

## COURSES FOR THE 2008-2009 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 385624 or book via e-mail: school.governor@educationbradford.com

|   |                          |   |                          |
|---|--------------------------|---|--------------------------|
| <p><b>Target Setting</b><br/>Wednesday 1 October 2008<br/>7.15 – 9.15pm at Future House</p>                                     | <input type="checkbox"/> | <p><b>Induction for New Governors</b><br/>Wednesday 5, 12 &amp; 19 November 2008<br/>7.15 – 9.15pm at Future House</p>              | <input type="checkbox"/> |
| <p><b>Effective Financial Governance</b><br/>Thursday 2 October 2008<br/>7.15 – 9.15pm at Ingrow Primary School, Keighley</p>   | <input type="checkbox"/> | <p><b>RE &amp; Collective Worship</b><br/>Thursday 6 November 2008<br/>7.15 – 9.15pm at Interfaith Education Centre</p>             | <input type="checkbox"/> |
| <p><b>Performance Management</b><br/>Monday 6 &amp; 13 October 2008<br/>7.15 – 9.15pm at Future House</p>                       | <input type="checkbox"/> | <p><b>Role of the SEN Governor</b><br/>Monday 10 November 2008<br/>7.15 – 9.15pm at Future House</p>                                | <input type="checkbox"/> |
| <p><b>Becoming A Trust School</b><br/>Wednesday 8 October 2008<br/>7.15 – 9.15pm at Future House</p>                            | <input type="checkbox"/> | <p><b>Equality Duties</b><br/>Tuesday 11 November 2008<br/>7.15 – 9.15pm at Future House</p>  | <input type="checkbox"/> |
| <p><b>Recruiting &amp; Selecting the Right Staff</b><br/>Thursday 9 &amp; 16 October 2008<br/>7.15 – 9.15pm at Future House</p> | <input type="checkbox"/> | <p><b>Chairs and Heads: The Key Partnership</b><br/>Friday 14 November 2008<br/>10.00am – 3.00pm at Future House</p>                | <input type="checkbox"/> |
| <p><b>Role of the SIP in Special Schools</b><br/>Tuesday 14 October 2008<br/>7.15 – 9.15pm at Future House</p>                  | <input type="checkbox"/> | <p><b>Chairing Governing Bodies &amp; their Meetings</b><br/>Monday 17 &amp; 24 November 2008<br/>7.15 – 9.15pm at Future House</p> | <input type="checkbox"/> |
| <p><b>New Heads – Working With Your Governing Body</b><br/>Wednesday 15 October 2008<br/>9.30 – 11.30am at Future House</p>     | <input type="checkbox"/> | <p><b>RE &amp; Collective Worship</b><br/>Tuesday 18 November 2008<br/>7.15 – 9.15pm at Ingrow Primary School, Keighley</p>         | <input type="checkbox"/> |
| <p><b>Induction for New Governors</b><br/>Monday 20 October 2008<br/>9.15am – 3.30pm at Future House</p>                        | <input type="checkbox"/> | <p><b>Induction for New Governors</b><br/>Friday 21 November 2008<br/>9.15am – 3.30pm at Victoria Primary School, Keighley</p>      | <input type="checkbox"/> |
| <p><b>Equality Duties</b><br/>Wednesday 22 October 2008<br/>7.15 – 9.15pm at Lees Primary School, Keighley</p>                  | <input type="checkbox"/> | <p><b>Effective Financial Governance</b><br/>Tuesday 25 November 2008<br/>7.15 – 9.15pm at Future House</p>                         | <input type="checkbox"/> |
| <p><b>Safer Recruitment Training</b><br/>Monday 3 November 2008<br/>9.00am - 5.00pm at Future House</p>                         | <input type="checkbox"/> | <p><b>Becoming A Trust School</b><br/>Wednesday 26 November 2008<br/>7.15 – 9.15pm at Lees Primary School, Keighley</p>             | <input type="checkbox"/> |
| <p><b>Governors' Responsibility for Health &amp; Safety</b><br/>Tuesday 4 November 2008<br/>7.15 – 9.15pm at Future House</p>   | <input type="checkbox"/> | <p><b>Role of the Named/Link Governor</b><br/>Monday 1 December 2008<br/>7.15 – 9.15pm at Future House</p>                          | <input type="checkbox"/> |

Name \_\_\_\_\_

School \_\_\_\_\_

Contact No. \_\_\_\_\_

Do you have any special requirements \_\_\_\_\_

# Autumn Term Prospectus

The Governors' Year in the  
Bradford District 2008-2009

**Leadership & Governance**



## Autumn Term Prospectus

### How to Book a course

You can use the booking form enclosed with this 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](mailto:school.governor@educationbradford.com)

### New Governors

The **'Induction Course for New Governors'** is repeated throughout the year and at various venues across the District. 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.

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 Kenyon or Louise Brearley on 01274 385629, fax 01274 385624 or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)

### National Training Programme for Clerks to School Governors

The National Training Programme is to enable experienced clerks to refresh, consolidate and further develop their competencies 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 cost for this programme is £340.00 and each session starts at 9.00 am to 12.00 noon at Future House. The dates are as follows: Wednesday 22 October, Tuesday 4 November, Monday 17 November and Monday 1 December 2008

**If you would like further information and a booking form please ring School Governor Service on (01274) 385629 or e-mail [school.governor@educationbradford.com](mailto:school.governor@educationbradford.com)**

## Target Setting

### Tutor: David King, Deputy Head of Secondary School Improvement

Education Bradford has developed a powerful target setting programme for KS2, KS3 and KS4 which schools will be asked to use to submit targets for this year. The programme:

- Gives immediate colour coded feedback on targets for individual children and for the school as a whole
- Helps ensure that school is setting challenging targets for every learner for progress and attainment in English, maths and science
- Identifies clearly what school targets mean for underachieving groups
- Will be used by your school's SIP this autumn to evaluate your school's targets
- Will work with SIMS Assessment Manager and with CMIS

This course will ensure that you have a good understanding of how this programme works. You will learn how schools can identify underachieving groups and set appropriate targets for them. You will look at how to set suitable targets for learners for whom you do not have FFT data, and how to use the target setting process to deal with the specific needs of your school. You will learn how to provide evidence for your SEF and for OfSTED about the robustness of target setting in your school.

#### Date and Venue:

| DATE                     | VENUE                                    | TIME          |
|--------------------------|--|---------------|
| Wednesday 1 October 2008 | Future House, Bolling Road<br>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 which took effect in April 2006, this is an area of increasing importance for governing bodies.

#### Choice of Dates and Venues:

| DATE                        | VENUE                                     | TIME          |
|-----------------------------|---|---------------|
| Thursday 2 October 2008     | Ingrow Primary School,<br>Keighley        | 7.15 – 9.15pm |
| or Tuesday 25 November 2008 | Future House, Bolling Road,<br>Bradford 4 | 7.15 – 9.15pm |

## Performance Management

**Tutors: John Hesketh, Leadership & Governance or Pam Reynolds, 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 6 and 13 October 2008 | Future House, Bolling Road, Bradford 4 | 7.15 – 9.15pm |

## Becoming A Trust School

**Tutor: John Hesketh, Leadership & Governance**

The Education and Inspections Act 2006 introduced the opportunity for all schools to become Foundation or Trust schools. This course is designed to outline the issues schools and governing bodies might consider in determining whether it is something your school would wish to pursue and how you might go about that process. It will go on to consider what options are available to school, what the process is and where governing bodies might find further information to help them.

### Choice of Dates and Venues:

| DATE                          | VENUE                                  | TIME          |
|-------------------------------|--|---------------|
| Wednesday 8 October 2008      | Future House, Bolling Road, Bradford 4 | 7.15 – 9.15pm |
| or Wednesday 26 November 2008 | Lees Primary School, Keighley          | 7.15 – 9.15pm |

## Recruiting & Selecting the Right Staff

**Tutor: John Hesketh, Leadership & Governance & 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 Venues:

| DATE                         | VENUE                                  | TIME          |
|------------------------------|--|---------------|
| Thursday 9 & 16 October 2008 | Future House, Bolling Road, Bradford 4 | 7.15 – 9.15pm |

## Role of the School Improvement Partner in Special Schools (including temporary governing bodies)

**Tutor: John Atkinson, School Improvement Officer, Special Schools**

All special schools now have a suitably trained and qualified School Improvement Partner (SIP) appointed by the local authority. The SIPs will work in their allocated special schools and will have completed their first visits during the summer term. Governors have a key role to play in this new relationship and they will see each termly report. SIPs will advise governors on the head teacher's performance management.

This training course will provide important details of the broad rationale for the SIP's role in special schools so that governors understand the SIP's relationship with the school, governors and the local authority. In many cases the SIP role supersedes that of the former school improvement officer role.

This course will explain the importance of the SIP role in school improvement, and the role that governors play. The course will also explain how SIP and SIO will work to support and challenge our special schools.

### Date and Venue:

| DATE                    | VENUE                                  | TIME          |
|-------------------------|--|---------------|
| Tuesday 14 October 2008 | Future House, Bolling Road, Bradford 4 | 7.15 – 9.15pm |

## New Heads – Working With Your Governing Body

**Tutor: John Hesketh, Leadership & Governance**

A session designed specifically for new head teachers to cement the close partnership between head teachers and their governing bodies. This 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;
- identify 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            |
|---------------------------|--|-----------------|
| Wednesday 15 October 2008 | Future House, Bolling Road, Bradford 4 | 9.30am -11.30am |

## Induction for New Governors

**Tutor: Pam Reynolds, Education Consultant and John Hesketh, Leadership & Governance 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 20 October 2008                | Future House, Bolling Road, Bradford 4 | 9.15am - 3.30pm |
| or Wednesday 5, 12 & 19 November 2008 | Future House, Bolling Road, Bradford 4 | 7.15 – 9.15pm   |
| or Friday 21 November 2008            | Victoria Primary School,               | 9.15am - 3.30pm |

## Equality Duties

**Tutor: John Hesketh, Leadership & Governance, Alina Khan, Diane Hadwen and Jani Rashid, Diversity & Cohesion**

Equality and diversity is much wider than BME equality issues so it is important to consider equality issues connected to age, gender and disability amongst other equalities issues. This session seeks to outline the legislative background to equality and the steps governors and schools would need to consider to develop an equality and diversity strategy and plan.

### Choice of Dates and Venues:

| DATE                        | VENUE                                     | TIME          |
|-----------------------------|---|---------------|
| Wednesday 22 October 2008   | Lees Primary School,<br>Keighley          | 7.15 – 9.15pm |
| or Tuesday 11 November 2008 | Future House, Bolling Road,<br>Bradford 4 | 7.15 – 9.15pm |

## Safer Recruitment Training

**Tutors: Jenni Whitehead, Child Protection Co-ordinator and Human Resource Service**

All Bradford schools are required to have at least one person per selection panel Safer Recruitment trained and assessed, online or by workshop, no later than December 2008. This workshop is a participative alternative to NCSL's online Safer Recruitment training, 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).

Governors 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.**

### Date and Venue:

| DATE                   | VENUE                                     | TIME            |
|------------------------|---|-----------------|
| Monday 3 November 2008 | Future House, Bolling Road,<br>Bradford 4 | 9.00am – 5.00pm |

## Governors' Responsibilities for Health & Safety in Schools

**Tutor: John Binns, Bradford Council 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          |
|-------------------------|---|---------------|
| Tuesday 4 November 2008 | Future House, Bolling Road,<br>Bradford 4 | 7.15 – 9.15pm |

## 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 (SACRE)**

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

**Choice of Dates and Venues:**

| DATE                        | VENUE   | TIME          |
|-----------------------------|---|---------------|
| Thursday 6 November 2008    | <i>Interfaith Education Centre<br/>Bradford 4</i> | 7.15 – 9.15pm |
| or Tuesday 18 November 2008 | <i>Ingrow Primary School,<br/>Keighley</i>        | 7.15 – 9.15pm |

## Role of the Special Educational Needs Governor

**Tutor: Glenn Allgood, Special Educational Needs Service**

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 10 November 2008 | <i>Future House, Bolling Road,<br/>Bradford 4</i> | 7.15 – 9.15pm |

## Chairs & Heads: The Key Partnership

**Tutor: John Hesketh, Leadership & Governance**

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 14 November 2008 | <i>Future House, Bolling Road,<br/>Bradford 4</i> | 10.00am - 3.00pm |

## Chairing Governing Bodies and their Meetings

**Tutor: John Hesketh, Leadership & Governance**

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. **This is a two session course.**

*Also beneficial to Chairs of Committees*

### Dates and Venue:

| DATE                         | VENUE                                     | TIME          |
|------------------------------|---|---------------|
| Monday 17 & 24 November 2008 | Future House, Bolling Road,<br>Bradford 4 | 7.15 – 9.15pm |

## The Role of the Named/Link Governor

**Tutors: John Hesketh, Leadership & Governance**

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 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            |
|------------------------|---|-----------------|
| Monday 1 December 2008 | Future House, Bolling Road,<br>Bradford 4 | 7.15pm – 9.15pm |