



**BEDFORD**  
BOROUGH COUNCIL

'I would like to say how much I appreciate the time and dedication you put into governing our schools. Together we can make a positive impact on the education and lives of young people everywhere. ....'

Lord Agnew,  
Parliamentary Under Secretary of State  
at the Department for Education,  
January 2020



April 2020 to March 2021

# School Governor Annual Training Programme

*Children's Services*

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**For course bookings please email:**  
**[governorstraining@bedford.gov.uk](mailto:governorstraining@bedford.gov.uk)**  
or call **01234 276792**



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



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

### Summer Term 2020

|   |                        |                         |
|---|------------------------|-------------------------|
| GT447 Refresh Your Clerking Skills                                | Thursday 23 April 2020 | 10.00 - 12.00 (Evening) |
| GT448 Monitoring the Curriculum and school Improvement Priorities | Thursday 23 April 2020 | 19.00 - 21.00 (Evening) |
| GT449 Induction for new governors                                 | Tuesday 28 April 2020  | 18.00 - 21.00 (Evening) |
| GT450 Managing Allegations against staff                          | Tuesday 5 May 2020     | 19.00 - 21.00 (Evening) |
| GT451 Safer Recruitment   | Tuesday 12 May 2020    | 18.00 - 21.00 (Evening) |
| GT452 Dealing with Key Personnel Policies and Procedures          | Thursday 14 May 2020   | 19.00 - 21.00 (Evening) |
| GT453 Ofsted Briefing for Governors                               | Monday 18 May 2020     | 18.30 - 20.00 (Evening) |
| GT454 Safeguarding for Governors                                  | Wednesday 20 May 2020  | 19.00 - 21.00 (Evening) |
| GT455 Governance in a MAT   | Thursday 21 May 2020   | 19.00 - 21.00 (Evening) |
| GT456 LA Briefing for Governors                                   | Tuesday 2 June 2020    | 19.00 - 21.00 (Evening) |
| GT457 Clerks' Forum   | Tuesday 9 June 2020    | 18.00 - 19.30 (Evening) |
| GT458 Creating a vision and strategic plan for school improvement | Wednesday 10 June 2020 | 19.00 - 21.00 (Evening) |
| GT459 The Educational Needs of LAC in Schools                     | Thursday 11 June 2020  | 10.00 - 12.00 (Day)     |
| GT460 Networking for Special school Governors                     | Tuesday 16 June 2020   | 19.00 - 21.00 (Evening) |
| GT461 Early Years Foundation Stage                                | Monday 15 June 2020    | 19.00 - 21.00 (Evening) |
| GT462 Award evening   | Thursday 25 June 2020  | 18.30 - 21.00 (Evening) |
| GT463 Networking for Safeguarding Governors                       | Thursday 2 July 2020   | 19.00 - 21.00 (Evening) |
| GT464 Networking for Chairs and Vice Chairs                       | Monday 6 July 2020     | 19.00 - 21.00 (Evening) |

### Autumn Term 2020

|   |                             |                                       |
|---|-----------------------------|---------------------------------------|
| GT465 Head Teacher Appraisal and Governor's Role in Staff Performance | Wednesday 16 September 2020 | 19.00 - 21.00 (Evening)               |
| GT466 Safeguarding for Governors                                      | Wednesday 16 September 2020 | 10.00 - 12.00 (Evening)               |
| GT467 New to Clerking   | Tuesday 22 September 2020   | 18.00 - 20.00 (Evening)               |
| GT468 Induction for new governors                                     | Wednesday 7 October 2020    | 09.30 - 12.30 (Day)                   |
| GT469a Taking the Chair (part 1)                                      | Thursday 8 October 2020     | 18.30 - 20.30 (Evening)               |
| GT470 Effective SEND Governance                                       | Tuesday 13 October 2020     | 19.00 - 21.00 (Evening)               |
| GT471 Clerks' Forum   | Monday 19 October 2020      | 10.00 - 12.00 (Day)                   |
| GT472 The Educational Needs of LAC in Schools                         | Wednesday 21 October 2020   | 18.30 - 20.30<br>(new time) (Evening) |

|  |                            |                         |
|--|----------------------------|-------------------------|
| GT473 The Equality Act- Governing Board responsibilities | Tuesday 3 November 2020    | 19.00 - 21.00 (Evening) |
| GT474 Safer Recruitment                                  | Wednesday 4 November 2020  | 09.15 - 12.45 (Day)     |
| GT475 Finance Managing the Budget                        | Tuesday 10 November 2020   | 19.00 - 21.00 (Evening) |
| GT476 LA Briefing for Governors                          | Thursday 12 November 2020  | 19.00 - 20.30 (Evening) |
| GT477 Behaviour and Safety in schools                    | Wednesday 18 November 2020 | 19.00 - 21.00 (Evening) |
| GT469b Taking the Chair (part 2)                         | Thursday 19 November 2020  | 18.30 - 20.30 (Evening) |
| GT478 Networking for Governors                           | Monday 23 November 2020    | 19.00 - 21.00 (Evening) |
| GT479 Induction for new Governors                        | Monday 30 November 2020    | 09.30 - 12.30 (Day)     |
| GT480 Understanding Performance Data                     | Tuesday 1 December 2020    | 19.00 - 21.00 (Evening) |
| GT481 Prevent  | Monday 7 December 2020     | 19.00 - 21.00 (Evening) |
| GT469c Taking the Chair (part 3)                         | Thursday 10 December 2020  | 18.30 - 20.30 (Evening) |

### Spring Term 2021

|  |                          |                         |
|--|--------------------------|-------------------------|
| GT482 Understanding Performance Data                                       | Tuesday 12 January 2021  | 19.00 - 21.00 (Evening) |
| GT483 Safeguarding for Governors   | Thursday 14 January 2021 | 19.00 - 21.00 (Evening) |
| GT484 Health & Safety in Schools – the Governors’ Role                     | Tuesday 19 January 2021  | 18.30 - 21.00 (Evening) |
| GT485 The Governors’ Role in Preparing for Ofsted                          | Monday 25 January 2021   | 19.00 - 21.00 (Evening) |
| GT486 Phonics, Reading and Education Inspection Framework                  | Monday 1 February 2021   | 19.00 - 21.00 (Evening) |
| GT487 Exclusions – the Governors’ Role                                     | Tuesday 2 February 2021  | 10.00 - 12.00 (Day)     |
| GT488 Academy Finance  | Tuesday 9 February 2021  | 19.00 - 21.00 (Evening) |
| GT489 Spiritual, moral, social and cultural development and British Values | Tuesday 11 February 2021 | 19.00 - 21.00 (Evening) |
| GT490 Clerks’ Forum  | Tuesday 23 February 2021 | 13.00 - 14.30 (Day)     |
| GT491 Staff Well being   | Monday 1 March 2021      | 19.00 - 21.00 (Evening) |
| GT492 Networking for Governors   | Wednesday 3 March 2021   | 19.00 - 21.00 (Evening) |
| GT493 KS2 SATS   | Monday 8 March 2021      | 19.00 - 21.00 (Evening) |
| GT494 Induction for new governors  | Thursday 11 March 2021   | 18.00 - 21.00 (Evening) |
| GT495 Using the School Complaints Procedures                               | Tuesday 16 March 2021    | 10.00 - 12.00 (Day)     |
| GT496 Overview of Personnel Matters  | Wednesday 17 March 2021  | 19.00 - 21.00 (Evening) |
| GT497 Understanding School Governance for Clerks                           | Tuesday 23 March 2021    | 18.30 - 20.30 (Evening) |
| GT498 Finance Managing the Budget  | Wednesday 24 March 2021  | 10.00 - 12.00 (Day)     |

## Introducing the Bedford Borough School Governor Annual Training Programme 2020-2021

Bedford Borough Council is committed to ensuring that all our children and young people enjoy the very best education and that everyone has the opportunity to realise their true potential. This will be realised by working in partnership to deliver outstanding teaching and inspirational leadership; being both aspirational and motivational for our community and by improving the mental health and wellbeing of children, young people and their parents and carers.

We want **ALL** schools to have high quality governors/trustees, as they are vital in ensuring that the best possible education is offered in their institutions so that every child can achieve their full potential. **Governing boards/trusts must be ambitious for all children and young people** and infused with a passion for education and a commitment to continuous school improvement that enables the best possible outcomes.

### Working with Governors for Governors

**The Strategic Partnership Group (GSPG)** is responsible for setting the strategic direction of governance in Bedford, establishing a plan and reviewing the impact. This group will be in the position to hold the local authority to account for their actions to support governance. This comes with the responsibility of working with the wider governor community in their phase to ensure governors are truly represented in these groups.

### Vision

The impact of Bedford Governance on learners' outcomes is consistently excellent'

### Our Four Aims

- Enable strong and confident strategic leadership, in order that the three core functions of governance are discharged with excellent effect
- Enable governing boards to ensure that the school fulfils its statutory duties (Equality Act; Safeguarding; Prevent etc.)
- Enable governing boards to be knowledgeable and skilled supportive challengers with an excellent understanding of their schools
- Enable governors to feel both valued and that they make a difference

### Who are we?

- Cathy Piotrowski, National Leader of Governance, Catholic Federation, Academy Primary (Chair)
- Ben Pearson, Chief Officer – Education, SEND & School Infrastructure (Chief Education Officer)
- Barney Geen, Interim Senior School Improvement Adviser
- Sandra Kelsey, Associate Member
- Malcolm Redford, Chair of Scott Primary School

- Deborah O'Connor, previous Chair of St John's
- Jo Hawkins, Goldington Academy
- Bernie Grimley, Director and Deputy Head Teacher, Inspirit, Thomas More Catholic Teaching School
- Stephen Ward, Regional National Leader of Governance Advocate
- Chris Jones, The Hills Academy and Bedford Leader Of Governance (BLG)
- Julia Newman, Governor Training & Development Co-ordinator (Clerk)

The new governance structure will focus on translating the School Improvement priorities into local governance. The School Governor Annual Training Programme will reflect the training and development identified through the new Governance Structure making it truly a programme for governors by governors. Information about how you can become involved in this exciting new initiative will be disseminated through Governorhub and our termly newsletters.

## **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 members of the Governance Strategic Partnership Group.
- 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 effective.

## Bedford Leaders of Governance (BLG)

Bedford Leaders of Governance are home grown experienced governors willing to share their expertise to help governing boards in Bedford Borough improve and sustain effective and strong governance.

The role, responsibilities and expectations of governing boards have become increasingly ambitious and challenging in recent years as identified in documents such as the Education Inspection Framework, the DfE Governance Handbook and the DfE Competency Framework.

Governing Boards have a considerable role in driving the school improvement agenda, being supportive by providing accurate challenge and holding school leaders to account for the performance of children and young people in Bedford Borough.

Our four BLGs are able to offer support in the following ways:

- Facilitate a governing board to self-review its effectiveness using the 'Taking Steps' toolkit.
- Help where there is a need for specific expertise in key areas of governor responsibility, such as act as a mentor for a new safeguarding lead governor.
- Support a new chair of governors or chair of a committee.
- Provide a short term response to a loss of expertise in a governing board.

To find out more and request free support as part of your subscription package contact Julia Newman, Governor Training and Development Co-ordinator:



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

## Taking Steps Tool Kit

**Developed for Governors, by Governors.**

An innovative and flexible approach to self-evaluation.



### Why Self-Evaluate?

Self-Evaluation allows for continuous governor improvement to:

- Identify your strengths and weaknesses.
- Empower your governors to be active members.
- Assess priorities in relation to challenges facing your school/MAT.
- Review effectiveness of Schemes of Delegation in your MAT.
- Inform development of a Scheme of Delegation for a newly formed MAT.
- Prepare your trust/governing board for external scrutiny.
- Develop and understanding of governance for new governors.
- Facilitate the amalgamation of governing boards.

The Bedford Borough School Improvement Team, Bedford Leaders of Governance Panel and our team of Bedford Leaders of Governance have developed a step by step toolkit to help develop effective governance. This has been funded by the Bedford Borough Education Strategy Improvement Group (ESIG).

Taking Steps has evolved in response to the increased expectations placed on governance by Ofsted and the Department for Education. We believe that Taking Steps can be used to best advantage with an external facilitator.

Governing boards can also choose to use this without the aid of an external facilitator. All the documents are in PDF format and can be downloaded from Governorhub. You will need to request a password in order to open the documents.

The School Improvement Team strongly believe in the value of self-evaluation and hope you find this step by step toolkit a useful addition to the resources we provide.

Why not take your first step? Request the password, book a facilitated session or find out more by emailing Julia Newman, Governor Training and Development Co-ordinator:



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

## 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: Academy Governance, Taking Steps Self Evaluation Toolkit, Effective Governing Boards – structure and efficient working practices, and 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, Governor Training and Development Co-ordinator:

@ [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:

- Over 50 CPD training modules.
- Eight new induction modules.
- A certificate of achievement with every module.
- Secure access – 24 hours, 7 days a week.
- Multi-device access – desktops, tablets and smartphones.
- Tracked learning – revisit content, take a break or pick up where you left off.
- A dedicated support service.

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>

## 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 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, and a clerks to Governing Boards Training Programme. Training opportunities for governors in Bedford Borough are advertised in the termly newsletters and monthly training newsletters.

To find out more contact Julia Newman, Governor Training and Development Co-ordinator:



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

## 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 Governors for Schools.
- 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.

### Inspiring Governance

Governing Boards can use this match making service to connect skilled volunteers with schools and colleges.



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

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

## 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.
- Taking Steps Self Evaluation Toolkit (password protected- contact Julia Newman if your governing board wishes to use the toolkit).
- DfE documents.
- Education 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)

## 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 Governors are not able to make a booking on behalf of someone else through GovernorHub.**

## Certificates of Attendance

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

- Induction for New Governors.
- Safeguarding for Governors.
- New to Clerking.
- Taking the Chair.
- Safer Recruitment.

## Venues for Governor Training

Training, forums and briefings will be held in the committee rooms and the Council Chamber at Borough Hall.

Governors and Clerks should report to reception.

### Parking at Borough Hall

#### Parking in the evening

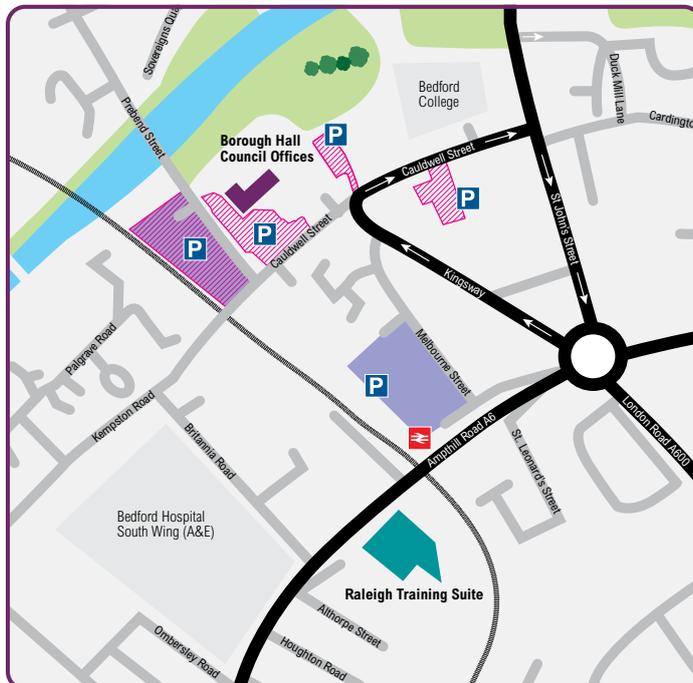
Parking at Borough Hall is free for school governors and Clerks attending training, forums and briefings in the evening. Parking is available in the visitor section outside Borough Hall.

#### 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, Prebend Street or St. Marys Garden car parks, the nearest to Borough Hall, if they attend daytime courses.



- 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 who wishes to attend 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 particular requirements

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.

## Award for the Board

| <b>Course</b>       | <b>Date</b>                             | <b>Time</b>           |
|---------------------|---|-----------------------|
| GT462 Award Evening | Thursday 25th June 2020<br>Borough Hall | 18.30-21.00 (Evening) |

This Award evening celebrates the contribution made by Bedford Borough governors, trustees and clerks. A Key note speaker will be invited to attend and the full agenda for the evening will be published during the Summer term.



## The Local Authority's Briefing for Governors

| Course                          | Date  | Time                       |
|---------------------------------|---|----------------------------|
| GT456 LA Briefing for Governors | Tuesday 2nd June 2020                       | 19.00 - 20.30<br>(Evening) |
| GT476 LA Briefing for Governors | Thursday 12th November 2020<br>Borough Hall | 19.00 - 20.30<br>(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 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 maintained schools, free 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.'*

*'A very good range of subjects.'*

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

## Ofsted Briefing for Governors

| Course                              | Date                                 | Time                       |
|-------------------------------------|--------------------------------------|----------------------------|
| GT453 Ofsted Briefing for Governors | Monday 18th May 2020<br>Borough Hall | 18.30 - 20.00<br>(Evening) |

### Course Description:

We are delighted that Heather Yaxley HMI will lead a briefing for governors on the Education Inspection Framework. This will help governors to increase their knowledge and awareness and assist when preparing for an Ofsted Inspection.

This session will provide governors with up to date information about Ofsted Inspections. Governors will be able to understand how they can support the school during an Inspection, what to expect, what questions they will be asked, how to prepare, what is new in EIF and lessons learned so far. An agenda will be emailed to governors a few weeks before the meeting.

Governors will have an opportunity to ask questions.

### Intended for:

Governors of all Bedford Borough maintained schools, free schools and academies.

Please send a representative from your governing board.

## Induction for New Governors

| Course                            | Date                                       | Time                    |
|-----------------------------------|--|-------------------------|
| GT449 Induction for New Governors | Tuesday 28th April 2020<br>Borough Hall    | 18.00 - 21.00 (Evening) |
| GT468 Induction for New Governors | Wednesday 7th October 2020<br>Borough Hall | 09.30 - 12.30 (Day)     |
| GT479 Induction for New Governors | Monday 30th November 2020                  | 09.30 - 12.30 (Day)     |
| GT494 Induction for New Governors | Thursday 11th March 2021<br>Borough Hall   | 18.00-21.00 (Evening)   |

### 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 executive leaders to account for the educational performance of the organisation and its pupils and the effective and efficient 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.**

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website in their suite of Core CPD-accredited modules:

**Governance:** Your role, your responsibilities, your organisation

**Your organisation:** curriculum and school structures

## Taking the Chair (three part evening course)

| Course                    | Date  | Time                    |
|---------------------------|---|-------------------------|
| GT469a Taking the Chair 1 | Thursday 8th October 2020<br>Borough Hall   | 18.30 - 20.30 (Evening) |
| GT469b Taking the Chair 2 | Thursday 19th November 2020<br>Borough Hall | 18.30 - 20.30 (Evening) |
| GT469c Taking the Chair 3 | Thursday 10th December 2020<br>Borough Hall | 18.30 - 20.30 (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.**

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website:

How to lead the governing board

Planning for succession

Appraisal and Capability

School Improvement

## Networking for Governors

| Course                                      | Date                                      | Time                       |
|---|---|----------------------------|
| GT463 Networking for Safeguarding Governors | Thursday 2nd July 2020<br>Borough Hall    | 19.00 - 21.00<br>(Evening) |
| GT464 Networking for Chairs and Vice Chairs | Monday 6th July 2020<br>Borough Hall      | 19.00 - 21.00<br>(Evening) |
| GT478 Networking for Governors              | Monday 23rd November 2020<br>Borough Hall | 19.00 - 21.00<br>(Evening) |
| GT492 Networking for Governors              | Wednesday 3rd March 2021<br>Borough Hall  | 19.00 - 21.00<br>(Evening) |

### Facilitated Session:

These sessions 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 sessions will be informal with one or two topics suggested as areas for discussion.

### 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.’*

## Governance in a MAT

| Course                    | Date                                   | Time                  |
|---------------------------|--|-----------------------|
| GT455 Governance in a MAT | Thursday 21st May 2020<br>Borough Hall | 19.00-21.00 (Evening) |

This session will give governors the opportunity to explore what effective governance looks like in a Multi academy Trust.

It is suitable for Members, Trustees and governors in Local Governing Boards.

Governors in a single MAT considering joining a MAT will also find it useful.

There will be an opportunity to raise issues, consider what makes a good scheme of delegation and reflect on good practice and pitfalls.

### Intended for:

Members, Trustees and Governors in Academy and Free school settings

### Facilitator:

Maxine Ward, Independent Trainer

## New to Clerking

| Course                         | Date  | Time                  |
|--------------------------------|---|-----------------------|
| GT467 Clerks' Induction Course | Tuesday 22nd September 2020<br>Borough Hall | 18.00-20.00 (Evening) |

### Course Description:

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.

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.

### 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.

*'Extremely useful! Helped to get me started'*

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

As an alternative to attending this course new Clerks can arrange for a one to one session with the Governor Training & Development Co-ordinator at a mutually agreed time.

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website including:

Introduction to Clerking academies/maintained schools  
The constitution of a governing board  
Getting to know the law  
Preparing for a meeting  
Recording a meetin

## Clerks' Forum

| Course              | Date                                       | Time                    |
|---------------------|--|-------------------------|
| GT457 Clerks' Forum | Tuesday 9th June 2020<br>Borough Hall      | 18.00-19.30 (Evening)   |
| GT471 Clerks' Forum | Monday 19th October 2020<br>Borough Hall   | 10.00-12.00 (Morning)   |
| GT490 Clerks' Forum | Tuesday 23rd February 2021<br>Borough Hall | 13.00-14.30 (Afternoon) |

### 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.

## Refresh Your Clerking Skills

| Course                             | Date                     | Time                  |
|------------------------------------|--------------------------|-----------------------|
| GT447 Refresh Your Clerking Skills | Thursday 23rd April 2020 | 10.00-12.00 (Morning) |

### Course Description

This course will provide an opportunity to review the role of the clerk with regard to the DfE Clerking Competency Framework.

There will be a particular focus on:

- Comparing best practice for minute taking.
- Supporting effective governance.

### Intended for

This course is for new and established Clerks to Governing Boards in Maintained schools and Academy and Free school settings.

### Course Tutor

Julia Newman, Governor Training and Development Co-ordinator.

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

## Understanding School Governance - a course for Clerks

| <b>Course</b>  | <b>Date</b>                             | <b>Time</b>           |
|--|---|-----------------------|
| GT 497 Understanding School Governance - a course for Clerks | Tuesday 23rd March 2021<br>Borough Hall | 18.30-20.30 (Evening) |

### **Course Description:**

This course will develop confidence enabling Clerks to support their governing boards more effectively.

This course will explore the key strategic functions of the governing board and ways in which the Clerk can advise, support and influence effective practice.

### **Intended for:**

All clerks to governing boards of Bedford Borough maintained schools, academies and free schools.

### **Course tutors:**

Julia Newman, Governor Training & Development Co-ordinator.

## Safeguarding for Governors

| Course                           | Date  | Time                    |
|----------------------------------|---|-------------------------|
| GT454 Safeguarding for Governors | Wednesday 20th May 2020<br>Borough Hall       | 19.00 - 21.00 (Evening) |
| GT466 Safeguarding for Governors | Wednesday 16th September 2020<br>Borough Hall | 10.00 - 12.00 (Morning) |
| GT483 Safeguarding for Governors | Thursday 14th January 2021<br>Borough Hall    | 19.00 - 21.00 (Evening) |

### 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 tutor:

Julia Newman, Governor Training and Development Co-ordinator.

*'Informal, humane, thought provoking'*

*'Very useful to hear everyone's ideas and suggestions'*

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

## Managing Allegations against Staff

| Course                                   | Date                                 | Time                    |
|--|--------------------------------------|-------------------------|
| GT450 Managing Allegations against Staff | Tuesday 5th May 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

This course will help participants to develop an:

- understanding of the wider context from which allegations management procedures have been developed;
- understanding of local procedures and protocols – including the role of the Local Authority Designated Officer (LADO);
- increased awareness of when to use the procedures;
- understanding of how the process supports the development of a safer work force.

### Intended for:

This is particularly relevant for those governors who have a safeguarding lead or who are Chair of the governing board. Whenever concerns are raised about staff within schools the LADO will as a first port of call make contact with the Head teacher. However, the LADO will make contact with the Chair of the Governors when an allegation or concern has been made about the Head teacher.

### Course tutor:

Sandeep Mohan, Local Authority Designated Officer (LADO)

## Effective SEND Governance

| Course                          | Date                                      | Time                    |
|---------------------------------|---|-------------------------|
| GT470 Effective SEND Governance | Tuesday 13th October 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

Governing boards have a responsibility to ensure that every child, regardless of any additional need or difference, receives a high quality education. Most schools have a SEN or SEND Governor, and it is a collective responsibility on the whole governing board to ensure that no child is denied the opportunity to enjoy and achieve at school.

The session will:

- Revisit the duties placed on governors within the SEND Code of Practice;
- Introduce a Governor SEND Review tool;
- Highlight lines of enquiry to build into SEN visits;
- Workshop common scenarios and challenges that SEN governors might encounter when in post.

### Intended for:

This session will be of most benefit to SEN Governors, governors with a responsibility for curriculum standards/pupil progress and chairs.

### Course tutor:

Anne Heavey, National Director for Whole School SEND, NASEN, and School Governor.

## Networking for Governors in Special schools

| <b>Course</b>                                    | <b>Date</b>                            | <b>Time</b>             |
|--|--|-------------------------|
| GT460 Networking for Governors in Special School | Tuesday 16th June 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### **Course Description:**

This session will provide an opportunity for governors in special schools to explore what governing in a special school means and will enable sharing of good practice.

### **Intended for:**

Governors in Special Schools.

### **Faciliator:**

Barney Geen, Interim Senior School Improvement Adviser.

## Safer Recruitment Training

| Course                  | Date  | Time                  |
|-------------------------|---|-----------------------|
| GT451 Safer Recruitment | Tuesday 12th May 2020<br>Borough Hall       | 18.00-21.00 (Evening) |
| GT474 Safer Recruitment | Wednesday 4th November 2020<br>Borough Hall | 09.15-12.45 (Morning) |

### Course Description:

This course will help participants to begin to review the policies of their own organisations and their recruitment procedures, 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.

This training will be delivered by a Lucy Faithfull accredited trainer.

Health Warning: Please be aware that there may be some material which may be upsetting as the course will refer to profiles of sex offenders.

### Course tutor:

Helen Field, Team Manager & Lead Quality Assurer, BTAC

*'Excellent content.'*

*'Engaging, insightful, well presented and beneficial.'*

**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 course.

## The Prevent Duty

| Course                 | Date                                     | Time                  |
|------------------------|--|-----------------------|
| GT481 The Prevent Duty | Monday 7th December 2020<br>Borough Hall | 19.00-21.00 (Evening) |

### 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.

## Using the School Complaints Procedures

| Course                                       | Date                                    | Time                  |
|--|---|-----------------------|
| GT495 Using the School Complaints Procedures | Tuesday 16th March 2021<br>Borough Hall | 10.00-12.00 (Morning) |

### 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.

*'This course has helped to understand how the school complaints policy works, really useful!'*

## Understanding Performance Data

| Course                               | Date                                      | Time                    |
|--------------------------------------|---|-------------------------|
| GT480 Understanding Performance Data | Tuesday 1st December 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |
| GT482 Understanding Performance Data | Tuesday 12th January 2021<br>Borough Hall | 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.'*

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website including: School Improvement Progress and attainment: understanding schools structures

## Phonics, Reading and the Education Inspection Framework

| Course  | Date                                     | Time                    |
|---|--|-------------------------|
| GT486 Phonics, Reading and the Education Inspection Framework | Monday 1st February 2021<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

The OFSTED Education Inspection Framework (EIF) puts a great deal of emphasis on reading and phonics. This course is aimed at governors of nursery schools and primary schools.

The session will support governors to:

- understand the relevant requirements of the EIF to prepare for inspection
- improve their understanding of the reading 'deep dive'
- be aware of what support is available to schools to identify best practice

### Intended for:

All Governors in Primary and Lower school settings.

### Course tutor:

Nicola Millard Adviser for Teaching and Learning in the EYFS.

## Key Stage 2 SATs

| Course                 | Date                                  | Time                    |
|------------------------|---------------------------------------|-------------------------|
| GT493 Key Stage 2 SATs | Monday 8th March 2021<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

Governors are invited to attend this session to:

- Gain a clear understanding of what the performance data should look like when compared to national and local results.
- Develop an understanding of how to interpret performance data to be able to see if their school is raising achievement for all their pupils.
- Understand how to monitor data from Key Stage 2 SATs results.

There will be opportunities for discussion and a practical task will be included alongside the presentation.

### Intended for:

All governors and Trustees, especially pertinent to those new to monitoring the Key Stage 2 curriculum.

## Monitoring the Curriculum and School Improvement Priorities

| Course  | Date                                     | Time                    |
|---|--|-------------------------|
| GT448 Monitoring the Curriculum and school improvement priorities | Thursday 23rd April 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

How well do you know your school?

Governing boards need to know about the performance of their school and the progress it is making. One way in which governors can hold the school to account is through knowledge of the school and this can be achieved by visiting the school.

This course looks at good practice for governor visits to school.

- What to look for when monitoring the curriculum.
- Questions governors can ask.
- Scheduling school visits to address school improvement priorities.
- Protocols and reporting.

### Intended for:

All Governors wishing to develop their knowledge, understanding and skills in order to support and challenge the school through school visits.

### Course tutor:

Barney Geen, Interim Senior School Improvement Adviser

## The Governors' Role in Preparing for Ofsted

| Course  | Date                                     | Time                    |
|---|--|-------------------------|
| GT485 The Governors' Role in Preparing for Ofsted | Monday 25th January 2021<br>Borough Hall | 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 Education Inspection Framework 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:

To be confirmed.

*'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.'*

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website including:

The Governing Board and Ofsted

## Behaviour and Safety in schools

| Course                                | Date   | Time                    |
|---------------------------------------|--|-------------------------|
| GT477 Behaviour and Safety in schools | Wednesday 18th November 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

The aim of the course is to up-date governors on the new Education Inspection Framework around behaviour and attitudes. 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 attitudes'.

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 attitudes.

### Intended for:

All governors.

### 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                    |
|---------------------------------------|---|-------------------------|
| GT487 Exclusions, the Governors’ Role | Tuesday 2nd February 2021<br>Borough Hall | 10.00 - 12.00 (Morning) |

### 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 Equality Act and Governing Board Responsibilities

| Course  | Date                                      | Time                    |
|---|---|-------------------------|
| GT473 The Equality Act and Governing Board Responsibilities | Tuesday 3rd November 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

This course will look at how schools can demonstrate their compliance with the general equality duties .

It will also focus on the responsibility of the Governing Board to ensure that information is published on the school website to demonstrate the school's compliance with the general equality duty across its functions, and where possible update this every year.

### Intended for:

All governors.

### Course tutor:

Sarah Soyei, Head of Strategy and Development, EqualiTeach.

## The Educational Needs of Looked After Children in Schools

| Course  | Date  | Time                    |
|---|---|-------------------------|
| GT459 The Educational Needs of Looked After Children in Schools | Thursday 11th June 2020<br>Borough Hall     | 10.00 - 12.00 (Morning) |
| GT472 The Educational Needs of Looked After Children in Schools | Wednesday 21st October 2020<br>Borough Hall | 18.30 - 20.30 (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:

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                    |
|------------------------------------|---------------------------------------|-------------------------|
| GT461 Early Years Foundation Stage | Monday 15th June 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

In September 2019, Ofsted introduced the new Education Inspection Frameworks, for schools and early years settings. There is an increased expectation for governors and committee members to have an in-depth understanding of the Statutory Framework for the Early Years Foundation Stage (EYFS).

This support 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).
- Making effective use of EYFS data.
- Effective use of Early Years Pupil Premium (EYPP).
- Ensuring your early years setting is sustainable

### 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.’*

## Creating a vision and strategic plan for school improvement

| Course  | Date                                     | Time                    |
|---|--|-------------------------|
| GT458 Creating a vision and strategic plan for school improvement | Wednesday 10th June 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

#### Aim

To support school leaders in the process of:

- creating a new vision for the long-term future of their school
- identifying the changes stakeholders would like to see
- writing a plan that will identify the key strategies the school will employ to achieve the vision.

#### Success Criteria

- The school's values, shared and communicated with all stakeholders, are embedded, in and integral to its vision statement.
- The school's values and vision statement are lived out in the day-to-day actions, attitudes and behaviours of the school community.
- The goals set out within the strategic plan truly represent the views of the school community.
- The goals set out within the strategic plan, aimed primarily at securing school improvement, are appropriate to the needs and ambitions of the school.
- All decisions and actions taken throughout the process are consistent with the school's values.

#### Key Performance Indicators

- The school vision and strategic plan reflect the views of all stakeholders.
- The strategic plan is based on shared values, ambitious in its intent and communicated clearly to all stakeholders.
- The strategic direction is clearly outlined in a plan that succinctly describes what the school is aiming to achieve in the long term.

### Intended for:

All governors.

### Course tutor:

Roger Grant, School Improvement Adviser

## Looking at Spiritual, Moral, Social and Cultural Development and British Values

| Course   | Date  | Time                    |
|--|---|-------------------------|
| GT489 Spiritual, moral, social and cultural development and British Values | Thursday 11th February 2021<br>Borough Hall | 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.

*'Excellent format. Made us think!'*

*'Very interesting and engaging.'*

*'Excellent! Gave us lots of opportunities to gain a greater understanding.'*

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

| Course   | Date                                      | Time                    |
|--|---|-------------------------|
| GT484 Health & Safety in Schools – the Governors’ Role | Tuesday 19th January 2021<br>Borough Hall | 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.

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.’*

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website including:

Compliance: statutory responsibility and risk

## Overview of Personnel Matters

| Course                              | Date                                      | Time                    |
|-------------------------------------|---|-------------------------|
| GT496 Overview of Personnel Matters | Wednesday 17th March 2021<br>Borough Hall | 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 include aspects such as.

- Appointment of staff.
- Pay and conditions of service.
- Appraisal.
- Disciplinarys, grievances , under performance and absence management.
- Referrals due to safeguarding / misconduct.
- Dealing with trade unions.

### Course Objective:

This session will 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.'*

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website including:

Staffing

Appraisal and capability

## Head teacher's Appraisal and the Governors' Role in Staff Performance

| Course  | Date  | Time                    |
|---|---|-------------------------|
| GT465 Head Teacher's Appraisal and the Governors' Role in Staff Performance | Wednesday 16th September 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

Governors are responsible for ensuring high standards of performance within their school. This session will place emphasis on Headteacher appraisal and will aim to provide a better understanding of:

- Governors' role in the overall appraisal process;
- effective head teacher appraisal; and
- Ofsted expectations.

### Course Objective:

This session will support Governors in understanding their role in the performance management and specifically the Head teacher appraisal process.

### Intended for:

All governors, specifically those responsible for Head teacher appraisal.

### 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.'*

### Online Learning

There are online training modules related to this topic on the NGA Learning Link website including:  
Appraisal and capability

## Dealing with Key Personnel Policies and Procedures

| Course   | Date                                   | Time                    |
|--|--|-------------------------|
| GT452 Dealing with Key Personnel Policies and Procedures | Thursday 14th May 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

This session will focus on the role and responsibilities of Governors in dealing with important HR 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.'*

## Staff Wellbeing

| Course                | Date                                  | Time                    |
|-----------------------|---------------------------------------|-------------------------|
| GT491 Staff Wellbeing | Monday 1st March 2021<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

Governors have a duty to ensure the wellbeing of the Head teacher.

This course will explore how governors can support both the Head teacher and staff in their schools as well as continuing to provide constructive challenge.

Governors will have an opportunity to discuss strategies to help develop a culture of well-being in their schools with reference to 'Promoting Positive Mental Health, Emotional Wellbeing and Resilience', a whole school, college and settings toolkit.

### Intended for:

All governors/trustees.

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

| Course  | Date                                       | Time                    |
|---|--|-------------------------|
| GT475 Finance Managing the Budget                       | Tuesday 10th November 2020<br>Borough Hall | 19.00 - 21.00 (Evening) |
| GT498 Finance, Managing the Budget, the Governors' Role | Wednesday 24th March 2021<br>Borough Hall  | 10.00 - 12.00 (Morning) |

### Course Description:

This course covers the following elements:

- The key financial functions of the governing board.
- How your school is funded.
- Budgeting for 2019/2020.
- Budget monitoring.
- The fiscal timetable.
- Adding value as a governor.

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:

Emma Watts, Finance Business Partner for Schools and Children, Alyson Batty, Schools Management Accountant

*'Really knowledgeable presenters.'*

*'Gave good insight into funding and things to look for, which will be very useful.'*

*'Very clear introduction to all of the key areas of the role. It has given a clear understanding of how budgeting works, so I can challenge decisions being made.'*

### Online Learning

There are on-line training modules related to this topic on the NGA Learning Link website including:

*Resources: finance and staffing*

*Financial oversight*

## Finance for Academy Governors

| Course                              | Date                                      | Time                    |
|-------------------------------------|---|-------------------------|
| GT488 Finance for Academy Governors | Tuesday 9th February 2021<br>Borough Hall | 19.00 - 21.00 (Evening) |

### Course Description:

The third core function of the governing board is to make sure that money is well spent.

It should achieve 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 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.

### Intended for:

All governors in academies but particularly governors with financial management and monitoring responsibilities in their academy.

### 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.'*

## 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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