School and Governor Support Service

Annual Governor Training and Development Programme

Academic Year 2018 - 2019

(September 2018 – July 2019)



Induction Training for New Governors

The following courses form part of the induction programme for new governors. The three modules consider issues from basic concepts through to the governor's role in supporting school improvement. These sessions are for all governors in maintained schools and academies.

Module 1 - Getting Started

This session aims to help governors understand their role in the education partnership. Following this session governors will be able to understand:

- the developing legal framework;
- their relationship with the school;
- their role as a member of the governing body team and its structure;
- their responsibilities focusing on governance/management issues.

Dates: Monday 24 September 2018 Times: 5:00 pm - 7:00 pm Friday 3 May 2019 10:00 am - 12:00 noon

Module 2 - Making It Happen

Following this session governors will:

- be able to make effective contact with their school;
- be effective in meetings;
- be given an insight into the information received at meetings.

Dates: Thursday 4 October 2018 Times: 5:00 pm - 7:00 pm Friday 10 May 2019 10:00 am - 12:00 noon

Module 3 – The Next Steps

This session builds on modules one and two by looking more closely at further aspects of school governance. Following this session governors will:

- understand their role in School Improvement Planning;
- be able to monitor and evaluate school performance;
- know how to ensure accountability.

Dates: Thursday 11 October 2018 Times: 5:00 pm - 7:00 pm Friday 17 May 2019 0:00 am - 12:00 noon

Tutor: Lucy Emmerson, School and Governor Support Service

Venue: All modules will be held:

The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Induction Training for New GovernorsCombined Programme

This session provides governors with an opportunity to complete the three modules for Induction Training for new governors in one day, rather than attending three separate sessions.

Date: Friday 30 November 2018 Time: 9:30 am - 3:30 pm Friday 22 March 2019 9.30 am - 3.30 pm

Tutor: Lucy Emmerson, School and Governor Support Service

What to expect as a Governor in an Ofsted Inspection

(suitable for governors from Maintained Schools and Academies

This session will ensure governors are aware of their expectations under the current Ofsted Inspection Framework. It will support governors in what they need to understand and to do in an Ofsted inspection. The session will also look at potential questions governors could be asked.

Dates: Tuesday 25 September 2018 Times: 5:30 pm - 7:30 pm
Wednesday 16 January 2019 4:30 pm - 6:30 pm
Thursday 25 April 2019 4:30 pm - 6:30 pm

Tutor: Angela White, Senior Adviser - Secondary

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Headteacher Appraisal

(suitable for governors from Maintained Schools)

This session is aimed at governors with a responsibility for carrying out a Headteacher appraisal, whether new to the role or more established as part of the appraisal team. Appraisal is a key statutory duty for the governing body and is one of the main ways in which the governing body can support and challenge the Headteacher to bring about school improvement. The session will cover:

best practice in terms of preparing and conducting appraisal, including the role of the advisor,

• the evidence you might expect to see,

• key questions to consider,

• setting SMART objectives.

Date: Wednesday 26 September 2018 Times: 5:30 pm - 7:30 pm

Tutor: Gill McLeave, Senior Advisor 0 - 11

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Governor Safeguarding Training

(suitable for governors from Maintained Schools and Academies)

This session aims to clarify the statutory functions for governing bodies in relation to safeguarding and promoting the welfare of children in light of the revised statutory guidance Keeping Children Safe in Education 2015 and proposed amendments September 2016 and offers governors the opportunity to consider how they hold senior leaders and workforce to account in this regard.

Dates: Tuesday 9 October 2018 Times: 4:30 pm - 6:30 pm Wednesday 24 April 2019 4:00 pm - 6:00 pm

Tutor: Pam Gartland, Safeguarding Consultant

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Sensible Health and Safety Management

(suitable for governors from Maintained Schools and Academies)

This session will provide governors with an overview of current and newly emergent health and safety requirements for schools. This is a good opportunity for new governors to gain an understanding of this area and for established governors to refresh their knowledge. This would be pertinent if you are the named Health and Safety governor.

Date: Wednesday 10 October 2018 Time: 4:30 pm - 6:00 pm

Tutor: Derek Macdonald, Health and Safety Manager

Secondary accountability and assessment

(suitable for governors from Maintained Schools and Academies)

This session will increase governors' understanding of the secondary accountability measures and the new formats for data presentation – Inspection Data Summary Report (IDSR) and Analysing School Performance (ASP). The session will highlight what governors need to be aware of and also clarify governors' role in mentoring, evaluation and providing appropriate challenge in relation to this key data.

Dates: Thursday 18 October 2018 Times: 4:30 pm - 6:30 pm

Thursday 17 January 2019 4:30 pm - 6:30 pm Thursday 2 May 2019 4:30 pm - 6:30 pm

Tutor: Angela White, Senior Advisor – Secondary

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton on Tees, TS19 0QD

Monitoring by Governing Bodies

(suitable for governors from Maintained Schools and Academies)

What is monitoring? Why do Governing Bodies need to do it? What are the do's and don'ts to make it really effective? What is its impact on school improvement and Ofsted judgements? Governors will be able to answer all these questions and take information back to their school to start effective monitoring straight away.

Dates: Tuesday 23 October 2018 Times: 5:30 pm - 7:00 pm

Tutor: Julia Millard, NLG Advocate

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Young Carers - The Role of Schools in Identifying and Supporting Young Carers

(suitable for governors from Maintained Schools and Academies)

Statistics suggest that there is a young carer in every classroom in England. Being a young carer can have a significant impact on young people. This course will prompt governors to consider what their school is doing to support this potentially vulnerable group. It will include:

• Who young carers are & what they do.

• The impact of being a young carer (including well-being, attendance & achievement)

• How to identify & support young carers

• Eastern Ravens Trust - Young Carers Support Service

• The role schools can play & the 'Young Carers in Schools Award'

Dates: Thursday 25 October 2018 Time: 5:00 pm - 6:30 pm
Thursday 20 June 2019 10:30 am - 12 noon

Tutor: Simon Honeywell – Keyworker Eastern Ravens Trust

Venue: The Education Centre, Stockton Sixth Form College, Blshopton Road West, Stockton on Tees, TS19 0QD

Understanding the Governors Role in Hearing and Appeal Procedures

(suitable for governors from Maintained Schools and Academies)

This session will provide governors with an understanding of their role at Hearing and Appeal Committees; clarify procedures and process, including the support available before, during and after the process.

Dates: Thursday 8 November 2018 Times: 4:00 pm - 6:00 pm
Thursday 6 June 2019 5:00 pm - 7:00 pm

Tutor: Lucy Emmerson, School and Governor Support Service

The Headteacher's Report

(suitable for governors from Maintained Schools and Academies

The Headteacher's report is a key document for governors supporting their role and responsibilities in all types of schools. Guidance from the DfE on content and format is very general so this session will look at current good practice and give governors an opportunity to discuss their school's reports and any areas for development. It will also increase governors' understanding of their strategic role in school improvement and monitoring. The session will be most beneficial if Headteachers and governors attend and bring with them their latest Headteacher's report. It is relevant for all phases and types of school.

Dates: Tuesday 27 November 2018 Time: 5:30 pm - 7:30 pm

Tutor: Julia Millard – NLG Advocate

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Leading the Team

(suitable for governors from Maintained Schools and Academies)

The aim of this session is to examine the role of the Chair of the full Governing Body and the complementary role of the various Committee Chairs. This session is appropriate for new chairs, vice chairs and prospective chairs.

Following the session governors will have a greater understanding of:

• how to conduct effective meetings;

• the activities and actions between meetings;

• the key relationships with senior staff;

• proactive approach to the induction of new governors.

Dates: Thursday 22 November 2018 Times: 5:00 pm - 7:00 pm

Tuesday 18 June 2019 5:00 pm - 7:00 pm

Tutor: Lucy Emmerson, School and Governor Support Service

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

SEN: Governor Support Challenge

Isuitable for governors from Maintained Schools and Academies

The session will support governors in understanding their statutory responsibilities in relation to SEN. It will reinforce and develop governors' understanding of SEN and clarify governors' role in monitoring, evaluating and providing appropriate challenge for SEN in their school.

Dates: Thursday 25 October 2018 Times: 5:00 pm - 7:00pm

Thursday 7 March 2019 5:00 pm - 7:00 pm

Tutors: Gill Burnett – Principal SEN Manager and Leanne Chilton – Principal Advisor SEN

Exclusions

- Statutory Guidance and the Role of Governors

(suitable for governors from Maintained Schools and Academies

This session will consider:

- When exclusion is appropriate;
- Expectations on Headteachers prior to exclusion;
- The role of governors in providing challenge;
- Independent Reviews accountability and outcomes.

Dates: Wednesday 24 October 2018 Times: 3:30 pm - 5:30 pm Wednesday 6 February 2019 4:30 pm - 6:30 pm

Tutors: Kath Reach, Placement and Exclusion Officer and Karen Weschenfelder, Placement, Exclusion and Data Support Officer

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Understanding the Role of the Governing Body following the Revised Guidance for Looked After and Formerly Looked After Children

(suitable for governors from Maintained Schools)

By the end of the session, governors will have a clear understanding of:

- The role of the Governing Body in championing the needs of Looked After and formerly Looked After Children;
- The role and responsibilities of the designated Teacher for Looked After and formerly Looked After Children;
- The difference between Pupil Premium Plus and Looked After and formerly Looked After Children;
- The role of the Virtual School for Looked After and formerly Looked After Children and the statutory role of the Virtual School Headteacher:
- Quality assurance procedures to evaluate the effectiveness of your School in supporting the needs of Looked After and formerly Looked After Children.

Dates: Thursday 15 November 2018 Times: 5:00 pm - 6:30 pm
Thursday 28 March 2018 3:30 pm - 5:00 pm

Tutor: Linda Russell – Bond, Headteacher of the Virtual School

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton on Tees, TS19 0QD

Governors Introduction to School Funding

[suitable for governors from Maintained Schools]

This session will look at the following;

- An overview of the funding that schools receive including Early Years, Schools Block and High Needs and other Government Grants;
- The responsibilities and accountability of the Local Authority, the Headteacher and Governing Body in relation to financial matters;
- The Forward Plan / Budgetary Control / treatment of Year End balances;
- An update of current issues that are impacting on schools' funding.

Date: Thursday 29 November 2018 Time: 3:30 pm - 5:30 pm

Tutor: Graham Waller, Accountant

Understanding and Using Primary School Performance Data

(suitable for governors from Maintained Schools and Academies)

This session is not suitable for new governors but will cover the following:

- An overview of the published performance data for Early Years, Key Stage 1 and Key Stage 2,
- · A focus on understanding how to interpret how well your school is achieving in the national context,
- Consideration of how governors might use this data to inform their understanding of school performance and the impact of school improvement work.

Dates: Tuesday 4 December 2018 Times: 4:30 pm - 6:30 pm

Thursday 7 February 2019 4:30 pm - 6:30 pm

Tutor: Gill McCleave, Senior Adviser 0 – 11 and Keith Morrison, General Advisor 0 - 11

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Pupil Premium Challenge and Support

(suitable for governors from Maintained Schools and Academies)

This session will reinforce/increase understanding of governors' statutory responsibilities in relation to Pupil Premium, clarifying governors' role in monitoring, evaluating and reporting on the use of Pupil Premium funding. This session will also reinforce/increase governors' understanding of the Pupil Premium Toolkit.

Dates: Thursday 6 December 2018 Times: 5:00 pm - 7:00 pm

Wednesday 13 February 2019 5:00 pm - 7:00 pm Tuesday 30 April 2019 5:00 pm - 7:00 pm

Tutor: Vanessa Housley, Senior Inclusion Adviser

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Safer Recruitment (National Safer Recruitment Consortium Course)

suitable for governors from Maintained Schools and Academies)

It is vital that Schools and Academies create a culture of safe recruitment, adopting recruitment procedures that help deter, reject and prevent those who may pose a risk to children.

This session is equivalent to the Safer Recruitment on-line training. Throughout the day, attendees will be involved in modular work-based learning, during which an ongoing assessment will be undertaken. Following completion of the modules, all attendees will be fully accredited and have the necessary skills to make safe recruitment decisions.

Date: Monday 28 January 2019 Time: 9:00 am - 4:30 pm

Tutor: Pam Gartland, Safeguarding Consultant

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

School Budget Setting and Financial Management

(suitable for governors from Maintained Schools)

This practical session uses a Primary School as an example and works through the following:

- The calculation of the School's Budget share and why this will differ from neighbouring schools this will consider the factors that are incorporated in the Funding Formula and also other funding streams / grants that schools receive;
- Setting of the budget between the Bursar and the Headteacher / Business Manager;
- The Budgetary control process throughout the year;
- Medium Term Financial Planning this involves completing a forward plan in order to produce a forecast of the school's financial
 position for future years. This is particularly important given the current budget pressures that are being experienced.

Date: Tuesday 29 January 2019 Time: 3:30 pm - 5:30 pm

Tutors: Graham Waller, Accountant and Carl Snowball, Accountant

Roles and Responsibilities of School Governors

(suitable for governors from Maintained Schools and Academies)

This session is an ideal opportunity for governors to refresh their knowledge and understanding of their roles and responsibilities, although it is not recommended for those governors who have recently undertaken Induction Training. This training session will help governors to:

- understand the Governing Body's key roles and responsibilities;
- consider how effectively your Governing Body carries out its responsibilities.

Date: Friday 1 February 2019 Time: 10:00 am - 12 noon

Tutor: Lucy Emmerson, School and Governor Support Service

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Four Easy Steps to Effective Governance

(suitable for governors from Maintained Schools and Academies)

Effective governance is key in driving school improvement and fulfilling our statutory responsibilities, but there is so much to do and so little time. This course gives a new perspective on how to decide what is important and how to do it well.

Dates: Tuesday 26 February 2019 Times: 5:30 pm - 7:00 pm

Tutor: Julia Millard, NLG Advocate

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Governor Support and Challenge

(suitable for governors from Maintained Schools and Academies

Governors are told by the DfE that they need to support and challenge senior leaders to carry out their three core functions. But what do support and challenge look like? What questions should governors ask? How does context and circumstance affect support and challenge? How do governors know when they have done it correctly? This session will address all these issues and give governors a framework for their conversations and actions in school. It is suitable for all phases and types of schools. Headteachers are encouraged to attend with their governors to start the process of meaningful conversations.

Date: Thursday 14 March 2019 Times: 5:30 pm - 7:30 pm

Tutor: Julia Millard – NLG Advocate

Venue: The Education Centre, Stockton Sixth Form College, Bishopton Road West, Stockton-on-Tees, TS19 0QD

Transgender workshop

(suitable for Governors from Maintained Schools and Academies)

This session aims to clarify the statutory functions for governing bodies in relation to Lesbian Gay Bisexual Transgender pupils and promoting the welfare of children, with specific reference to emotional health and well-being.

This session offers governors the opportunity to consider how they hold senior leaders and workforce to account in this regard.

Date: Wednesday 27 March 2019 Times: 4:00 pm - 6:00 pm

Tutor: Vanessa Housley, Senior Inclusion Advisor

Governor Briefing Sessions

(suitable for Governors from Maintained Schools and Academies)

As part of the School and Governor Service, a termly Governor Briefing is held at The Education Centre, Stockton Sixth Form College. An invitation is circulated prior to each session. The dates are as follows:

- 21 September 2018 at 6pm;
- 21 January 2019 at 6pm;
- 7 May 2019 at 6pm.

As part of the School and Governor Support Service packages, each governing body could be entitled to a bespoke individual governing body training session. In some cases governing bodies choose to group together for a joint session as they consider this to be advantageous in sharing best practice, discussing issues and networking with other governors.

Some of the areas that can be covered are;

- Roles and Responsibilities;
- · Induction to the Governing Body and Mentoring;
- · Governors' Visits;
- Ofsted Framework:
- Self-Evaluation.

Additional Support Provided to Further Develop Governance

In order to continue to support and develop governance across the Borough the Service can also provide help on;

- Sharing Best Practice;
- · Chairs' Mentoring;
- New Governor Mentoring;
- Induction to Governance;
- · Chairing meetings.

For more information please contact Lucy Emmerson.

Have you ever considered a Governing Body Health Check? To find out more information please liaise with your School and Governor Support Officer.

Annual Governor Training & Development Programme 2018 - 2019 Booking Form - Autumn Term 2018

Course	Date	Time	Place a tick against the course/s you would like to attend
Induction Training for New Governors			
Module 1 – Getting Started	Monday 24 September 2018	5:00 pm – 7:00 pm	
Module 2 – Making It Happen	Thursday 4 October 2018	5:00 pm – 7:00 pm	
Module 3 – The Next Steps	Thursday 11 October 2018	5:00 pm – 7:00 pm	
What to expect as a Governor in an Ofsted inspection	Tuesday 25 September 2018	5:30 pm – 7:30 pm	
Headteacher Appraisal	Wednesday 26 September 2018	5:30 pm – 7:30 pm	
Governor Safeguarding Training	Tuesday 9 October 2018	4:30 pm – 6:30 pm	
Sensible Health and Safety Management	Wednesday 10 October 2018	4:30 pm – 6:00 pm	
Secondary Accountability and Assessment	Thursday 18 October 2018	4:30 pm – 6:30 pm	
Monitoring by Governing Bodies	Tuesday 23 October 2018	5:30 pm – 7:00 pm	
Exclusions – Statutory Guidance and the Role of Governors	Wednesday 24 October 2018	3:30 pm – 5:30 pm	
Young Carers training	Thursday 25 October 2018	5:00 pm – 6:30 pm	
SEN: Governor Support and Challenge	Thursday 25 October 2018	5:00 pm – 7:00 pm	
Understanding the Governors Role in Hearing and Appeal Procedures	Thursday 8 November 2018	4:00 pm – 6:00 pm	
Understanding the role of the Governing Body following the revised guidance for Looked After and Formerly Looked After Children	Thursday 15 November 2018	5:00 pm – 6:30 pm	
Leading the Team	Thursday 22 November 2018	5:00 pm – 7:00 pm	
Headteacher Report	Tuesday 27 November 2018	5:30 pm – 7:30 pm	
Governors Introduction to School Funding	Thursday 29 November 2018	3:30 pm – 5:30 pm	
Induction Training for New Governors	Friday 30 November 2018	9.30 am – 3.30 pm	

Course	Date	Time	Place a tick against the course/s you would like to attend
Understanding and Using Primary School Performance Data	Tuesday 4 December 2018	4:30 pm – 6:30 pm	
Pupil Premium Challenge and Support	Thursday 6 December 2018	5:00 pm – 7:00 pm	٥
Please reserve me a place on the above session(s)			
Name:			
Governing Body:			
	nail:		
Special requirements, access, diets etc.			

Please send completed application form to:

Admin Team, School & Governor Support Service, Children, Education & Social Care, Stockton Sixth Form College, Block B – Education Development Centre, Bishopton Road West, Stockton on Tees TS19 0QD

Email: governor.admin@stockton.gov.uk

Tel: **01642 526420**

Data Protection

By completing and returning this form, you are giving School and Governor Support Services clear consent to process your data for the sole purpose of attending these training courses.

Annual Governor Training & Development Programme 2018 - 2019 Booking Form - Spring Term 2019

Course	Date	Time	Place a tick against the course/s you would like to attend
What to expect as a governor in an Ofsted inspection	Wednesday 16 January 2019	4:30 pm – 6:30 pm	
Secondary Accountability and Assessment	Thursday 17 January 2019	4:30 pm – 6:30 pm	
Safer Recruitment (National Safer Recruitment Consortium Course)	Monday 28 January 2019	9:00 am – 4:30 pm	
School Budget Setting and Financial Management	Tuesday 29 January 2019	3:30 pm – 5:30 pm	
Roles and Responsibilities of School Governors	Friday 1 February 2019	10:00 am – 12:00 pm	
Exclusions – Statutory Guidance and the Role of Governors	Wednesday 6 February 2019	4:30 pm – 6:30 pm	
Understanding and Using Primary School Performance Data	Thursday 7 February 2019	4:30 pm – 6:30 pm	0
Pupil Premium Challenge and Support	Wednesday 13 February 2019	5:00 pm – 7:00 pm	
Governor Support and Challenge	Thursday 14 February 2019	5:30 pm – 7:30 pm	
Four Easy Steps to Effective Governance	Tuesday 26 February 2019	5:30 pm – 7:00 pm	
SEN: Governor Support and Challenge	Thursday 7 March 2019	5:00 pm – 7:00 pm	
Induction Training for New Governors - Combined Programme	Friday 22 March 2019	9:30 am - 3:30 pm	
Transgender Workshop	Wednesday 27 March 2019	3:00 pm – 5:00 pm	
Understanding the role of the Governing Body following the revised guidelines for Looked After and formerly Looked After Children	Thursday 28 March 2019	3:30 pm – 5:00 pm	

Please reserve me a place on the above session(s)

Name:	
Governing Body:	
Tel No:	Email:
Special requirements, access, diets etc.	

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Admin Team, School & Governor Support Service, Children, Education & Social Care, Stockton Sixth Form College, Block B – Education Development Centre, Bishopton Road West, Stockton on Tees TS19 0QD

 $Email: {\bf governor.admin@stockton.gov.uk}$

Tel: **01642 526420**

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Annual Governor Training & Development Programme 2018 - 2019 Booking Form - Summer Term 2019

Course	Date	Time	Place a tick against the course/s you would like to attend
Induction Training for New Governors:			
Module 1 – Getting Started	Friday 3 May 2019	10:00 am – 12:00 noon	
Module 2 – Making It Happen	Friday 10 May 2019	10:00 am – 12:00 noon	
Module 3 – The Next Steps	Friday 17 May 2019	10:00 am – 12:00 noon	
Governor Safeguarding Training	Wednesday 24 April 2019	4:00 pm – 6:00 pm	
What to expect as a governor in an Ofsted inspection	Thursday 25 April 2019	4:30 pm – 6:30 pm	٥
Pupil Premium Challenge and Support	Tuesday 30 April 2019	5:00 pm – 7:00 pm	
Secondary Accountability and Assessment	Thursday 2 May 2019	4:30 pm – 6:30 pm	
Understanding the Governors Role in Hearing and Appeal Procedures	Thursday 6 June 2019	5:00 pm – 7:00 pm	
Leading the Team	Wednesday 19 June 2019	5:00 pm – 7:00 pm	
Young Carers training	Thursday 20 June 2019	5:00 pm – 6:30 pm	٠
Please reserve me a place on the above session(s)			
Name:			
Governing Body:			
Tel No: Em	nail:		
Special requirements, access, diets etc.			

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Admin Team, School & Governor Support Service, Children, Education & Social Care,
Stockton Sixth Form College, Block B – Education Development Centre, Bishopton Road West, Stockton on Tees TS19 0QD

Email: governor.admin@stockton.gov.uk

Tel: **01642 526420**

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