

COURSES FOR THE 2009 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 and returning to School Governor Service, Future House, Bolling Road, Bradford BD4 7EB ring 01274 385629 or fax 01274 385588 or book via e-mail: school.governor@educationbradford.com

National Training Programme for Clerks to School Governors

Thursday 1 & 15 October, 5 & 19 November
9.00am – 12 noon at Future House

Performance Management

Monday 5 & 12 October 2009
7.15pm – 9.15pm at Future House

Recruiting & Selecting the Right Staff

Wednesday 7 & 14 October 2009
7.15pm – 9.15pm at Future House

New Heads - Working with your Governing Body

Tuesday 13 October 2009
9.30 - 11.30am at Future House

Religious Education and Collective Worship: why do we have to have them?

Thursday 15 October 2009
7.15pm – 9.15pm at Interfaith Education Centre

Staff Absence Strategies: the Governors' Role

Monday 19 October 2009
7.15pm – 9.15pm at Future House

Safer Recruitment Training Workshop

Tuesday 20 October 2009
9.00am – 5.00pm at Future House

Induction for New Governors

Wednesday 21 October 2009
9.15am – 3.30pm at Future House

Equality Duties

Thursday 22 October 2009
7.15pm – 9.15pm at Strong Close Children's Centre

Effective Financial Governance

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

Managing Staff Capability

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

Understanding Nursery Schools and Children's Centres

Wednesday 4 November 2009
1.00 - 3.00pm at Farcliffe & Lilycroft Children and Family Centre

Induction for New Governors

Wednesday 4, 11 & 18 November 2009
7.15pm – 9.15pm at Future House

The Role of the Special Educational Needs Governor

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

Equality Duties

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

Safer Recruitment Training Workshop

Thursday 12 November 2009
9.00am – 5.00pm at Future House

Chairs & Heads: The Key Partnership

Friday 13 November 2009
10.00am - 3.00pm at Future House

Governors' Responsibilities for Health & Safety in Schools

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

Chairing Governing Bodies and their Meetings

Wednesday 18 & 25 November 2009
7.15pm – 9.15pm at Future House

Induction for New Governors

Friday 20 November 2009
9.15am - 3.30pm at Victoria Primary School

The New Ofsted Framework

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

The Role of the Named/Link Governor

Tuesday 1 December 2009
7.15pm – 9.15pm at Future House

Safer Recruitment Training Workshop

Wednesday 2 December 2009
9.00am – 5.00pm at Future House

Effective Financial Governance

Monday 7 December 2009
7.15pm – 9.15pm at Keighley

Name _____

School _____

Contact No. _____

Do you have any special requirements _____

Autumn Term Prospectus

The Governors' Year in the
Bradford District 2008-2009



Autumn 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) 385588 or e-mail school.governor@educationbradford.com

Please let us know if you cannot attend a course which you have previously booked. It is very disappointing for both governors and tutors when less than the expected number of governors attend, and we endeavour to avoid cancellations at all costs.

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 for Clerks to School Governors will be offered again this term. Details are contained in the main prospectus.

Please contact Pat Elcock, Linda Townsend, Diane Kenyon, Felicity Blackwood, Clive Linnett or Donna Slater at School Governor Service, on: 01274 385629, fax: 01274 385588 or e-mail: school.governor@educationbradford.com

National Training Programme for Clerks to School Governors

Tutor: John Hesketh, Education Consultant

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.

Dates and Venue:

DATE	VENUE	TIME
Thursday 1 & 15 October, 5 & 19 November 2009	Future House, Bolling Road Bradford 4	9.00am – 12 noon

Performance Management

Tutor: John Hesketh, Education Consultant

This course is for governors who have been 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 a two session course.

Dates and Venue:

DATE	VENUE	TIME
Monday 5 & 12 October 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Recruiting & Selecting the Right Staff

Tutors: John Hesketh, Education Consultant & Eric Fairchild, HR Advisory Service

The 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.

The course takes you from preparing job descriptions to making appointments. It will also assist you to contribute with confidence in those appointments where school governors are directly involved. The course will also develop the skills of governors taking part in performance review meetings and work with external advisers.

This is a two session course:

Dates and Venue:

DATE	VENUE	TIME
Wednesday 7 & 14 October 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

New Heads – Working With Your Governing Body

Tutor: John Hesketh, Education Consultant

The course is designed specifically to cement the partnership between new head teachers and their governing bodies. The course will address:

- the shared leadership role of head teachers and the governing body;
- how heads can create opportunities for governors and others to help shape the values, vision and aims for the school;
- identifying the evidence head teachers should present to governing bodies to help them understand the strengths and weaknesses of the school and any challenges it faces.

Date and Venue:

DATE	VENUE	TIME
Tuesday 13 October 2009	Future House, Bolling Road, Bradford 4	9.30 - 11.30am

Religious Education and Collective Worship: why do we have to have them?

Tutor: Geraldine Cooper, Advisory Teacher for RE / Clerk to the Standing Advisory Council on Religious Education, Bradford 7

Religious Education and Collective Worship have a unique legal status in the school curriculum. As schools respond to initiatives in curriculum planning it is important that governors and senior management teams understand statutory requirements in relation to both Religious Education and Collective Worship. The course will explain the requirements and outline the contribution Religious Education and Collective Worship make to pupils' educational experience.

Date and Venue:

DATE	VENUE	TIME
Thursday 15 October 2009	Interfaith Education Centre, Listerhills	7.15 – 9.15pm

Staff Absence Strategies: the Governors' Role

Tutor: Sarah Ludbrook, HR Advisory Service

The course is for governors seeking to explore strategies to improve staff attendance levels. The course aims to provide governors with guidance on the management of staff absence, the promotion of good attendance at work procedures and the health and wellbeing of staff.

Date and Venue:

DATE	VENUE	TIME
Monday 19 October 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Safer Recruitment Training Workshops

Tutors: Child Protection Development & Human Resource Service Teams

This full-day workshop is aimed at Governors and Education Bradford staff who actively recruit within Education Bradford and Bradford schools. On 1 May 2009 DCSF launched its consultation in proposing to make it a national mandatory requirement in Education from 1 January 2010; i.e. to have a minimum of one person trained on Safer Recruitment per panel. Education Bradford has committed to having at least one person per selection panel trained on Safer Recruitment.

DCSF commissioned the training, via NCSL, to support the understanding and implementation of DCSF's guidance 'Safeguarding Children & Safer Recruitment in Education', which includes best practice and mandatory requirements (measured by Ofsted). The workshops are also open to Bradford schools.

Participants will be able to:

- identify the key features of recruitment that help deter or prevent the appointment of unsuitable people
- consider policies and practices that minimise opportunities for abuse/offences or ensure its prompt reporting
- review the recruitment and induction policies and practices of your school with a view to making them safer.

The workshop includes an assessment, so governors must be able to attend for the full day.

Choice of Dates and Venue:

DATE	VENUE	TIME
Tuesday 20 October 2009	<i>Future House, Bolling Road, Bradford 4</i>	9.00am – 5.00pm
or Thursday 12 November 2009	<i>Future House, Bolling Road, Bradford 4</i>	9.00am – 5.00pm
or Wednesday 2 December 2009	<i>Future House, Bolling Road, Bradford 4</i>	9.00am – 5.00pm

Safer Recruitment Online Training 2009-2010

<http://www.ncsl.org.uk/safer-recruitment>

www.cwdcouncil.org.uk/safeguarding/safer-recruitment

To apply for access to the training use the links above to the application form. The form will ask you to enter the name and email address of the headteacher at your school to request they submit an online reference to verify your identity, the requirement for you to undertake the training and confirm that you have been subjected to the relevant identity and security checks.

Induction for New Governors

Tutors: Clive Linnett, School Governor Service, along with experienced colleagues from Education Bradford will be involved in one or more sessions of this course.

A must for all new governors: the course provides an introduction to what being a school governor is about. It covers the Governing Body meeting, getting to know the school and ensuring new governors have the information they need to be effective.

Throughout the course, there are opportunities for discussion and group work in a friendly and relaxed atmosphere.

Choices of Dates and Venues:

DATE	VENUE	TIME
Wednesday 21 October 2009	<i>Future House, Bolling Road, Bradford 4</i>	9.15am - 3.30pm
or Wednesday 4, 11 & 18 November 2009	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm
or Friday 20 November 2009	<i>Victoria Primary School, Cartmel Road, Keighley</i>	9.15am - 3.30pm

Equality Duties

Tutor: Diversity & Cohesion Team

Equality and diversity is wider than Black & Minority Ethnic (BME) issues alone, so it is important to consider equality issues regarding age, gender and disability amongst others.

This course outlines the legislative background to equality duties, and the steps governors and schools need to consider in developing an equality and diversity strategy and action plan.

Choice of Dates and Venues:

DATE	VENUE	TIME
Thursday 22 October 2009	Strong Close Children's Centre, Keighley	7.15 – 9.15pm
or Tuesday 10 November 2009	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 recent national changes in school funding arrangements, 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).

Choice of Dates and Venues:

DATE	VENUE	TIME
Monday 2 November 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Monday 7 December 2009	Keighley, venue to be confirmed	7.15 – 9.15pm

Managing Staff Capability

Tutor: Lucy Hutton, HR Advisory Service

The course is designed to provide governors with an understanding of the approaches in early recognition and intervention when dealing with inadequate or sub-standard staff performance.

The course will provide:

- understanding of how to identify, monitor, record and manage areas of staff under-performance
- knowledge of the legal context surrounding dismissal resulting from poor performance
- information about preparing for, and conducting a capability hearing / appeal

Date and Venue:

DATE	VENUE	TIME
Tuesday 3 November 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Understanding Nursery Schools and Children's Centres

Tutor: Eleanor Larmour: Head teacher of Lilycroft Nursery School and Children's Centre

This course is specifically for governors of Nursery Schools, and those Primary School governors who have a responsibility for Children's Centres. It is designed to increase your understanding of:

- Children's Centres' core offer of services to families
- The Five 'Every Child Matters' Outcomes
- The Early Years and Foundation Stage
- Monitoring and Evaluating and the Performance Management cycle
- Children's Centre SEFs
- Ofsted Inspections
- Working within a Locality

Date and Venue:

DATE	VENUE	TIME
Wednesday 4 November 2009	Farcliffe & Lilycroft Children and Family Centre, 56 Toller Lane, Bradford 8	1.00 – 3.00pm

The Role of the Special Educational Needs Governor

Tutor: Glenn Allgood, Special Educational Needs Service

The course is designed for governors with responsibility for special educational needs matters in their school and provides an opportunity to receive information regarding recent significant changes, and to discuss the implications for their work as a member of the governing body.

Date and Venue:

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

Chairs & Heads: The Key Partnership

Tutor: John Hesketh, Education Consultant

Leadership and management is a major focus in an Ofsted inspection and the head and chair are the key participants. For this reason, chairs and headteachers are invited to attend this lively one day course together. Questions that will be considered include:

- what do chairs and headteachers expect of each other in the effort to raise standards?
- how can they support each other in their respective leadership of the governing body and staff?
- what are the various pressures that influence how they view particular issues?
- what makes them an effective partnership?
- who are their allies?
- how can they 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 13 November 2009	Future House, Bolling Road, Bradford 4	10.00am - 3.00pm

Governors' Responsibilities for Health & Safety in Schools

Tutor: John Binns, Bradford Council Occupational Safety Adviser

Governors need to be aware of health and safety issues in their schools. The course outlines their duties and responsibilities for the Health and Safety of pupils, visitors and staff in school and associated activities, and includes consideration of risk assessment, working with contractors on site, legislation, enforcement, using case histories and opportunities for discussion.

Date and Venue:

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

Chairing Governing Bodies and their Meetings

Tutor: John Hesketh, Education Consultant

The course is for new and experienced chairs and vice chairs of governing bodies and committees.

Chairs of governing bodies and committees have a crucial role to play in ensuring governing bodies are successful. The course examines how chairs can help governors contribute, or share more fully 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.

This is a two session course

Dates and Venue:

DATE	VENUE	TIME
Wednesday 18 & 25 November 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

The New Ofsted Framework

Tutors: Christine Crowther, Head of School Improvement Primary, Helen Griffin, Senior School Improvement Officer, Phil Weston, Head of Secondary School Improvement Service.

In September 2009 Ofsted began using its new Framework for Inspection and the new Self Evaluation Form (SEF). The course will provide an introduction to the new Framework and SEF so that you understand how the changes will affect your school.

The Governing Body has final responsibility for the SEF. The brief notice of inspection effectively means that the school must have the SEF complete at all times and up-to date. Governing Bodies need to ensure that there is proper consultation before the SEF is completed and that it is regularly on their agenda and kept up-to-date.

Attending the Governor Area Briefings and / or the Training Course will assist you in:

- understanding the new inspection process and criteria against which schools will be judged
- knowing about the reporting form and how to prepare for Inspection without notice
- understanding the changes in the SEF

Date and Venue:

DATE	VENUE	TIME
Thursday 26 November 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

The Role of the Named/Link Governor

Tutor: John Hesketh, Education Consultant

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.

The course offers support and advice to enable governors to carry out their role as named individuals.

Questions that will be considered include:

- What does the role of named / link governor entail?
- How can named / link governors carry out their role to the benefit of the whole governing body and the school?
- Where to find out more about the role and its relationship to the governing body's responsibility for monitoring and evaluating of the work of the school?

Date and Venue:

DATE	VENUE	TIME
Tuesday 1 December 2009	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm