 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Governing School Through Policy

Tutor: Diane MacBairdy, School Governor Service

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 18 February 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Understanding Data

Tutor: Mike Powell, Education Information Services

This course is part of the support offered to governors to assist in understanding performance data. The main objectives are to help you to use data and information to form judgments about your school and to question and improve outcomes. The target audience is the chair of the governing body, or a nominated representative from the governing body who has an interest in school performance data. The course will focus on explaining the contents of the School Information Folder which was recently sent to chairs and has been with the head teachers since early in September.

Date and Venue:

DATE	VENUE	TIME
Tuesday 19 February 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Ofsted Inspection and 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 evaluation of the work of the school.

Date and Venue:

DATE	VENUE	TIME
Friday 22 February 2008	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

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.

Date and Venue:

DATE	VENUE	TIME
Tuesday 26 February 2008	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 required 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? Find out more about your role and how it relates to the governing body's responsibility for monitoring and evaluating of the work of 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
Thursday 28 February 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Role of the Staff Governor

Tutor: Diane MacBairdy, School Governor Service

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
Monday 3 March 2008	Future House, Bolling Road, Bradford 4	4.30 – 6.30pm

Role of the Foundation Governor in a Church School

Tutor: Diane MacBairdy, School Governor Service

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 6 March 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

About Parent Governors

Tutor: Diane MacBairdy, School Governor Service

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
Monday 10 March 2008	Future House, Bolling Road, Bradford 4	1.00 – 3.00pm

The Chair's Role in Leading and Managing Accountability

Tutor: John Hesketh, School Governor Service

This course has been developed nationally for chairs of governors 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
Monday 10 March 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Role of Community and LA Governors

Tutor: Diane MacBairdy, School Governor Service

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
Thursday 13 March 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Governing Body Responsibilities for Staff Health and Well-Being

Tutor: Human Resources and Occupational Health Service

School Improvement is about increasing a school's capacity for improvement and raising pupils' achievement across the board. The health and well-being of staff is a vital part of this. The governing body either in its capacity as the employer, or on behalf of the employer, is responsible for ensuring the health and well-being of its staff.

Following on from the Health & Well-being events run in conjunction with Education Bradford, Bradford Council and the HSE over the last 2 years for all primary and secondary schools, the course provides an opportunity to look at different models of how schools can meet their responsibilities in this area and so support their staff.

Date and Venue:

DATE	VENUE	TIME
Thursday 18 March 2008	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm