

School and Governor Support Service

**Annual Governor
Training and Development
Programme**

Academic Year 2019 - 2020
(September 2019 – July 2020)



Stockton-on-Tees
BOROUGH COUNCIL

Big plans for the young people of our Borough

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: Friday, 11 October 2019
Thursday, 11 June 2020

Times: 10.00 am – 12 noon
5.00 pm - 7.00 pm

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: Friday, 18 October 2019
Thursday, 18 June 2020

Times: 10.00 am - 12 noon
5.00 pm - 7.00 pm

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: Friday, 25 October 2019
Thursday, 25 June 2020

Times: 10.00 am - 12 noon
5.00 pm - 7.00 pm

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 Governors – Combined 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.

Dates: Thursday, 10 December 2019
Friday 14 February 2020

Times: 10.00 am – 3:30 pm
10.00 am - 3.30 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

What to Expect as a Governor in the New Ofsted Framework

(suitable for governors from Maintained Schools and Academies)

This session will ensure governors are aware of their expectations under the new 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, 19 November 2019** **Times: 4.00 pm to 6.00 pm**
Wednesday, 5 February 2020 **4:30 pm – 6:30 pm**

Tutor: Gill McLeave, Senior Adviser - 0-11

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

The New Statutory Early Career Framework: An Essential Guide for Governors

This session provides governors with an opportunity to raise awareness of the new statutory Early Career Framework for NQTs and recently qualified teachers ahead of its early roll out across the North East from September 2020. Governors will be able to consider the implications of the new framework for schools as well as their current and future statutory roles and responsibilities in relation to NQTs.

Dates: **Wednesday, 22 January 2020** **Times: 5.00 pm – 7.00 pm**
Thursday, 13 February 2020 **1.00 pm – 3.00 pm**

Tutor: Kirsten Webber, Partnership Manager and NQT Induction Manager

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 2018 and offers governors the opportunity to consider how they hold senior leaders and workforce to account in this regard.

Date: **Wednesday, 11 March 2020** **Time: 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.

Dates: **Monday, 14 October 2019** **Times: 4.00 pm – 6.00 pm**
Tuesday, 7 July 2020 **4.00 pm – 6.00 pm**

Tutor: Derek Macdonald, Health and Safety Manager

Venue: The Education Centre, Stockton Sixth Form College, Bishopton 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.

Date: Thursday, 4 June 2020

Time: 4:00 pm – 6:00 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

Restorative Practice in Schools

This session aims to explain to governors the theory of restorative practice in relation to its use in dealing with behaviours in schools and the positive outcomes that happen when adopting this policy with a whole school approach. There will also be an opportunity for a question and answer session.

Date: Monday, 4 November 2019

Time: 10.00 am – 11.30 am

Tutor: Mark Ralphs, Restorative Practice Co-ordinator

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, 21 November 2019

Times: 5:00 pm – 7:00 pm

Thursday, 16 July 2020

4.30 pm – 6.30 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

(suitable 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, 24 October 2019

Times: 5:00 pm – 7:00pm

Thursday, 5 March 2020

Times: 5:00 pm – 7:00pm

Tutors: Christopher Evans – SEN Consultant

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

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: **Tuesday, 26 November 2019** **Times: 4.00 pm – 6.00 pm**
Tuesday, 28 January 2020 **4.00 pm – 6.00 pm**

Tutors: Placement and Exclusion Team

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 Children in Our Care and Formerly Looked After Children

(suitable for governors from Maintained Schools and Academies)

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.

Date: **Monday, 18 November 2019** **Time: 4.30 pm – 6.00 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

Role of the Educational Psychologist and the Difference between Private and LA Educational Psychologists

This session will cover the role of the Educational Psychology Service in supporting schools. It will refer to the range of work an EP can cover, including the statutory role in addressing special educational needs and supporting students without a statutory plan. It will explain the questions you need to consider when commissioning Educational Psychology Services, be it private EPs or LA EPs. The session will give governors an awareness of how Stockton EPs approach casework. It may be helpful for governors to bring a 'problem' to allow the EPS to show you how they can use consultation (a model of EP work) to facilitate change. There will be opportunities for governors to raise questions about the work of EPs, perhaps based on what it is thought EPs do.

Date: **Wednesday, 25 September 2019** **Time: 5.00 pm – 6.30 pm**

Tutor: Judith Garbutt, Senior Educational Psychologist

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: **Wednesday, 27 November 2019** **Time:** **3.30 pm – 5.30 pm**

Tutor: Graham Waller, Senior Accountant

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, 5 December 2019** **Times:** **5:00 pm – 7:00 pm**
Wednesday, 12 February 2020 **5:00 pm – 7:00 pm**
Tuesday, 28 April 2020 **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

LGBTQ (Lesbian, Gay, Bisexual, Transgender and Queer) 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 promote the welfare of children, with specific reference to emotional well-being. This session offers governors the opportunity to consider how they hold Senior Leaders and Workforce to account in this regard.

Date: **Tuesday, 15 October 2019** **Time:** **4.30 pm – 6.30 pm**

Tutor: Vanessa Housley, Senior Inclusion Adviser (supported by a representative from Hart Gables Charity)

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

Financial Governance in Schools & Academies

This session will allow delegates to understand:

- the strategic role of trustees and governors;
- structures of governance;
- legal documents;
- key differences between maintained schools and academies;
- the funding formula;
- budget setting, monitoring and forward planning;
- integrated financial and curriculum planning;
- benchmarking;
- risk management;
- anything else they want to ask!

Date: **Thursday, 19 March 2020** **Time:** **4.30 pm – 6.30 pm**

Tutor: Wendy Pattison, Academy Business Director

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, 25 February 2020 **Time:** 3:30 pm – 5:30 pm

Tutors: Graham Waller, Accountant and Carl Snowball, Accountant

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

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: Thursday, 6 February 2020 **Time:** 4.30 pm – 6.30 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

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.

Date: Wednesday, 13 May 2020 **Time:** 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

The Equality Act

The course aims to provide support, advice and guidance and understanding around Equality, Diversity, Cultural Understanding, Hate Crime and Community Cohesion and 'British Values' at a policy and operational level.

Date: Tuesday, 11 December 2019 **Time:** 4.00 pm – 6.00 pm

Tutor: Satnam Singh, Senior Cohesion & Diversity Officer

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

County Lines

Modern day criminal exploitation is also known as 'county lines' and is when gangs and organised crime networks groom and exploit children to sell drugs. Often these children are made to travel across counties and they use dedicated mobile phone 'lines' to supply drugs. A relatively modern concept, this course aims to provide an overview of the issues experienced and being dealt with by the local crime and disorder partnership.

Dates: Thursday, 30 January 2020 **Times:** 4.00 pm – 6.00 pm
Tuesday, 5 May 2020 4.00 pm – 6.00 pm

Tutor: Marc Stephenson, Community Protection Service Manager

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

Safer Recruitment (National Safer Recruitment Consortium Course)

If you wish to attend a course on Safer Recruitment, please contact the Service to register your interest and once sufficient numbers have been received, a date will be agreed.

Alternatively, all governors are able to access the on-line training through the NSPCC. This will be charged at approximately £40 per person. You can access the course via the following link – <https://learnig.nspcc.org.uk/training/schools/safer-recruitment-in-education-training/>.

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:

- **16 September 2019 at 6pm;**
- **20 January 2020 at 6pm;**
- **5 May 2020 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 2019 - 2020

Booking Form – Autumn Term 2019

Course	Date	Time	Place a tick against the course/s you would like to attend
Role of the Educational Psychologist and the Difference between Private and LA Educational Psychologists	Wednesday 25 September 2019	5.00 pm – 6.30 pm	<input type="checkbox"/>
Induction Training for New Governors			
Module 1 – Getting Started	Friday 11 October 2019	10.00 am – 12 noon	<input type="checkbox"/>
Module 2 – Making It Happen	Friday 18 October 2019	10.00 am – 12 noon	<input type="checkbox"/>
Module 3 – The Next Steps	Friday 25 October 2019	10.00 am – 12 noon	<input type="checkbox"/>
Sensible Health and Safety Management	Monday 14 October 2019	4.00 pm – 6.00 pm	<input type="checkbox"/>
LGBTQ Workshop	Tuesday 15 October 2019	4.30 pm – 6.30 pm	<input type="checkbox"/>
SEN: Governor Support and Challenge	Thursday 24 October 2019	5.00 pm – 7.00 pm	<input type="checkbox"/>
Restorative Practice in Schools	Monday 4 November 2019	10.00 am – 11.30 am	<input type="checkbox"/>
Understanding the role of the Governing Body following the revised guidance for Looked After and Formerly Looked After Children	Monday 18 November 2019	4.30 pm – 6.00 pm	<input type="checkbox"/>
What to expect as a Governor in the New Ofsted Framework	Tuesday 19 November 2019	4.00 pm – 6.00 pm	<input type="checkbox"/>
Leading the Team	Thursday 21 November 2019	5:00 pm – 7:00 pm	<input type="checkbox"/>
Exclusions – Statutory Guidance and the Role of Governors	Tuesday 26 November 2019	4.00 pm – 6.00 pm	<input type="checkbox"/>
Governors Introduction to School Funding	Wednesday 27 November 2019	3:30 pm – 5:30 pm	<input type="checkbox"/>
Pupil Premium Challenge and Support	Thursday 5 December 2019	5.00 pm – 7.00 pm	<input type="checkbox"/>
Induction Training for New Governors	Thursday 10 December 2019	10.00 am – 3.30pm	<input type="checkbox"/>
The Equality Act	Tuesday, 11 December 2019	4.00 pm to 6.00 pm	<input type="checkbox"/>

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

Name:

Governing Body:

Tel No: Email:

Special requirements, access, diets etc.

Please send completed application form to:

Juliette McLaren, Education Improvement Service, Stockton Sixth Form,
Stockton Sixth Form College, Block B – Education Development Centre, Bishopton Road West, Stockton on Tees TS19 0QD

Email: **Juliette.McLaren@stockton.gov.uk**

Tel: **01642 527101**

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 2019 - 2020

Booking Form – Spring Term 2020

Course	Date	Time	Place a tick against the course/s you would like to attend
The New Statutory Early Career Framework: An Essential Guide for Governors	Wednesday 22 January 2020	5.00 pm – 7.00 pm	<input type="checkbox"/>
	Thursday 13 February 2020	1.00pm – 3.00 pm	<input type="checkbox"/>
Exclusions – Statutory Guidance and the Role of Governors	Tuesday 28 January 2020	4.00 pm – 6.00 pm	<input type="checkbox"/>
County Lines	Thursday, 30 January 2020	4.00 pm – 6.00 pm	<input type="checkbox"/>
What to expect as a governor in the New Ofsted Framework	Wednesday 5 February 2020	4.30 pm – 6.30 pm	<input type="checkbox"/>
Roles and Responsibilities of School Governors	Thursday 6 February 2020	4.30 pm – 6.30 pm	<input type="checkbox"/>
Pupil Premium Challenge and Support	Wednesday 12 February 2020	5.00 pm – 7.00 pm	<input type="checkbox"/>
Induction Training for New Governors - Combined Programme	Friday 14 February 2020	10.00 am - 3:30 pm	<input type="checkbox"/>
School Budget Setting and Financial Management	Tuesday 25 February 2020	3.30 pm – 5.30 pm	<input type="checkbox"/>
SEN: Governor Support and Challenge	Thursday 5 March 2020	5.00 pm - 7.00 pm	<input type="checkbox"/>
Safeguarding Training for Governors	Wednesday 11 March 2020	4.00 pm – 6.00 pm	<input type="checkbox"/>
Financial Governance in Schools & Academies	Thursday 19 March 2020	4.30 pm – 6.30 pm	<input type="checkbox"/>

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

Name:

Governing Body:

Tel No: Email:

Special requirements, access, diets etc.

Please send completed application form to:

Juliette McLaren, Education Improvement Service, Stockton Sixth Form,
Stockton Sixth Form College, Block B – Education Development Centre, Bishopton Road West, Stockton on Tees TS19 0QD

Email: **Juliette.McLaren@stockton.gov.uk**

Tel: **01642 527101**

Data Protection

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Annual Governor Training & Development Programme 2019 - 2020

Booking Form – Summer Term 2020

Course	Date	Time	Place a tick against the course/s you would like to attend
Pupil Premium Challenge and Support	Tuesday 28 April 2020	5.00 pm – 7.00 pm	<input type="checkbox"/>
County Lines	Tuesday 5 May 2020	4.00 pm – 6.00 pm	<input type="checkbox"/>
Four Easy Steps to Effective Governance	Wednesday 13 May 2020	5.30 pm – 7.00 pm	
Understanding the Governors Role in Hearing and Appeal Procedures	Thursday 4 June 2020	4.00 pm – 6.00 pm	<input type="checkbox"/>
Induction Training for New Governors:			
Module 1 – Getting Started	Thursday 11 June 2020	5.00 pm - 7.00 pm	<input type="checkbox"/>
Module 2 – Making It Happen	Thursday 18 June 2020	5.00 pm - 7.00 pm	<input type="checkbox"/>
Module 3 – The Next Steps	Thursday 25 June 2020	5.00 pm - 7.00 pm	<input type="checkbox"/>
Sensible Health and Safety Management	Tuesday, 7 July 2020	4.00 pm – 6.00 pm	<input type="checkbox"/>
Leading the Team	Thursday 16 July 2020	4.30 pm – 6.30 pm	

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Name:

Governing Body:

Tel No: Email:

Special requirements, access, diets etc.

Please send completed application form to:

Juliette McLaren, Education Improvement Service, Stockton Sixth Form
Stockton Sixth Form College, Block B – Education Development Centre, Bishopton Road West, Stockton on Tees TS19 0QD

Email: **Juliette.McLaren@stockton.gov.uk**

Tel: **01642 527101**

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