

School Governor Service Evaluation

Please help us to improve the training and services we offer by completing this sheet.

Please rate the following services on a scale of 1 to 7 and add comments if you wish. If you have not used the service recently please tick the right hand box.

The telephone helpline - prompt access to School Governor Service staff when I need it?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

The quality of the advice and information provided?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

The promptness with which I receive advice/information which I have requested?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

The half termly governors' newsletter *Notepad*?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

Governor Forums?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

The termly Governor Forum Briefing Notes?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

The Annual Training Programme?

poor			satisfactory		good	very good	unable to comment
1	2	3	4	5	6	7	

Comments

You may remain anonymous, but if you wish us to reply, please enter your name and school below:

Name: _____ School: _____

Please return to School Governor Service, Future House, Bolling Road, Bradford, BD4 7EB
or Fax: 01274 385624

COURSES FOR THE 2005-2006 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, 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

Narrowing the Gap – What Governors Need to do to Support Looked After Learners

Wednesday 17 May 2006

7.15 – 9.15pm at *Crossflatts Primary School, Morton Lane, Bingley*

Ofsted Inspection and the Self Evaluation Form

Thursday 15 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Governors' Responsibilities for Health & Safety on Educational Schools Visits

Thursday 18 May 2006

7.15 – 9.15pm at *Crossflatts Primary School, Morton Lane, Bingley*

Effective Financial Governance

Monday 19 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Discipline & Grievance and Managing Investigations

Monday 22 May 2006

7.15 – 9.15pm at *Future House, Bradford 4*

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

Wednesday 21 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Extended Schools and the Role of the Governing Body

Tuesday 23 May 2006

7.15 – 9.15pm at *Crossflatts Primary School, Bingley*

Ofsted Inspection and the Self Evaluation Form

Thursday 22 June 2006

9.30 – 11.30am at *Future House, Bradford 4*

Pupil Discipline Committee

Wednesday 24 May 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Preparing for the Chair

Thursday 29 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Interviewing Skills

Thursday 25 May 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Performance Management

Friday 30 June 2006

9.30am – 3.00pm at *Future House, Bradford 4*

Induction for New Governors

Friday 9 June 2006

9.15am – 3.30pm at *Future House, Bradford 4*

Performance Management

Monday 3 & 10 July 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Assessing the Effectiveness of Governance

Monday 12 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Restructuring Your Governing Body

Wednesday 5 July 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Induction for New Governors

Tuesday 13, 20 and 27 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

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

Tuesday 11 July 2006

7.15 – 9.15pm at *Crossflatts Primary School, Bingley*

Narrowing the Gap – What Governors Need to do to Support Looked After Learners

Wednesday 14 June 2006

7.15 – 9.15pm at *Future House, Bradford 4*

Name _____

School _____

Contact No. _____

Summer Term Prospectus

The Governors' Year in the
Bradford District 2006-2007

Summer 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.

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**

Narrowing the Gap – What Governors Need to do to Support Looked After Learners

Tutor: Ewen Godfrey, Children in Public Care

It became a duty on the local authority to promote the education of children and young people in public care on 1 July 2005. The government produced new statutory guidance in December 2005. Governors have an important role in supporting and promoting education for these children in school. In January 2006 the DfES published guidance for governors – ‘Supporting Looked After Learners – A practical guide for school governors’. Education Bradford will ask governing bodies to nominate a designated governor who should take a special interest in this group. The training will involve looking at the governor guidance in more detail and give participants a better understanding of the looked after system as it relates to education.

Choice of Dates and Venues:

DATE	VENUE	TIME
Wednesday 17 May 2006	<i>Crossflatts Primary School, Morton Lane, Bingley</i>	7.15 – 9.15pm
or Wednesday 14 June 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Governors’ Responsibilities for Health and Safety on Educational Schools Visits

Tutor: Jim Hughes, Educational Visits Advisor, Bradford Education

The benefits of the outdoors as a learning environment are well recognised, but how can governing bodies reassure themselves that school trips are being undertaken in a safe and suitable manner?

This course will explore the role that governors can play in encouraging participation by all pupils through assessing the risk and recognising the questions to ask (and the answers to expect).

Date and Venue:

DATE	VENUE	TIME
Thursday 18 May 2006	<i>Crossflatts Primary School, Morton Lane, Bingley</i>	7.15 – 9.15pm

Discipline and Grievance and Managing Investigations

Tutor: Moira Collins, Human Resource Service

This course provides an overview of the Discipline and Grievance 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 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
Monday 22 May 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Extended Schools and 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 23 May 2006	Crossflatts Primary School, Morton Lane, Bingley	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 new 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
Wednesday 24 May 2006	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 25 May 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Induction for New Governors

Tutor: 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 Venue:

DATE	VENUE	TIME
Friday 9th June 2006	<i>Future House, Bolling Road, Bradford 4</i>	9.15am – 3.30pm
or Tuesday 13, 20 & 27 June 2006 (three sessions)	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Assessing the Effectiveness of Governance

Tutor: John Hesketh, School Governor Service

Ofsted will evaluate how well the governing body:

- helps shape the vision and direction of the school;
- has a good understanding of the strengths and weaknesses of the school; and
- ensures that the school is fulfilling its statutory duties:

How well do you think you are doing and what evidence might you offer for your assertion, e.g. minutes of meetings, record of visits, record of training undertaken, etc.

This course will help you to identify what actions you could take to reach a higher grading by ofsted.

Date and Venue:

DATE	VENUE	TIME
Monday 12 June 2006	<i>Future House, Bolling Road, Bradford 4</i>	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 the monitoring and evaluation of the work of the school.

Choice of Dates and Venue:

DATE	VENUE	TIME
Thursday 15 June 2006	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm
or Thursday 22 June 2006	<i>Future House, Bolling Road, Bradford 4</i>	9.30 – 11.30am

Effective Financial Governance

Tutor: Alan Jarvis, School Funding Team

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.

Date and Venue:

DATE	VENUE	TIME
Monday 19 June 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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

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. The timetable for implementing it, and the associated training for school staff, will also be discussed.

Choice of Dates and Venues:

DATE	VENUE	TIME
Wednesday 21 June 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Tuesday 11 July 2006	Crossflatts Primary School, Morton Lane, Bingley	7.15 – 9.15pm

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
Thursday 29 June 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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. The first/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 second/afternoon session is designed to develop the skills of the appointed governors in taking part in the review meeting and working with the adviser.

Choice of Dates and Venue:

DATE	VENUE	TIME
Friday 30 June 2006	Future House, Bolling Road, Bradford 4	9.30am – 3.00pm
or Monday 3 & 10 July 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Restructuring Your Governing Body

Tutor: Diane MacBairdy, School Governor Service

- Are you carrying out your statutory responsibilities?
- Are your policies working?
- Do you have effective structures for dealing with the workload?
- Are you making the best use of your time?

Many governing bodies are keen to know how they can be better at what they do. This course looks at key areas identified by Ofsted, where governors make a difference.

Date and Venue:

DATE	VENUE	TIME
Wednesday 5 July 2006	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Clerks to Governors Summer Term Briefing

Choice of Dates and Venues:

Tuesday 20 June 2006	Future House, Bolling Road, Bradford 4	1.00 – 3.00pm
or Wednesday 21 June 2006	Wycliffe CE Primary School, Saltaire Road, Shipley	7.00 – 9.00pm

Summer Term School Governor Forums

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

KEIGHLEY/ILKLEY/BINGLEY	Thursday 22 June 2006 7.15pm @ Riddlesden St Mary's CE Primary School, Keighley
BRADFORD SOUTH/WEST	Monday 26 June 2006 7.15pm @ Future House, Bolling Road, Bradford 4
SHIPLEY/BRADFORD NORTH	Wednesday 28 June 2006 7.00pm @ Wycliffe CE Primary School, Saltaire Road, Shipley

National Training Programme for Clerks to School Governors

The main purpose of this 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.

The course will cover 5 units over 4 face-to-face sessions:

- The Governing Body: the national picture, roles and responsibilities, school organisation and improvement.
- Clerk as administrator: meeting preparation, meetings and minutes.
- Clerk as information manager: including IT support.
- Clerk as adviser: legislation and advice.
- Clerk in action: working alongside an experienced clerk mentor.

The course will take place in 4 sessions as follows :

Wednesday 14, 21 & 28 June and 5 July 2006, 9.30am – 12.30pm at Future House.

For further details and a booking form contact School Governor Service on (01274) 385629 or e-mail school.governor@educationbradford.com