



**BEDFORD**  
BOROUGH COUNCIL



April 2018 to March 2019

# School Governor Annual Training Programme

*Children's Services*

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Navigate to the Training tab to find all our courses and follow the simple booking instructions from this access point. <https://governorhub.com/s/bedfordgs/training>

**To book on a course:** email [governorstraining@bedford.gov.uk](mailto:governorstraining@bedford.gov.uk) or phone **01234 276792**



## A summary of our courses with links to course details

### Summer Term 2018

GT350 Monitoring teaching and learning across the school	Monday 23rd April 2018	19.00 - 21.00 (Evening)
GT351 Are you Ofsted Ready?	Wednesday 2nd May 2018	19.00 - 21.00 (Evening)
GT352 How to Monitor the Equalities Law	Wednesday 9th May 2018	19.00 - 21.00 (Evening)
GT353 Dealing with Key Personnel Policies and Procedures	Thursday 10th May 2018	19.00 - 21.00 (Evening)
GT354 Induction Evening Course for New Governors	Monday 14th May 2018	18.00 - 21.00 (Evening)
GT355 Clerks' Forum	Monday 21st May 2018	13.30 - 15.00 (Afternoon)
GT356 Early Years Foundation Stage	Tuesday 12th June 2018	19.00 - 21.00 (Evening)
GT357 Mini Conference	Thursday 14th June 2018	18.30 - 20.30 (Evening)
GT358 Networking for Governors	Tuesday 19th June 2018	19.00 - 21.00 (Evening)
GT359 Safeguarding: an introduction for Governors	Thursday 21st June 2018	19.00 - 21.00 (Evening)
GT360 Active Governance	Tuesday 3rd July 2018	19.00 - 21.00 (Evening)
GT361 LA Briefing for Governors	Wednesday 11th July 2018	19.00 - 20.30 (Evening)
GT361A Getting the Most out of your Scheme of Delegation	Monday 16th July 2018	19.00 - 21.00 (Evening)

### Autumn Term 2018

GT362 Head Teacher's Appraisal and the Governors' Role in Staff Performance	Wednesday 12th September 2018	19.00 - 21.00 (Evening)
GT363 The Role of the Safeguarding Governor	Thursday 13th September 2018	19.00 - 21.00 (Evening)
GT364 Taking the Chair 1	Monday 17th September 2018	19.00 - 21.00 (Evening)
GT365 Prevent	Wednesday 19th September 2018	10.00 - 12.00 (Morning)
GT366 Clerks' Induction	Wednesday 26th September 2018	10.00 - 13.00 (Daytime)
GT367 Induction for New Governors	Tuesday 2nd October 2018	9.30 - 12.30 (Daytime)
GT368 Clerks' Forum	Wednesday 10th October 2018	10.30 - 12.00 (Daytime)
GT369 The Role of the SEND Governor	Thursday 11th October 2018	19.00 - 21.00 (Evening)
GT364 Taking the Chair 2	Monday 15th October 2018	19.00 - 21.00 (Evening)

GT370 Finance Managing the Budget	Thursday 18th October 2018	10.00 - 13.00 (Day)
GT371 LA Briefing for Governors	Thursday 1st November 2018	19.00 - 20.30 (Evening)
GT372 Finance for Academy Governors	Tuesday 6th November 2018	19.00 - 21.00 (Evening)
GT364 Taking the Chair 3	Monday 12th November 2018	19.00 - 21.00 (Evening)
GT373 Behaviour and Discipline in Schools	Tuesday 13th November 2018	19.00 - 21.00 (Evening)
GT374 Exclusions – the Governors’ Role	Wednesday 21st November 2018	10.00 - 12.00 (Day)
GT375 The Educational Needs of Looked After Children in Schools	Monday 3rd December 2018	13.00 - 15.00 (Afternoon)
GT376 Induction for New Governors	Thursday 6th December 2018	9.30 - 12.30 (Day)

### Spring Term 2019

GT377 Are you Ofsted Ready?	Monday 14th January 2019	19.00 - 21.00 (Evening)
GT378 Knowing your School - Understanding and Questioning Indicators of school Performance	Wednesday 23rd January 2019	19.00 - 21.00 (Evening)
GT379 Health & Safety in Schools - the Governors’ Role	Tuesday 29th January 2019	18.30 - 21.00 (Evening)
GT380 Measuring the Impact of Additional Funding	Wednesday 20th February 2019	19.00 - 21.00 (Evening)
GT381 Induction for New Governors	Saturday 23rd February 2019	9.30 - 12.30 (Day)
GT382 Clerks’ Forum	Tuesday 26th February 2019	19.00 - 20.30 (Evening)
GT383 Clerks’ Induction Course	Monday 4th March 2019	18.00 - 21.00 (Evening)
GT384 Safeguarding: an Introduction for Governors	Tuesday 5th March 2019	10.00 - 12.00 (Day)
GT385 Overview of Personnel Matters	Wednesday 13th March 2019	19.00 - 21.00 (Evening)
GT386 Refresher Networking for Experienced and Long Serving Governors	Friday 15th March 2019	10.00 - 12.00 (Day)
GT387 Spiritual, moral, social and cultural development and British Values	Monday 18th March 2019	19.00 - 21.00 (Evening)
GT388 The Educational Needs of Looked After Children in Schools	Thursday 21st March 2019	19.00 - 21.00 (Evening)
GT389 Using the School Complaints Procedures	Tuesday 26th March 2019	10.00 - 12.00 (Day)
GT390 Networking for Governors	Wednesday 27th March 2019	19.00 - 21.00 (Evening)

## Introducing the Bedford Borough School Governor Annual Training Programme 2018-2019

Getting governance right will impact positively on a child's life chances. That is why our new training programme offers a wide and diverse range of courses, briefing sessions and opportunities to network and share good practice.

I would particularly recommend that governors ensure they have a good understanding of performance and financial data and that they are able to challenge the Head teacher effectively.

The Department for Education (DfE) Governance Handbook states that boards are responsible for identifying and securing the induction and other ongoing training and development governors need and that they should set aside a budget for this purpose.

The board's code of conduct should set an ethos of professionalism and high expectations of governors, including an expectation that they undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance. Importantly, this includes their ability to understand and interpret educational and financial performance data. All governors should be able to engage fully with discussions on these matters and if they cannot, they should undertake appropriate training or development to enable them to do so.

The handbook recommends that boards consider giving one governor a specific responsibility for ensuring every governor develops the skills they need to be effective. Rather than simply tracking attendance at training courses, this governor would be responsible for ensuring that every new and existing governor develops their skills to make an active and valuable contribution to the work of the board.

We have an email distribution list for Training Link Governors to enable us to then contact these Links directly to promote training opportunities.

I hope you will agree that the school Governor Training and Support package is excellent value for money. The training programme incorporates all feedback from the past 12 months and has been reviewed by a governor working party. In addition the subscription package has been compared to those offered by our statistical neighbours.

At the heart of all Governor Training should be the commitment to ensure better governance, leading to Outstanding schools and improving outcomes for all young people.

We hope you find the new programme interesting, informative and relevant. Please let us know what you think about our training programme and offer of support.

**Julia Newman**

Governor Training and Development Co-ordinator

## Subscription Package

Governing Boards can choose to pay a full subscription or buy in individual elements on a pay as you go (PAYG) basis. GovernorHub and online training can only be accessed by Governing Boards that have a full subscription package.

### **The following services are available to all governors and clerks where the Governing Board has paid an annual Governor Training subscription:**

- Access to a range of effective training for all governors.
- Access to a Bedford Leader in Governance (BLG) to develop excellence in governance.
- Access to GovernorHub, an easy to use online system providing a one stop shop for Governing Boards and their Clerks.
- Access to National Training Programmes for Chairs and Clerks.
- Support on all matters of governance for Head Teachers, Chairs of Governors, Governing Boards and Clerks to Governing Boards.
- Access to whole Governing Board data session with the school's allocated Improvement Adviser.
- Access to whole Governing Board training sessions, according to availability and by negotiation.
- Access to a facilitated self-Review session for the governing board.
- Membership and access to Learning Link – an online training resource for governors and Clerks.
- Effective training and support for Chairs of Governing Boards.
- Effective training and support for Clerks to Governing Boards.
- Briefings for governors from the Local Authority.
- Records of training attended provided to Governing Boards each term.
- Membership for all Clerks to Clerkwise – an online information and support for Clerks.
- Membership of 'Clerks' Forum' – information, sharing of good practice meetings for all Clerks.
- Assistance with recruiting to governor and Clerk vacancies.
- Termly newsletters for governors.
- Regular training emails/newsletters.
- An effective and efficient booking system for Governor Training through GovernorHub.
- A range of resources which are regularly updated such as the Welcome to New Governors booklet, Code of Conduct for School Governors, the governing body self-evaluation tool and a series of information sheets.
- A friendly and welcoming telephone and email helpline response to all enquiries from governors and Clerks.

## The training and support on offer will enable governors to:

- Raise standards of pupil achievement in school.
- Ensure that the school is a safe place for children to be.
- Understand data and issues leading to target setting, monitoring and evaluation.
- Ensure all governors are resourced and able to support and challenge the senior leadership team in the school.
- Ensure that governance is 'Good' and progressing well towards 'Outstanding'.

## Bedford Leaders in Governance (BLG)

Within Bedford Borough Council we have governors with excellent skills and the expertise to help improve and sustain effective and strong governance. To capture this expertise Bedford Borough School Improvement Team in partnership with the Teaching School Alliances has initiated a project to identify, recruit, train and support these governors to become a Bedford Leader in Governance. BLGs can then be deployed to develop skills and support our school Governing Boards.

This initiative supports the Bedford Borough Council School Improvement Strategy 2015 – 2018 and the five Key Priorities for Bedford Borough Council.

The role, responsibilities and expectations of governing boards have become increasingly ambitious and challenging in recent years as identified in documents such as the Ofsted Framework and Handbook for the Inspection of Schools (2016) and recent DfE regulations and guidance.

Governing Boards are considered to have a crucial role in supporting school improvement through support and challenge and holding school leadership accountable. Ofsted and the DfE consider there is a correlation between the leadership capacity of Governing Boards and the capacity of school leadership and management to provide continuous school improvement.

The Bedford Leaders of Governance initiative seeks to provide a means to continue to build the capacity of Governing Boards to support and challenge school leaders in delivering continuous school improvement.

The recruitment of people with relevant skills is now a driving force in the development of Governing Boards with the raised expectations for Chairs and Vice Chairs it can be increasingly difficult to recruit and retain governors with the expertise and time to take on the role of the Chair. A BLG can provide a short term response to a loss of expertise on a Governing Board. It is envisaged that BLGs will be deployed to provide support and coaching for Chairs, aspiring Chairs and new governors.

## When will a BLG be deployed?

A Governing Board will be able to ask for support if:

- Required as a result of an Ofsted Inspection Report/Grading.
- Required as a result of Bedford Borough Council risk assessment.
- In response to a school's self-evaluation and improvement planning.
- Requested by a school Governing Board based upon a Governing Board self-review.

## How will BLGs be deployed?

- To chair or be a member of an Interim Executive Board (IEB).
- Join the Governing Board of a school designated as requiring improvement as an 'An Additional Local Authority Governor' for a specified period of time.
- Be attached to a Governing Board to provide specialist support for a specified period of time. This may include offering specific advice and guidance in such areas as 'finance and budget planning', 'pupil achievement', 'safeguarding', or 'strategic planning'.
- Be attached to a Governing Board for a specified period of time to provide coaching and/or mentoring to support specific governors and/or the Governing Board.
- To undertake and/or support a review of governance using agreed self-evaluation tools.
- To provide advice to a Governing Board in developing a School Improvement Plan, following an Ofsted required 'Governor Review' or Governor self-evaluation.

Information about BLGs and how to apply for support is available in the Bedford Borough tab on GovernorHub.

## Governor Bespoke School Based Training

Bespoke training sessions are a convenient way to deliver training to your Governing Board as travel is minimised with training taking place at your school.

An advantage is that training can be tailored to the needs of your Governing Board or cluster of governors. For example Governing Boards with a full subscription package can request a data session with a School Improvement Adviser with additional training sessions available by negotiation.

Bespoke training sessions are between one and two hours duration. Sessions recently delivered include: Governor Visits to Schools, Governing Board Self-evaluation, Effective Governing Boards – structure and efficient working practices, How to use GovernorHub Effectively.

Collaboration between schools and between governing boards is recognised as an effective way of working together and making improvements to the quality of governance. Some topics can be delivered to one or two Governing Boards up to a maximum of 20 governors. Your school will need to confirm their choice of topic with the Governor Training and Development Co-ordinator and then make the necessary administrative arrangements.

To discuss your requirements email

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

## Learning Link - online training for governors and clerks

Learning Link focuses on supporting governors, Clerks and school leaders to achieve 'Effective School Governance' that will drive school improvement to secure outcomes for children and young people.

Learning Link is an online training website and is particularly useful to governors and clerks who for a variety of reasons, cannot access a Bedford Borough Governor Training session, perhaps until the next term. The online training is intended to complement, rather than replace, face to face training.

Governing Boards paying a full subscription automatically have access to online training free of charge.

Features of Learning Link include:

- New improved website focused on governors, clerks and school leaders.
- 41 updated and interactive learning modules.
- 15 clerking learning modules.
- Hot topic and policy watch download documents.

Training modules have been updated to reflect changes in legislation, the new Governance Handbook and the Competency Framework.

To register go to

 <https://nga.vc-enable.co.uk/Register>

## Learning Modules

1. Key Functions of the Governing Board
2. Exclusions
3. Head Teacher Recruitment and Succession Planning
4. Monitoring Performance Data and Targets
5. The Role of Governors in Safeguarding Children
6. The Role of the SEND Governor
7. Educational Visits
8. E-Safety for Governors
9. Understanding Schools Finance
10. Managing Academy Finance
11. Planning for Succession in the Governing Board
12. Health and Safety
13. Equality and Diversity
14. Early Years Education
15. Getting it Right as a Staff Governor
16. Governors' Visit to School
17. Monitoring and Evaluation
18. School Teacher Appraisal and Capability
19. Academies
20. Governance of a Church School
21. The Governors' Role in School Improvement
22. Pupil Premium
23. Head teacher Appraisal and Capability
24. Different Models of Governance
25. Ofsted Inspection of Schools
26. Looked After Children
27. Introduction to Clerking Maintained Schools
28. Introduction to Clerking Academies
29. Preparing for a Meeting
30. Recording a Meeting
31. Supporting the Governing Board in Raising School Standards
32. The Constitution of the Governing Board
33. Clerking a Trust or Local Governing Board
34. Governors and Ofsted
35. Getting to Know the Law
36. The Clerk's Role in the Appointment of the Head teacher or Deputy
37. Handling Delicate Situations
38. Helping Struggling Governing Boards
39. Governing Board Duties on Compliance
40. The Clerk as Co-ordinator of Continuing Professional Development
41. Clerking an Interim Executive Board

## Clerkwise

Clerkwise is a website dedicated to supporting Clerks to Governing Boards, providing:

- Regular bulletins providing information about changes to procedures and legislation.
- Where appropriate, differentiated guidance for maintained schools and academies.
- Model policies for use by Governing Boards.
- Advice for annual agendas and the workings of the Governing Board.

Clerks to Governing Boards subscribing to the Governor Training Programme automatically have access to Clerkwise:



[www.adamsonbooks.com/clerkwise-login.asp](http://www.adamsonbooks.com/clerkwise-login.asp)

## National Governance Association

Bedford Borough Council work with the National Governance Association to provide a range of training opportunities for school governors and clerks.

Programmes include a Chairs of Governors' Leadership Development Programme for Vice Chairs, aspiring and existing Chairs, a Clerks to Governing Boards Training Programme. Training opportunities for governors in Bedford Borough are advertised in the termly newsletters and monthly training newsletters.

## Governor Recruitment

Our recruitment strategy aims to help schools maintain full membership of a skilled Governing Board. The Governing Board will need to have the skills necessary to ensure a correct balance between challenge and support which will lead to improved outcomes for children. We are committed to help schools recruit governors to new and outstanding vacancies. Priority is given to schools that struggle to fill vacancies and where this is making governance vulnerable.

### Bedford Borough Council will:

- Monitor vacancies across all categories of governors for all schools
- Help schools recruit and retain skilled governors.
- Work in partnership with the Governors for Schools previously known as School Governors' One Stop Shop (SGOSS) and Inspiring Governance.
- Provide Bedford Borough governors with high quality guidance, support and training.
- Offer advice on the reconstitution of Governing Boards of maintained schools.

### Governors for Schools - [www.governorsforschools.org.uk](http://www.governorsforschools.org.uk)

The Governors for Schools website gives prospective governors information about the role of a school governor. The website also has resources that governing boards can use to help when they are recruiting governors.

Most people can apply to become a governor. Bedford Borough Council works closely with Governing Boards and Governors for Schools to match interest and skills to current vacancies.

If you have difficulty recruiting or retaining governors or you would like more information please contact: Julia Newman, Governor Training and Development Co-ordinator

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

 01234 718387

### Inspiring Governance

Governing Boards can use this match making service to connect skilled volunteers with schools and colleges. Bedford Borough Council works closely with Governing Boards and Inspiring Governance to match interest and skills to current vacancies.

 [www.inspiringgovernance.org](http://www.inspiringgovernance.org)

## GovernorHub

Support is available for all governors and Clerks of subscribing Governing Boards across Bedford Borough through GovernorHub.

GovernorHub provides a website for each Governing Board and the Local Authority. The websites are linked but also have completely private areas where Clerks and governors can store documents such as minutes and agendas efficiently and access them easily. The link with the Local Authority provides all Governing Boards with updates, information, training news and many resources to help them work effectively to promote school improvement. Governors can book onto courses through GovernorHub.

### Resources are available in one place and include:

- Easy access to the minutes, agendas and related papers for your Governing Board meetings.
- Direct access to course information and the course booking system.
- Facility to record your own personal training record and to create a training report for your Governing Board.
- Regular postings for Clerks, Chairs of Governors and all governors with local and national information.
- Training schedules, publications and useful documents.
- Frequently Asked Questions section.
- Range of information sheets.
- Bedford Borough Handbook for Chairs.
- Bedford Borough Handbook for Clerks.
- Training and Development Programme.
- Welcome booklet for new governors.
- Bedford Borough Governing Board Self-Evaluation Toolkit.
- DfE documents.
- Ofsted Framework.

GovernorHub has a bank of useful documents held in one area to help both governors and clerks find what they need quickly and efficiently. This area is developing all the time and we welcome any feedback for improvements.

GovernorHub provides regular news feeds from the DfE and Ofsted in addition to education news articles. Governors are able to access data about their school from the link to the DfE 'Compare School and College Performance' website.

Clerks and governors can access the GovernorHub Help Centre to find out how to make the best use of GovernorHub resources.

Governors should contact their Clerk to find out how to set up a password and login. If the Clerk is unable to help contact GovernorHub directly:



[support@governorhub.com](mailto:support@governorhub.com)

## Bedford School Governance Self Evaluation Tool Kit - Taking Steps

Bedford Borough Council provides a self-evaluation tool that Governing Boards can use to self-assess their effectiveness. A facilitator can be provided to help your Governing Board work through this self-evaluation tool.

This tool will help support governors to fulfil their duties and to provide a framework in which governing boards can assess their own effectiveness. A set of key performance indicators and descriptors have been devised to be used within this self-evaluation tool.

There are five key performance indicators which cover the breadth of responsibilities for which governing boards are held accountable.

These are:

1. Vision and strategic planning
2. Self effectiveness and improvement
3. Engagement and communication with stakeholders
4. School performance
5. Performance management

Each performance indicator has a number of performance descriptors which encompass the range of knowledge and experience required to enable and sustain effective governance as well as statutory requirements placed on governing boards.

These descriptors help governing boards evaluate their own performance by comparing their own practice against best practice statements.

If you would like to find out more contact: Julia Newman, Governor Training and Development Co-ordinator.

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

The self-evaluation tool is available free of charge to Governing Boards with an annual subscription. The facilitated session is also included in the subscription package.

## External Review of Governance

The following has been adapted from information available on the DfE website [www.gov.uk](http://www.gov.uk).

A review of governance looks at how well your school's Governing Board is working. An external reviewer will work with your Chair of Governors to improve the performance of the Governing Board.

Ofsted will sometimes recommend that a school have a review. The purpose of the review is to enable schools to move from a rating of 'Requires Improvement' to at least 'Good'.

The review is offered as support to improve and develop governance, and not as an additional inspection. It will help the Governing Board identify priorities for improvement, and provide support on what steps to take.

### It aims to help the Governing Board to be:

- More skilled, focused and effective.
- More aware of the freedoms that it has to work in different ways.
- Clear in its vision for the school or academy and how, together with the school leadership team, this can be achieved.
- Confident that it has a clear delineation of roles and responsibilities.
- Staffed with the right number of skilled and committed governors to meet the needs of the school or academy.
- Able to hold school leaders to account for improving outcomes for all pupils, including those who are disadvantaged.
- Clear about how it ensures that its young people are well prepared to be responsible citizens in Britain.

### When you should request a review

Schools do not need to wait for an Ofsted inspection recommendation to seek a review. Any school can arrange a review of governance at any time to improve the effectiveness of the work of the Governing Board.

### You will receive a recommendation for a review of governance if an Inspection finds that:

- Governance is weak in a school judged to require improvement.
- Leadership and management is graded at 3 or below.

In some cases, where a school has been judged as 'Requires Improvement', later monitoring visits may also result in a recommendation for a review of governance.

## **The issues that Ofsted have identified in Governing Boards include:**

- Governors not ambitious about expectation.
- Lack of challenge and failing to hold Head teachers to account.
- Over reliance on information from the Head teacher.
- Lack of systematic visits to school.
- Lack of engagement with school development planning.
- Limited role in monitoring, and none of it independent.
- Limited understanding of data and school quality.

If an Ofsted inspection report recommends the review, the monitoring inspector will expect it to be undertaken in a timely manner. Ofsted will also assess the impact of the review in the next monitoring visit.

## **Find a reviewer**

**You can choose whoever you want to conduct a review of governance but you should ensure that the reviewer has:**

- Experience of outstanding governance
- A good understanding of governance, including different contexts and governance structures
- A clear understanding of Ofsted expectations
- Successful experience of leading governors and school improvement
- Excellent inter-personal skills

Bedford Borough Governor support can put you in touch with a National Leader of Governance who will be able to undertake this review. There will normally be a cost for this service. A governance review is not included in the subscription package.

## Additional Training Opportunities

Details of additional training and briefing opportunities will be emailed to Training Link Governors, Clerks and Chairs throughout the year. Training information will be emailed and posted on GovernorHub at least once a term in the form of a training newsletter.

These newsletters will remind governors of existing courses and give governors details of additional training opportunities.

## Training Link Governors

Governing Boards should consider having a Link Governor for Training with the purpose of encouraging governors to attend training.

It is not compulsory for governors to attend training but it is an expectation and this should be evident in the Code of Conduct that Governing Boards are encouraged to adopt. It should be a clear expectation of newly recruited governors.

When using GovernorHub to make course bookings, Training Link Governors will be able to send a link for a course to the governor so that the booking can be made by that person. Training Links will not be able to make a booking on behalf of someone else.

## Certificates of Attendance

Governors who attend the following courses will be provided with a certificate of attendance:

- Induction for New Governors.
- Refresher Networking Session for Experienced and long serving Governors
- Safeguarding - an Introduction for Governors.
- Clerks' Induction Day.
- The Role of the Safeguarding Governor.
- Taking the Chair - for Chairs, Vice-Chairs, Chairs of Committees and Aspiring Chairs.

## Venues for Governor Training

Training, forums and briefings will be held in the committee rooms and the Council Chamber at Borough Hall or at the Raleigh Training Suite - please see map below.

Governors and Clerks should report to reception.

### Parking at Borough Hall

#### Parking in the evening

Parking at Borough Hall is free for school governors and Clerks attending training, forums and briefings in the evening. Parking is available in the visitor section outside Borough Hall.

#### If the visitor spaces are full, please:

- Drive up to the barrier and press the silver intercom button
- Inform security that you are attending Governor training
- Security will raise the barrier to allow access to further parking spaces and will raise the barrier again when you leave.

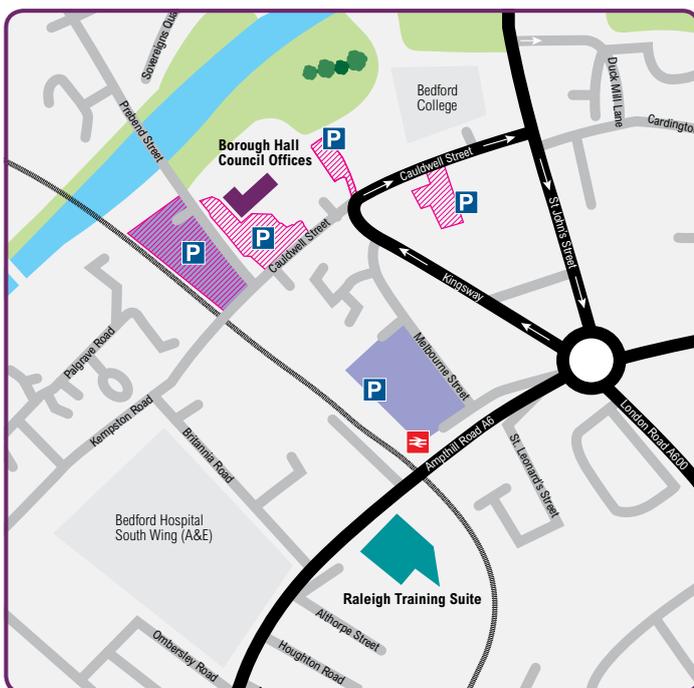
#### Parking during the day

Governors and Clerks are required to pay to park at Melbourne Street or Prebend Street car parks, the nearest to Borough Hall, if they attend daytime courses.

### Parking at the Raleigh Training Suite

#### Parking during the day and in the evening

Car parking during both the day time and in the evening is available on site and is free.



- Raleigh Training Centre
- Borough Hall
- Public Pay & Display Car Parks

## How to book onto a training course

All governors should ensure that they have the approval of the Governing Board before booking a course. Most Governing Boards have a Training Link Governor who will co-ordinate and keep training records. There are several ways to book onto a training course.

### GovernorHub - Online Booking

Navigate to the Training tab to find all our courses and follow the simple booking instructions:

 [governorhub.com/s/bedfordgs/training](https://governorhub.com/s/bedfordgs/training)

The Governor Training and Development Programme, which will give governors and Clerks details about each course, is available on GovernorHub.

### Email

Please send an e-mail to

 [governorstraining@bedford.gov.uk](mailto:governorstraining@bedford.gov.uk)

The e-mail must include the following information:

- Name of governor or clerk and their governing board
- Course code
- Date and title of training course

Confirmation of booking is sent via e-mail, therefore if someone else books a course on behalf of another governor, an e-mail address for the governor attending the course must be given.

### Telephone

Please call 01234 276792 and be ready to provide the information listed above.

### Governors with Disabilities and Special Needs

If you are a governor with a disability or particular accessibility requirements please do get in touch so that we may put in place access arrangements tailored for your needs where possible.

### Payment for Training

If your Governing Board pays an annual subscription, then all training accessed by the Governing Board members is free unless otherwise stated. If your school has not signed up to the annual subscription, then each course has to be paid for individually. The school/academy/free school will then be invoiced.

### Cancellation of Booked Places

Cancellation of a booking must be made by email giving five working days' notice. Phone calls should be followed up by email. If a booking is cancelled less than five working days before the course date, or if governors just do not attend, a course fee will be charged. The circumstances of each case will be considered individually, but usually a charge will be made.

### Cancellation of Training Courses

Many courses have been popular and oversubscribed and have subsequently been repeated. Occasionally, a course has to be cancelled. Where appropriate to do so, the cancelled course will be rearranged.

## Mini Conference - Making a Difference

Course	Date	Time
GT357 Mini Conference - Making a Difference	Thursday 14th June 2018	18.30 - 20.30 (Evening)

This Conference for school governors is an excellent opportunity to hear up to date information from a National speaker, Clare Collins MBE about what is happening in the world of governance today. What are the challenges we collectively face?

This conference will enable you to go back to your school with fresh ideas and insights. An engaging, and thought proving evening with much to take back to school.

There will be an opportunity to ask questions and to meet fellow governors from converter Academies, Multi Academy Trusts and Maintained schools.

Following on from Clare's presentation there will be two workshops, one of direct relevance for Academies governors/trustees and one for Maintained schools.

If you subscribe to our service this conference is provided free of charge.

We look forward to welcoming you.

### Key note speaker:

Clare Collins MBE, Head of Consultancy, National Governance Association.

## The Local Authority's Briefing for Governors

Course	Date	Time
GT361 LA Briefing for Governors	Wednesday 11th July 2018	19.00 - 20.30 (Evening)
GT371 LA Briefing for Governors	Thursday 1st November 2018	19.00 - 20.30 (Evening)

### Course Description:

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.

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.

### Intended for:

Governors of all Bedford Borough Schools and Academies.

### Fee:

Free to all governors of Bedford Borough Schools and Academies.

Please send a representative from your Governing Board.

*'Very informative covering many points at the right level.'*

*'Lots of practical information to share with the governing board, thank you!'*

## Induction for New Governors

Course	Date	Time
GT354 Induction Evening Course for New Governors	Monday 14th May 2018	18.00 - 21.00 (Evening)
GT367 Induction for New Governors	Tuesday 2nd October 2018, Venue The Raleigh Training Suite	09.30 - 12.30 (Day)
GT376 Induction for New Governors (Day course)	Thursday 6th December 2018, Venue The Raleigh Training Suite	09.30 - 12.30 (Day)
GT381 Induction for New Governors (Day course)	Saturday 23rd February 2019	09.30 - 12.30 (Day)

### Course Description:

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 the 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.

There will be an opportunity to consider the Department of Education Governance Handbook and the Competency Framework for Governance.

### Intended for:

All new governors.

### Course tutor:

Julia Newman, Governor Training and Development Co-ordinator.

*'Great induction overseeing all that is involved, given me lots of food for thought.'*

*'It has provided me with a good understanding of the role of a governor and how I can support my school effectively.'*

Governors who attend this course in full will be provided with a certificate of attendance.

## Refresher Networking Session for Experienced and Long serving Governors

Course	Date	Time
GT386 Refresher Networking session for Experienced and long serving Governors	Friday 15th March 2019 Venue The Raleigh Training Suite	10.00 - 12.00 (Morning)

### Session Description:

This session serves as a reminder of the key elements of an effective governor and effective Governing Boards.

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 the executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the organisation and making sure its money is well spent.

This session will review the role of a governor and generally act as an update for new legislation and initiatives as well as giving experienced governors an opportunity to meet and share good practice.

### Intended for:

Governors who have been in post for some time and wish to update their skills and knowledge. For all governors of academies, maintained schools and free schools.

### Course tutor:

Julia Newman, Governor Training and Development Co-ordinator.

*(Add these quotes in italics)'This session helped me to focus on what I can do in reflection to improve my understanding...'*

*'Lots of opportunities to discuss with other governors'.*

Governors who attend this course will be provided with a certificate of attendance.

## Taking the Chair (three part evening course)

Course	Date	Time
GT364 Taking the Chair 1	Monday 17th September 2018	19.00 - 21.00 (Evening)
GT364 Taking the Chair 2	Monday 15th October 2018	19.00 - 21.00 (Evening)
GT364 Taking the Chair 3	Monday 12th November 2018	19.00 - 21.00 (Evening)

### Course Description:

There is a strong expectation that governors who undertake the role of Chair will receive training. This course is aimed at prospective and current Chairs of Governors and will cover the following:

- The role of the Chair of Governors, the leadership role and leading and managing Governing Board business.
- The Chair of Governors' relationship with the Head teacher and leading and developing the team of Governors.
- The Governors' role in school improvement and accountability and the chairs role in strategic leadership.

The course uses a variety of learning approaches, introduces supportive resources and emphasises the practical application of knowledge and skills. The opportunity to learn whilst networking with other Chairs of Governors is a strength of this course.

This course has three modules and it is strongly advised to attend all three modules. A certificate of attendance is awarded only to governors who attend all three sessions.

### Intended for:

This course is suitable for Chairs, Vice Chairs and governors who chair committees as well as those who may aspire to these roles. It will help develop leaders across the Governing Board.

### Course tutor:

Julia Newman, Governor Training and Development Co-ordinator.

*'Massive help/informative.'*

*'I am able to understand my future role.'*

*'I can and do take many questions back to my school.'*

Governors who attend this course in full will be provided with a certificate of attendance.

## Networking for Governors

Course	Date	Time
GT358 Networking for Governors	Tuesday 19th June 2018	19.00 - 21.00 (Evening)
GT390 Networking for Governors	Wednesday 27th March 2019	19.00 - 21.00 (Evening)

### Facilitated Session:

This session will provide an opportunity for Chairs, Vice Chairs, Head teachers, Governors and Clerks to:

- Exchange ideas about how to work effectively together.
- Discuss current issues.
- Explore how to challenge and hold the Head teacher to account in a way that enables the school to grow.

Working together in this way will also help to build support between Governing Boards in Bedford Borough.

The session will be informal with one or two topics suggested as areas for discussion and the agenda lead by those attending.

### Intended for:

This session is suitable for Governors and Clerks to Governing Boards.

### Facilitator:

Julia Newman, Governor Training & Development Co-ordinator and Bedford Leaders of Governance and Governors Association.

*‘Excellent forum for discussion. Great ideas. Thank you.’*

*‘A very helpful discussion with well informed presenters to ensure that the discussion was appropriately directed.’*

*‘Plenty of networking and discussion.’*

## Clerks' Induction Course

Course	Date	Time
GT366 Clerks' Induction Course	Wednesday 26th September 2018	10.00 - 13.00 (Day)
GT383 Clerks' Induction Course	Monday 4th March 2019	18.30 - 21.00 (Evening)

### Course Description:

This course for Clerks to Governing Boards will provide new Clerks with an overview of the role.

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.

Clerks will have an opportunity to explore the DfE Clerking Competency Framework.

The Framework explores how professional clerking can support the work of governing boards by returning to the 'six features of effective governance' as set out in A Competency Framework for Governance. The guide looks specifically at the role clerks can play in supporting each feature: Strategic leadership, Accountability, People, Structures, Compliance and Evaluation.

### Intended for:

All Clerks to Governing Boards of maintained schools, free schools and academies. The course will differentiate between maintained schools and academies where appropriate.

### Course tutor:

Julia Newman, Governor Training and Development Co-ordinator.

*'Even as an experienced Clerk there were many points made in a clear way, which were of interest.'*

*'Very good and lots of reminders of things to do better, also very good for networking.'*

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

## Clerks' Forum

Course	Date	Time
GT355 Clerks' Forum	Monday 21st May 2018	13.30 - 15.00 (Afternoon)
GT368 Clerks' Forum	Wednesday 10th October 2018, Venue The Raleigh Training Suite	10.30 - 12.00 (Morning)
GT382 Clerks' Forum	Tuesday 26th February 2019	19.00 - 20.30 (Evening)

### Clerks' Forum:

The Clerks' Forum meets each term. The meeting is an opportunity to review communication and discuss and update Clerks on current local and national issues.

There will sometimes be speakers or guests to address specific issues pertinent to clerking.

The meeting is also a chance to discuss new initiatives and provides an opportunity to share best practice.

The Forum provides Clerks with the opportunity to raise questions on all issues of clerking and governance.

### Intended 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.

*'Good to have some time to think about the role.'*

*'Listening to other clerks asking questions helped me define my role.'*

*'Always a helpful session.'*

## Safeguarding: an Introduction for Governors

Course	Date	Time
GT359 Safeguarding: an introduction for Governors	Thursday 21st June 2018	19.00 - 21.00 (Evening)
GT384 Safeguarding: an Introduction for Governors	Tuesday 5th March 2019 Venue The Raleigh Training Suite	10.00 - 12.00 (Day)

### Course Description:

Safeguarding is a key responsibility for Governing Boards.

This course will help governors to understand their responsibilities, access the 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:

- The legal framework.
- Role of the nominated safeguarding governor.
- The school's role in safeguarding children.
- Creating a safe culture within schools.

It is good practice for all schools to have a nominated governor to work with the designated teacher for child protection and safeguarding.

### Intended for:

All governors and Chairs of Governing Boards, especially the nominated governor with responsibility for child protection and safeguarding.

### Course tutors:

Carrie Traill, Senior Improvement Adviser and Julia Newman, Governor Training and Development Co-ordinator.

*'This course has given me a much better understanding of the role.'*

*'I felt able to ask all the questions I needed to and get a full answer.'*

Governors who attend this course will be provided with a certificate of attendance.

## The Role of the Safeguarding Governor

Course	Date	Time
GT363 The Role of the Safeguarding Governor	Thursday 13th September 2018	19.00 - 21.00 (Evening)

### Course Description:

This course will concentrate on helping lead/nominated governors with responsibility for safeguarding to understand their responsibilities in relation to the latest legislation.

Safeguarding governors will be given information and an example role descriptor to help them fulfil their responsibilities.

The course will cover the following areas:

- Role of the nominated safeguarding governor.
- The school's role in safeguarding children.
- Ofsted expectations.

Safeguarding governors who attend this course can also attend the Introduction to Safeguarding Course, although there will be some overlap.

### Intended for:

Those new to the Safeguarding governor role and those who wish to refresh their knowledge and governors aspiring to become Nominated/Lead Governor for Safeguarding.

### Course tutor:

Paul Davies, National Leader of Governance.

Governors who attend this course will be provided with a certificate of attendance.

## Safer Recruitment Training

Safer Recruitment training is available online and is an important requirement for governors involved in recruiting staff.

The Safeguarding Children Board provides this training free to school governors. It is a fully updated and revised course:

### Self registration is easy!

1. Visit the website <http://bedfordshirelscb.safeguardingchildren.co.uk>
2. Choose the course
3. Register

Once you have registered you will be able to access a choice of safeguarding courses.

## Using the School Complaints Procedures

Course	Date	Time
GT389 Using the School Complaints Procedures	Tuesday 26th March 2019 Venue The Raleigh Training Suite	10.00 - 12.00 (Day)

### Course Description:

It is in everyone's interest that complaints about your school are resolved at the earliest possible stage. The experience of the first contact between the complainant and the school can be crucial in determining whether the complaint will escalate.

By completing this course governors will have a clear understanding of how to handle a school complaint.

Governors will:

- Understand the principles of a good complaints procedure (maintained schools and academies).
- Have greater confidence in dealing with any issues that might arise.
- Have an increased understanding of the importance of good communications across the school community to minimise parental concerns.

### Intended for:

All governors.

### Course tutor:

Julia Newman, Governor Training and Development Co-ordinator.

## Knowing Your School – Understanding and Questioning Indicators of School Performance

Course	Date	Time
GT378 Knowing Your School	Wednesday 23rd January 2019	19.00 - 21.00 (Evening)

### Course Description:

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 Boards.
- 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.

### Intended for:

All governors.

*'Has helped me to better understand data and challenge appropriately.'*

*'I have greater confidence in my understanding of data and my ability to interrogate it.'*

## Measuring the Impact of Additional Funding on Pupil Outcomes

Course	Date	Time
GT380 Measuring the Impact of Additional Funding on Pupil Outcomes	Wednesday 20th February 2019	19.00 - 21.00 (Evening)

### Course Description:

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.

### Intended for:

All governors.

### Course tutor:

Carrie Trill, Senior Improvement Adviser.

*'It will enable me to ask more in-depth questions. Also I will know what to look for when reading reports regarding standards and interventions.'*

*'I have a much better understanding of the different types of funding.'*

## Active Governance

Course	Date	Time
GT360 Active Governance	Tuesday 3rd July 2018	19.00 - 21.00 (Evening)

### Course Description:

This course will consider the ways in which governors can become active in undertaking their roles and responsibilities. This will include how to undertake a range of activities such as:

- Preparing and undertaking a 'learning walk'.
- Being a 'lead governor in such areas of responsibility as monitoring and reporting on safeguarding, Sport and PE and Pupil Premium.
- Engaging in school life as a 'Link' governor.
- Participating in School Self-Evaluation and Improvement planning.
- Governor self-review and improvement planning.

The course will provide practical examples of organising and reporting on a range of governor activities as well as case study materials.

### Course tutor:

Paul Davies, National Leader of Governance.

## Are you Ofsted Ready?

Course	Date	Time
GT351 Are you Ofsted Ready?	Wednesday 2nd May 2018	19.00 - 21.00 (Evening)
GT377 Are you Ofsted Ready?	Monday 14th January 2019	19.00 - 21.00 (Evening)

### Course Description:

This course looks at how governors contribute to the school's preparation for an Ofsted inspection. This is an important course for raising governors' awareness of Ofsted expectations.

In line with the Common Inspection Framework (CIF) inspectors will make a key judgement on governance under the effectiveness of leadership and management.

This course will examine:

- Up to date judgements for governance.
- The questions Ofsted may ask.
- Developing a portfolio of evidence.
- Website accountability.
- Managing the meeting with Ofsted.

### Intended for:

All governors, and essential for those in schools which are awaiting inspection.

### Course tutor:

Paul Davies, National Leader of Governance.

*'Excellent, energising, stimulating, thought provoking presentation.'*

*'I will be familiarising myself with the Framework.'*

*'Helpful in summarising what I should look for and it revealed gaps in my knowledge.'*

## Behaviour and discipline in schools

Course	Date	Time
GT373 Behaviour and discipline in schools	Tuesday 13th November 2018	19.00 - 21.00 (Evening)

### Course Description:

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 Board can support the school to ensure that all pupils are safe in school.

### Intended for:

All governors.

N.B: 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.

### Course tutor:

Ian Lindsay, Adviser Teaching and Learning - Behaviour, Safety and Attendance.

*'This course has helped me to have a better understanding of how to read through and comment on the behaviour policy.'*

*'Very good opportunities to network with other course members. Timing and re-capping were excellent.'*

## Exclusions – the Governors’ Role

Course	Date	Time
GT374 Exclusions, the Governors’ Role	Wednesday 21st November 2018	10.00 - 12.00 (Day)

### Course Description:

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.

### Intended for:

All governors.

### Course tutor:

David Roberts, Senior Inclusion Support Officer.

*‘This course has given me a very thorough understanding of the role of the governing board in exclusions.’*

*‘Every governing board should be represented at this session, you never know when you will need to understand how exclusions work!’*

## The Prevent Duty

Course	Date	Time
GT365 The Prevent Duty	Wednesday 19th September 2018	10.00 - 12.00 (Day)

### Course Description:

This session will explore what the Prevent Duty means for governors.

The Prevent Duty is the duty in the Counter-Terrorism and Security Act 2015 on specified authorities, in the exercise of their functions, to have due regard to the need to prevent people from being drawn into terrorism.

Protecting children from the risk of radicalisation should be seen as part of schools' and childcare providers' wider safeguarding duties, and is similar in nature to protecting children from other harms (e.g. drugs, gangs, neglect, sexual exploitation), whether these come from within their family or are the product of outside influences.

Governors need to ensure that their school or academy has a strategy in place to prevent the exploitation of children through extremism. The strategy will need to be communicated to staff, children, parents and the community. Preventing extremism is part of the safeguarding duty and will be scrutinised by Ofsted Inspectors.

### Intended for:

All governors.

### Course tutor:

Martyn Lee, Early Help Professional.

## How to Monitor the Equality Law

Course	Date	Time
GT352 How to Monitor the Equalities Law	Wednesday 9th May 2018	19.00 - 21.00 (Evening)

### Course Description:

This course will focus on the following areas:

- The law regarding Equality in Schools.
- Publishing sufficient information on the school website to demonstrate the school's compliance with the general equality duty across its functions.
- Identification of protected characteristics and what this means for schools.
- Writing an Equality Policy.
- Heightening awareness of Equalities issues so that they can be monitored by governors.

### Intended for:

All governors.

### Course tutors:

Bernie Grimley, Deputy Head teacher, St Thomas More Teaching School

## Looked After Children (LAC) – The Educational Needs of LAC in Schools

Course	Date	Time
GT375 The Educational Needs of Looked After Children in Schools	Monday 3rd December 2018, Venue The Raleigh Training Suite	13.00 - 15.00 (Day)
GT388 The Educational Needs of Looked After Children in Schools	Thursday 21st March 2019	19.00 - 21.00 (Evening)

### Course Description:

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 LACs' 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 LAC pupils.

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

### 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 Boards' 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.
- Consideration of how school policies, practices and culture can reflect the needs of Looked After Children.

### Intended for:

All governors.

### Course tutor:

Nicola Morgan: Head teacher, Bedford Virtual School for Looked After Children.

*'Very informative and gives me the tools to challenge and support the school.'*

*'We can ensure we are following correct procedures and asking the right questions.'*

*'I will be able to ask for evidence and policies.'*

## Early Years Foundation Stage - Governor Responsibilities

Course	Date	Time
GT356 Early Years Foundation Stage	Tuesday 12th June 2018	19.00 - 21.00 (Evening)

### Course Description:

Since Ofsted introduced the Common Inspection Framework and a separate Early Years inspection there is an increased responsibility for governors and committee members to have an in-depth understanding of the Statutory Framework for the Early Years Foundation Stage (EYFS).

The session will include:

- An overview of the Statutory Framework for the Early Years Foundation Stage.
- Safeguarding and welfare requirements: duties and responsibilities of governors and committee members.
- Monitoring and evaluation of EYFS.
- Making effective use of EYFS data.
- Strengthening links between the school and Early Years providers:
- Effective use of Early Years Pupil Premium (EYPP).
- Setting up a holiday club.
- Lowering the school age to include two year olds.

### Intended for:

This session is suitable for all governors and committee members.

### Course tutors:

Nicola Millard, Adviser for Teaching and Learning in EYFS and Karen Davis, Early Years and Childcare Officer.

*‘Extremely good presentation with complimentary areas of expertise.’*

*‘I now have a better understanding of what questions to ask as a governor.’*

## Monitoring Teaching and Learning across the School

<b>Course</b>	<b>Date</b>	<b>Time</b>
GT350 Monitoring teaching and learning across the school	Monday 23rd April 2018	19.00 - 21.00 (Evening)

### Course Description:

Governors will be able to develop their understanding of the curriculum so that they can play an effective part in monitoring teaching and learning. This course will cover governors' responsibilities and good practice in discharging them.

This course will update governors on National and Local developments regarding assessment in the Primary Curriculum.

### Intended for:

All governors.

### Course tutor:

Bernie Grimley, Deputy Head teacher, St Thomas More Teaching School

## The Role of the Special Educational Needs and Disability Governor

Course	Date	Time
GT369 The Role of the SEND Governor	Thursday 11th October 2018	19.00 - 21.00 (Evening)

### Course Description:

This course will:

- Explain the role of the SEND governor.
- Help governors to understand the legal framework around children with Special Educational Needs and Disabilities.
- Consider ways of monitoring SEND to ensure that pupils receive the education that they are entitled to and thereby enabling the Governing Board to fulfil its duty.
- Update governors on SEND issues both local and national.

The course will take into account and reflect the changes in legislation.

### Intended for:

Particularly the SEND Governor, but for all governors who want to extend their knowledge of how Special Educational Needs are addressed, in a school context.

### Course tutors:

Pam Heath, Improvement Adviser and Claire Horan Adviser for Teaching & Learning SEN.

*'Great course interesting and informative.'*

*'Really useful - lots of alternative ways of capturing progress outside data.'*

## Getting the Most out of your Scheme of Delegation

Course	Date	Time
GT361A Getting the Most out of your Scheme of Delegation	Monday 16th July 2018	19.00 - 21.00 (Evening)

### Course Description:

Course Description:

This course is for governors /trustees of Multi Academy Trust Boards and governors on Local Governing Boards or committees.

A scheme of delegation is the key document defining which functions have been delegated and to whom.

The aims of this session will be to:

- Explore the features of an effective Scheme of Delegation including how to avoid conflicts of interest.
- Explore how the Trust Board can communicate effectively with Local Governing Boards.
- Clarify how the Local Governing board can fulfil an effective monitoring role.

### Intended for:

All governors /Trustees of Multi Academy Trusts

### Course tutor

Carrie Trill, Senior School Improvement Adviser.

## Health and Safety in Schools – the Governors’ Role

Course	Date	Time
GT379 Health & Safety in Schools – the Governors’ Role	Tuesday 29th January 2019	18.30 - 21.00 (Evening)

### This course will cover:

- Health and Safety Legislation.
- Health and Safety Executive focus on schools.
- Case Study.
- Successful Leadership.

### Course objectives:

To provide delegates with:

- A general overview of roles and responsibilities for health and safety within your school.
- A brief overview of how Bedford Borough Council manages health and safety, and resources available to assist governors to comply with Health & Safety legislation.

### Intended for:

All governors and in particular the governor responsible for health and safety.

### Course tutor:

Jane Harbour, Senior Corporate Safety Officer.

Risk assessment and asbestos management are subjects that will be briefly mentioned during the Health and Safety training session for governors.

For a full understanding of these subjects and other health and safety topics governors can book onto a more in depth course.

### View full training brochure at:

[www.bedford.gov.uk](http://www.bedford.gov.uk) >> education and learning >> secure school webpages >> health and safety >> Training brochure for Health and Safety

Contact: [wendy.jones@bedford.gov.uk](mailto:wendy.jones@bedford.gov.uk)

*‘How to access information and log events at the school.’*

*‘Good use of anecdotes to add humour and engage.’*

## Overview of Personnel Matters

Course	Date	Time
GT385 Overview of Personnel Matters	Wednesday 13th March 2019	19.00 - 21.00 (Evening)

### Course Description:

This session will provide Governors with a useful broad overview of the Governing body's responsibilities in regards to staffing matters and will cover the below areas.

- Appointment of staff
- Pay and conditions of service
- Appraisal
- Disciplinarys, grievances , under performance and absence management
- Referrals due to safeguarding / misconduct
- Trade unions
- Pensions

### Course Objective:

This session support Governors in understanding how to deal with the staffing matters they may face in their school.

### Intended for:

Less experienced Governors.

### Course tutor:

Personnel Services.

*'Clarified governors role and who to contact for advice and support.'*

## Head teacher's Appraisal and the Governors' Role in staff performance

Course	Date	Time
GT362 Head Teacher's Appraisal and the Governors' Role in staff performance	Wednesday 12th September 2018 Venue Raleigh Training Suite	19.00 - 21.00 (Evening)

### Course Description:

Governors are responsible for ensuring high standards of performance within their school. This session will place specific emphasis on Headteacher appraisal and will include looking at:

- the appraisal process and link to pay;
- headteacher appraisal (including dealing with interactive case studies); and
- Ofsted expectations of Governors regarding performance management.

### Course Objective:

This session will support Governors in understanding their role in the performance management process.

### Intended for:

All governors, specifically those responsible for Head teacher appraisal and those on the pay and/ or staffing committees.

### Course tutor:

Personnel Services and Judith Lovely, Senior Improvement Adviser.

*'Really helpful in clarifying the importance of the governor role.'*

*'Provided assurance that what I know and understand is up to date.'*

## Dealing with Key Personnel Policies and Procedures

Course	Date	Time
GT353 Dealing with Key Personnel Policies and Procedures	Thursday 10th May 2018	19.00 - 21.00 (Evening)

### Course Description:

This session will focus on the role and responsibilities of Governors in dealing with important policies and procedures such as

- disciplinaries;
- grievances;
- redundancies;
- under performance;
- sickness absence cases and
- TUPE transfers.

Relevant case studies will be discussed.

### Course Objectives:

This session will support Governors in understanding their role and responsibilities with regard to key personnel matters and the importance of following policies and procedures.

### Intended for:

All governors.

### Course tutor:

Personnel Services.

*'It raised many issues that have arisen at my school'.*

*'Very appropriate - good use of scenarios to explore the process in context.'*

## Finance, Managing the Budget, the Governors' Role

Course	Date	Time
GT370 Finance, Managing the Budget, the Governors' Role	Thursday 18th October 2018 Venue: Raleigh Training Suite	10.00 - 13.00 (Day)

### Course Description:

This course covers the following elements:

- Governing Boards key financial functions
- How your school is funded
- Budgeting for 2018/2019
- Budget monitoring
- The fiscal timetable
- Adding value as a governor
- The significance of the Schools Financial Values Standard

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

### Intended for:

All interested governors of maintained schools, but particularly governors with financial management responsibilities in their school.

### Course tutor:

Anne Day, Management Accountant (Schools) and Michelle Duckworth, Senior Auditor.

## Finance for Academy Governors

Course	Date	Time
GT372 Finance for Academy Governors	Tuesday 6th November 2018	19.00 - 21.00 (Evening)

### Course Description:

The Governing board's third core function is to make sure money is well spent. It should do this by ensuring it has at least one governor with specific, relevant skills and experience of financial matters. However, all governors should ideally have a basic understanding of the financial cycle and the legal requirements of the school on accountability and spend. This is important in all schools, but particularly important in MATs or large schools or federations. Their larger budgets make it even more critical that the board not only oversees delivery of the best possible education for pupils, but also provides robust corporate governance to ensure the viability and efficiency of the organisation through effective business and financial planning.

This course will provide an overview of the following topics:

- Roles & Responsibilities of Governors in Managing Academy Finance
- Academies Financial Handbook
- Academy Funding: Strategic Direction and Financial Strategy
- Financial Planning, Monitoring & 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.

### Intended for:

All Governors but particularly governors with financial management and monitoring responsibilities in their school

### Course tutor:

Maxine Ward, Independent Trainer

*'I have a much clearer understanding of academies in general.'*

*'Very helpful in the transition to a member of a MAT.'*

*'As we are changing to an Academy this has been very useful.'*

## Looking at Spiritual, moral, social and cultural development and British Values

Course	Date	Time
GT387 Spiritual, moral, social and cultural development and British Values	Monday 18th March 2019	19.00 - 21.00 (Evening)

### Course Description:

This training will help governors to:

- Understand ways in which SMSC and British Values can be embedded throughout the school in a cohesive fashion
- Explore how good practice around SMSC can improve pupils' wellbeing, achievement and attainment
- Understand their role as governors in ensuring that SMSC is fully-embedded in policy and practice.

The training will provide practical examples of how some settings are successfully working on this agenda and use a case study approach to consider some of the more challenging aspects of this work.

### Intended for:

All governors.

### Course tutor:

Carrie Trill, Senior Improvement Adviser.

## Finding out more

If you would like more information about any aspects of governor training and development, please contact the numbers or email addresses below.

Për Informacion

المعلومات

Za Informacije

برای اطلاع

Per Informazione

Informacja

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ਜਾਣਕਾਰੀ ਲਈ

معلومات کے لئی



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