

# Governor Training Newsletter

November 2018

This newsletter promotes training opportunities for school governors in the Autumn Term 2018



BEDFORD  
BOROUGH COUNCIL

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## Developing Leadership Qualities

During the autumn term many governors are persuaded or volunteer to take on a leadership role within the governing board. This could include the role of Chair, Vice Chair or Chair of a committee. It is vitally important that governing boards identify who would welcome the challenge of taking on a more prominent role and encourage these governors to undertake training.

The DfE are offering funded opportunities for motivated governors to undertake a leadership development programme. Bedford Borough has teamed up with the National Governance Association to deliver this programme at the Rufus Centre, Bedford.

The start of the programme has been delayed until December 2018, so for those of you who missed the opportunity to book a place please reconsider. A flyer is attached to this Training Newsletter with full details of how to apply.

New Chairs and Vice Chairs can also request mentoring support from one of our Bedford Leaders of Governance. A BLG lends a friendly and reassuring ear, and will help new Chairs and Vice Chairs develop confidence to lead the work of the governing board.

For more information contact Julia Newman, Governor Training & Development Co-ordinator:

[julia.newman@bedford.gov.uk](mailto:julia.newman@bedford.gov.uk)

## Course Dates

GT371 LA Briefing for Governors	Thursday 1 <sup>st</sup> November, 19.00-20.30, Borough Hall
GT372 Finance for Academy Governors	Tuesday 6 <sup>th</sup> November, 19.00-21.00, Borough Hall
GT373 Behaviour and Discipline in Schools	Tuesday 13 <sup>th</sup> November, 19.00-21.00, Borough Hall
GT392 RE Syllabus	Tuesday 20 <sup>th</sup> November, 19.00-21.00, Borough Hall
GT374 Exclusions- the Governors Role	Wednesday 21 <sup>st</sup> November, 10.00-12.00, Borough Hall
GT375 The Educational Needs of Looked After Children in Schools	Monday 3 <sup>rd</sup> December, 13.00-15.00, Raleigh Training Suite
GTSR Safer Recruitment Training for Governors * <b>NEW Course</b>	Tuesday 4 <sup>th</sup> December, 18.30pm-21.00pm, Raleigh Training Suite
GT376 Induction for New Governors	Thursday 6 <sup>th</sup> December, 09.30-12.30, Raleigh Training Suite

## 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. Walk through the archway and enter the ground floor training room through the door on the right hand side.

# GT371 LA Briefing for Governors

All governors are invited to attend a briefing with Ben Pearson, Chief Officer for Education, SEND and Infrastructure, to receive an update on pertinent and important educational issues.

This briefing will include an update about the expectations of governors during an Ofsted Inspection from Michelle Winter, Senior HMI, East of England representative from Ofsted.

There will usually be an opportunity for some discussion. Safeguarding will be a standing item on the agenda. An agenda will be emailed to governors a few weeks before the meeting.

**Date: Thursday 1<sup>st</sup> November, 19.00-20.30 (evening), Borough Hall**

# GT372 Finance for Academy Governors

This course will cover the following topics:

- Roles and Responsibilities of Governors in Managing Academy Finance.
- Academies Financial Handbook.
- Academy Funding: Strategic Direction and Financial Strategy.
- Financial Planning, Monitoring and Reporting.
- Finance considerations in multi academy trusts.

As a result of attending this course delegates will feel more confident about the financial responsibilities of an academy Governor.

**Date: Tuesday 6<sup>th</sup> November, 19.00-21.00 (evening), Borough Hall**

**Course tutor: Maxine Ward, Independent Trainer**

# GT373 Behaviour and Discipline in Schools

If governors have attended this training during the last 12 months it is recommended that they do not register for this session again until the following year.

The aim of the course is to update governors on the Ofsted framework around behaviour and safety of pupils at school. During an Ofsted visit to a school, the inspectors will evaluate the quality of the education provided in the school and in doing this, will consider the evidence gathered to support their evaluations of the four key judgements one of which is 'behaviour and safety of pupils'.

The course will provide an opportunity for governors to look at the framework and discuss changes from the previous Ofsted guidance to schools, as well as looking through the four grade descriptors for behaviour and safety of pupils and assessing how the governing body can support the school to ensure that all pupils are safe in school.

**Date: Tuesday 13<sup>th</sup> November, 19.00-21.00 (evening), Borough Hall**

**Course tutors: Ian Lindsay, Adviser Teaching and Learning- Behaviour, Safety and Attendance**

# GT392 RE Syllabus

This session will introduce governors to the new Agreed Syllabus for Religious Education recently approved unanimously by all three Bedfordshire Standing Advisory Councils for RE (SACRE) of Bedfordshire.

The new syllabus has been officially launched to teachers, head teachers and interested governors in the autumn term.

This training session will cover the following areas:

- Explain the aims and importance of RE in schools
- Enable governors to understand the statutory requirements of RE for schools
- Explore some of the units of work, looking at progression from EYFS to Key Stage 4 in the exemplar planning
- Consider links with RE and British Values
- What is the role of the RE Link Governor?
- What is the role of the local SACRE?

This course is suitable for governors from secondary, primary and special school settings. It is also applicable to academies.

**Date: Tuesday 20<sup>th</sup> November, 19.00-21.00 (Evening), Borough Hall**

**Course tutor: Judith Ruff.**

# GT374 Exclusions- the Governors Role

This course looks at the role of governors in school exclusions and specifically aims:

- To examine the statutory guidance linked to exclusion from school (including recent changes).
- To look at the responsibilities of the Head teacher and governors in the exclusion process.
- To provide guidance to governors involved in the exclusion process.

**Dates: Wednesday 21<sup>st</sup> November, 10.00-12.00 (morning), Borough Hall.**

**Course tutors: David Roberts, Senior Inclusion Support Officer**

# GT375 The Educational Needs of Looked After Children in Schools

The training will provide governors with an understanding of the background and issues for Looked After Children (LAC) in the education system.

The course will aim to raise governors' awareness of how Looked After Children's educational needs and attainment can be met in school. It will also consider the implications for schools of changes in regulations regarding Pupil Premium for Looked After Children.

Suitable for governors new to the role or those wishing to update their knowledge and skills, the course will aim to inform governors of the statutory responsibilities required of schools for Looked After Children and how they can fulfil their role as governor.

## Course Learning Objectives:

- An introduction to the work of the Bedford Virtual School for Looked After Children and the implications for schools.
- An understanding of the Governing body's statutory responsibilities for Looked After Children and the role of the Designated Teacher.
- An explanation of funding available in schools for Bedford's Looked After Children and effective ways to use this.
- Consider how school policies, practices and culture should reflect the needs of Looked After Children.

**Date: Monday 3<sup>rd</sup> December, 13.00-15.00 (afternoon), Raleigh Suite**

**Course Tutor: Nicola Morgan, Head teacher Bedford Virtual School.**

# GTSR Safer Recruitment

This course will help participants to begin to review their own organisations policies and procedures in recruitment with a view to making them safer.

The training is based on an understanding of offender behaviour to:

- See how safer recruitment fits within the wider context of safeguarding and promoting the welfare of children.
- Identify key features of staff recruitment that help deter or prevent the appointment of people unsuitable to work with children.
- Consider policies and practices that minimise opportunities for abuse and ensure its prompt reporting.

Safer Recruitment training should be updated at least every five years. It is a requirement for someone sitting on the recruitment panel within schools to have completed safer recruitment training.

**Date: Tuesday 4<sup>th</sup> December 2018, 18.30-21.00 (evening) Raleigh Training Suite.**

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

# GT376 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 bodies 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.

**Date: Thursday 6<sup>th</sup> November 2018, 09.30-12.30 (morning) Raleigh Training Suite.**

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

# Booking Information

Governors can book onto courses through [www.Governorhub.com](http://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](mailto: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](mailto: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](mailto: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!**