

Governor Training Newsletter



BEDFORD
BOROUGH COUNCIL

February 2019

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Taking Steps

Governing
Board self-
review

To book a Taking
Steps facilitated
session
governorstraining
@bedford.gov.uk
01234 718387

It gave us time as a
Governing board to
have meaningful
discussions. Not too
onerous after a long
day in the office.

It allowed our Governing
board time to reflect and
come up with a set of
goals for the future. As a
new governor I found it
very insightful!

The venue for training events will be Bedford Borough Hall or the Raleigh Training Centre

GSTRAT	Strategies to Support Traumatized Children in School	Wednesday 6 th February 2019, 09.30 - 12.30 Raleigh Training Suite (1 st Floor) FULLY BOOKED - WAITING LIST AVAILABLE
GT380	Measuring the Impact of Additional Funding	Wednesday 20 th February 2019, 19.00 - 21.00, Borough Hall
GT381	Induction for New Governors	Saturday 23 rd February 2019, 09.30 - 12.30, Borough Hall
GT382	Clerks' Forum	Tuesday 26 th February 2019, 19.00 - 20.30, Borough Hall
GT378	Knowing Your School- Understanding and Questioning Indicators of School Performance	Thursday 28 th February 2019, 19.00 - 21.00, Borough Hall
GT383	Clerks' Induction Course	Monday 4 th March 2019, 18.00 - 21.00, Borough Hall
GT384	Safeguarding: an introduction for Governors	Tuesday 5 th March 2019, 10.00 - 12.00, Raleigh Training Centre

Raleigh Training Suite

Some of our training now takes place at the Raleigh Training Suite and this will be indicated in the course details. Free onsite parking is available during the day and the evening. Please check the venue for the training you book to attend.

Raleigh Training Suite, Amptill Road, Bedford MK42 9HF

Parking at the Raleigh Training Suite

If parking at the Raleigh Suite, drive through the gates and **turn right**.

Park in the spaces in this area and do not park in front of the Arts Centre.

GT380: Measuring the Impact of Additional Funding

This briefing will provide governors with advice and guidance about the use of additional funds, including **Pupil Premium**, to raise achievement and about how outcomes can be measured.

By the end of this session governors will have the knowledge to enable them to ask relevant questions to offer both challenge and support to their senior leadership team.

Topics covered:

- The current funding streams and their purpose.
- The sort of information you need from your Head teacher to measure outcomes.
- How governors can analyse and evaluate this information in order to secure Best Value for Money outcomes in raising pupil achievement.

This course is intended for all governors.

Wednesday 20th February 2019, 19.00-21.00, Borough Hall

Course Tutor: Carrie Traill Senior School Improvement Adviser

GT381: Induction for New Governors

All new governors are expected to attend Induction training so that they have a clear understanding of their role and how they can promote school improvement.

In all types of schools, governing boards should have a strong focus on three core strategic functions:

- **Ensuring clarity of vision, ethos and strategic direction;**
- **Holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff; and**
- **Overseeing the financial performance of the organisation and making sure its money is well spent.**

This course will help governors to understand their role and begin to make a positive difference to their governing board and school.

Saturday 23rd February 2019, 09.30 – 12.30, Borough Hall

Course tutor: Julia Newman, Governor Training & Development Co-ordinator

GT382: Clerks' Forum

The Clerks' Forum meets each term and provides an opportunity for discussion and to update clerks on current local and national issues.

AGENDA

- Welcome and Introductions.
- Issues around the table raised by Clerks.
- Local News Items:
 - New Governance Structure.
 - Taking Steps.
 - Training.
 - Conference.
 - Award for the Board.
 - Subscription.
- National News Updates.
- Revisiting the Clerking Competency Framework.
- Website accountability.

This forum is for all clerks to governing boards of Bedford Borough maintained schools, academies and free schools.

Forum Facilitator: Julia Newman, Governor Training and Development Co-ordinator.

Tuesday 26th February 2019, 19.00 – 20.30, (Evening), Raleigh Training Suite (Ground Floor)

Course tutor: Julia Newman, Governor Training & Development Co-ordinator

GT378 Knowing Your School-

Understanding and Questioning Indicators of School Performance

The aim of the training is to enable governors to have a good understanding of the data in schools and how to use their knowledge to support and challenge the school.

The learning objectives are focussed around:

- Understanding DfE and OFSTED expectations of governing bodies.
- Reviewing a sample school's data to enable governors to understand how they can support and challenge their own school appropriately.
- Understanding national expectations of attainment and progress.
- Understanding terminology used to interpret key performance data.
- Knowing the key questions to ask.

This training is suitable for all governors.

Thursday 28th February 2019, 19.00 – 21.00, Borough Hall

Course tutor: Carrie Trail, Senior School Improvement Adviser

GT383: Clerks' Induction Course

This course is for new Clerks to Governing Boards.

The course will provide an overview of:

- The roles and responsibilities of school governors.
- The role of the clerk as minute taker.
- The role of the clerk as administrator.
- The role of the clerk as adviser.
- The role of the clerk in the effectiveness of the governing board.



“No governing board can be truly effective unless it has a great clerk”

Gillian Allcroft, National Governance Association.

The DfE Governance Handbook states that appointing a high quality clerk to advise them on the nature of their functions and duties will ensure the governing board operates efficiently and effectively.

This course is suitable for all new clerks to governing boards of maintained schools, academies and free schools. The course will differentiate between maintained schools and academies where appropriate.

Course Tutor: Julia Newman, Governor Training and Development Co-ordinator.

Clerks attending this course will be provided with a certificate of attendance.

Monday 4th March 2019, 18.00 – 21.00, Borough Hall

Course tutor: Julia Newman, Governor Training & Development Co-ordinator

GT384: Safeguarding: an introduction for Governors

Safeguarding is a key responsibility for governing boards.

This course will help all governors understand their responsibilities, access legislation and determine best practice for their school.

Governors will be given information and guidance to enable them to support and challenge school staff in formulating good practice.

The course will cover the following areas:

- Keeping Children Safe in Education (current guidance).
- Role of the nominated safeguarding governor.
- The school's role in safeguarding children.
- Creating a safe culture within school.
- Ofsted expectations.

It is good practice for all schools to have a nominated governor to work with the designated teacher for child protection and safeguarding and the lead governor can attend the course: Safeguarding: The Role of the Safeguarding Governor.

Tuesday 5th March 2019, 10.00 - 12.00, Raleigh Training Centre

Course Tutor: Julia Newman, Governor Training & Development Co-ordinator

Booking Information

Governors can book onto courses through www.Governorhub.com. All courses are listed in the Training tab of the Bedford Governors Services area.

Bookings can still be made by emailing governorstraining@bedford.gov.uk. We will need the course code, date, your name and the name of your governing board.

Courses are free to subscribing schools. Schools not subscribing to the programme can pay to attend individual courses. Full details of costs are available in the Governor Training Programme.

The course venue is Borough Hall, Bedford or the Raleigh Training Suite as indicated.

Borough Hall Car Parking is available free of charge on site for **evening courses only**. Parking on site is not available during the day when you will need to use nearby car parks such as Melbourne Street and Prebend Street. Parking at the Raleigh Training Suite is free of charge at all times.

If you have any particular access requirements then please let us know as soon as possible by contacting governorstraining@bedford.gov.uk.

Cancellation of booked places/non attendance

Cancellation of a booking must be made by email giving five working days' notice. Telephone calls should be followed up by email.

If a course booking is cancelled less than five working days before it takes place, or if governors simply do not attend, the course fee will be charged. Where this happens, each case will be considered individually, but usually a charge will be made.

Feedback

We value your feedback. Any comments about the training opportunities offered may be emailed to governorstraining@bedford.gov.uk or sent in writing to:

Julia Newman, Governor Training & Development Co-ordinator, School Improvement Team, Bedford Borough Council, Borough Hall, Cauldwell Street, Bedford, MK42 9AP

Learning Link

For Governors and Clerks

There are 41 Learning Modules for you to access!

- 1. Visit <https://nga.vc-enable.co.uk/Register> to find the online self-registration form.**
- 2. Add your details to the self-registration form including your school or academy. Use the search box to make sure you select the right one using the address and postcode if necessary.**
- 3. Read the statement in the large blue box at the bottom of the form and then click anywhere in the large blue box to submit your application for approval.**
- 4. Approval is not immediate and you must wait for email confirmation of approval.**
- 5. Once you receive your email confirmation, which includes your login details you can log in to Learning Link and start to use it!**