

COURSES FOR THE 2006-2007 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

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|---|---|
| <p>Appointing Heads and Deputies
Thursday 25 January 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Performance Management Update
Tuesday 27 February 2007
7.15 – 9.15pm at <i>Crossflatts Primary School, Bingley</i> <input type="checkbox"/></p> |
| <p>Performance Management Update
Thursday 8 February 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Disability Discrimination Act 2005: Implications for Schools
Thursday 1 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Induction for New Governors
Friday 9 February 2007
9.15 – 3.30pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Role of the Staff Governor
Monday 5 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Effective Financial Governance
Monday 19 February 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Performance Management Update
Tuesday 6 March 2007
9.30 – 11.30am at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Common Assessment Framework
Tuesday 20 February 2007
7.15 – 9.15pm at <i>Crossflatts Primary School, Bingley</i> <input type="checkbox"/></p> | <p>Ethnic Minority Achievement - from Support to Sustainability
Tuesday 6 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Induction for New Governors
Wednesday 21 and 28 February and 7 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Common Assessment Framework
Thursday 8 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Heads - Working With Your Governing Body
Wednesday 21 February 2007
9.30 – 11.30am at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Governors' Responsibilities for Personnel Issues
Tuesday 13 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Common Assessment Framework
Thursday 22 February 2007
9.30 – 11.30am at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Role of Community and LA Governors
Wednesday 14 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Clerking a Pupil Discipline Committee
Thursday 22 February 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Induction for New Governors
Monday 19 March 2007
9.15 – 3.30pm at <i>Victoria Primary School, Keighley</i> <input type="checkbox"/></p> |
| <p>About Parent Governors
Friday 23 February 2007
9.30 – 11.30am at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Recruiting and Selecting the Right Staff
Tuesday 20 and 27 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>The Chair's Role in Leading and Managing Accountability
Monday 26 February 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Governing School Through Policy
Thursday 22 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |
| <p>Role of the Foundation Governor in a Church School
Monday 26 February 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> | <p>Narrowing the Gap - What Governors Need to do to Support Looked After Learners
Monday 26 March 2007
7.15 – 9.15pm at <i>Future House, Bradford 4</i> <input type="checkbox"/></p> |

Name _____

School _____

Contact No. _____

Do you have any special requirements _____

Spring Term Prospectus

The Governors' Year in the
Bradford District 2006-2007

School Governor Service



Spring Term Prospectus

How to Book a Course

You can use the booking form 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

Access to Courses

School Governor Service can usually make special provision for any governor on request. For instance, we provide handouts in large print for governors with a visual impairment. Please let us know your requirements and we will do our best to meet them.

If you have difficulty with transport, then please ring us. We may be able to arrange lifts with governors who live near you.

Should you find the times of the courses are inconvenient, please let us know. If enough people tell us we can arrange courses with alternative start and finish times.

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 includes 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, Jean Jordan or Geoffrey Green on 01274 385629, fax 01274 385624 or e-mail school.governor@educationbradford.com

Appointing Heads and Deputies

Tutor: John Hesketh, School Governor Service

New guidance has been produced which is intended to help governors and others make the best decision when seeking a new headteacher or deputy.

This course will look at the 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
Thursday 25 January 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Performance Management Update

Tutor: John Hesketh, School Governor Service

This course is designed for governors who have experience of and have participated in Performance Management in Schools. It will set out the changes that have been agreed to the Performance Management Process for next academic year and what the governing body will need to do to ensure successful teacher and headteacher performance management. This will include School Performance Management Policies; appointing reviewers; classroom observation; the planning statement; and review meeting and pay progression.

Choice of Dates and Venues:

DATE	VENUE	TIME
Thursday 8 February 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Tuesday 27 February 2007	Crossflatts Primary School, Bingley	7.15 – 9.15pm
or Tuesday 6 March 2007	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

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 and purpose to what being a school governor is all about. The course will cover the role of the governing body, 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 9 February 2007	Future House, Bolling Road, Bradford 4	9.15am – 3.30pm
or Wednesday 21 & 28 February 2007 and Wednesday 7 March 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm
or Monday 19 March 2007	Victoria Primary School, Cartmel Road, Keighley	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 headteacher, and financial benchmarking.

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

Date and Venue:

DATE	VENUE	TIME
Monday 19 February 2007	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Common Assessment Framework

Tutors: Bob Baynham, Jenny Taylor

The Common Assessment Framework (CAF) is a process for carrying out a shared, holistic assessment of the needs of children and young people and their families. It will be used across all children's services to help early identification of need and promote co-ordinated service provision. All practitioners working with children will need to be familiar with the CAF and there will be particular implications for teachers and others working in schools. Governors will have a key role in helping their schools to embed the CAF in practice by the government's deadline of March 2008. Headteachers were invited to take part in multi-agency training for managers over the autumn term 2006 and this course for governors is intended to raise your awareness of the CAF and related issues.

Choice of Dates and Venues:

DATE	VENUE	TIME
Tuesday 20 February 2007	<i>Crossflatts Primary School, Horton Lane, Bingley</i>	7.15 – 9.15pm
or Thursday 22 February 2007	<i>Future House, Bolling Road, Bradford 4</i>	9.30 – 11.30am
or Thursday 8 March 2007	<i>Future House, Bolling Road, Bradford 4</i>	7.15 – 9.15pm

Heads - Working With Your Governing Body

Tutor: John Hesketh, School Governor Service

A session designed specifically for new headteachers to cement the close partnership between headteachers and their governing bodies. This course will address:

- the shared leadership role of headteachers and the governing body;
- how heads can create opportunities for governors and others to help shape the values, vision and aims for the school;
- identify the evidence headteachers 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
Wednesday 21 February 2007	<i>Future House, Bolling Road, Bradford 4</i>	9.30 – 11.30am

Clerking a Pupil Discipline Committee

Tutor: Mick O'Brien, Pupil Access

An introduction to how this committee should operate and its responsibilities. This course will focus on the clerk's role 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
Thursday 22 February 2007	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
Friday 23 February 2007	Future House, Bolling Road, Bradford 4	9.30 – 11.30am

The Chair's Role in Leading and Managing Accountability

Tutor: John Hesketh, School Governor Service

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 holds 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 26 February 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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
Monday 26 February 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Disability Discrimination Act 2005: Implications for Schools

Tutor: Brian Dobson

Governors need to know about the legal duties of schools, 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 and Venue:

DATE	VENUE	TIME
Thursday 1 March 2007	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 5 March 2007	Future House, Bolling Road, Bradford 4	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
Tuesday 6 March 2007	Future House, Bolling Road, Bradford 4	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.

Date and Venue:

DATE	VENUE	TIME
Tuesday 13 March 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Role of Community and Local Authority (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
Wednesday 14 March 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

Recruiting and Selecting the Right Staff

Tutor: John Hesketh, School Governor 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
Tuesday 20 March 2007 and Tuesday 27 March 2007	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.

Look at the real purpose of your school governing body and learn how your governing body can achieve this. 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
Thursday 22 March 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm

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 and a Green Paper, Care Matters, was published in October 2006. The 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'. 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.

Date and Venue:

DATE	VENUE	TIME
Monday 26 March 2007	Future House, Bolling Road, Bradford 4	7.15 – 9.15pm