Governor Training and Development Programme

April 2017 to March 2018

Version: 05/05/17 (v3)
Introducing the Governor Training and Development Programme

As a school subscribing to our programme, you and your governing body have access to three elements of our programme:

1. In-house governor training events: Governor training delivered in your school for your governors (plus a few guests!)
2. Governor Training Programme: Scheduled events for individual governors to attend
3. Copies of our ‘Governance in Practice’ self-study materials relating to the following scheduled training events (even if you don’t attend the training!):
   - The Annual Planner
   - Creating and Monitoring and Evaluation Scheduled
   - Activity Based Agenda Items and Asking Challenging Questions
   - School and Classroom Visits

Both these elements are described below.

1. **Governor training in your own school – at no extra cost!**

The primary delivery model for our Governor Training and Development Programme is through our trainers coming to your school to deliver training to your governing body. No additional travel, convenient access, high quality support.

**Booking your in-house training with our quality trainers**

Each Governing Body subscribing to the Exceed SCITT and Teaching Schools Service Level Agreement (SLA) for Governor Training and Development 2017-18 can select one session of up to 2 hours in length from the list of focuses below:

- Spiritual, Moral, Cultural and Social (SMSC) Development and British Values
- Ready for Ofsted
- Appraisal and Headteacher Performance Management: A guide for Governors
- External reviews of governance and facilitated self-reviews
- Strategic visioning
- Safeguarding
- Health & Safety in schools
- Role of the Chair
- Governors financial responsibilities
- School performance data

In addition to your own Governor attending the session, we’ll also make available at least 10 additional places to Governors from other schools to join the training at your school. This helps your Governing Body to network with other Governors – always a highly valued feature of training! – whilst still having the training available in your own school setting.

*Book a place on a training event at [http://exceedtsa.eventbrite.co.uk](http://exceedtsa.eventbrite.co.uk)*
also means you can register to attend training in other schools that subscribe to the service, too. All we ask of your school is to provide enough chairs, biscuits and cups of tea or coffee for some additional guests! We’ll advertise these opportunities on our Eventbrite booking system. We’ll provide you with a register of these additional visitors before the event.

To start the process of booking an in-house training event, please email us (exceedtsa@copthorne.bradford.sch.uk) with the following information:

- School name
- Address including post code
- The focus of the training session (from the list above)
- The number and names of Governors attending the session from your school’s governing body
- Your preferred date for the training (please provide three possible dates, we’ll do our very best to match up to one of these). Please provide us with at least 8 weeks’ advance notice. The event’s start time (These training sessions will begin no later than 17:30).
- Any special instructions for Governors from other schools to allow them to join your in-house governor training event (e.g. where to park, how to get into the school)

A partnership approach

Subscription to the Governor Training and Development Programme is for individual schools rather than a partnerships/multi-academy trusts/federation. Each individual school within a partnership will be required to subscribe to the SLA in order to attend the training. Up to 3 full Governing Bodies could access one training event at the same time at the same venue, supporting the development of your partnership. This would allow your partnership to have up to 3 in-house sessions during the year. However, we’d still expect at least 10 additional places to be available to Governors outside of your partnership of schools per event.

2. Governor Training Programme events – for individual Governors

In addition to the in-house training event, we also provide Governors with scheduled Governor training events that you can sign up for as an individual based on your own training needs. Many of these are not available as in-house training event, so we encourage Governors to attend a combination of both the in-house training event and these Governor Training Programme events. We’ve selected our key events for a monthly training event, helping to make access to governor training manageable and regular.

Booking to attend an event

All bookings are managed online, either through our Eventbrite webpage or the free Eventbrite app for Android, iPad and iPhone. Bookings close one week before the event.

http://exceedtsa.eventbrite.co.uk

Book a place on a training event at http://exceedtsa.eventbrite.co.uk
The first time you use our booking system, you’ll be asked your name and email address in order to create a free account. You can use these details for all future bookings. You can make bookings on behalf of another Governor if you wish.

All events are subject to a minimum of 7 governors registering to attend. Once your booked on, you’ll receive email reminders for the upcoming event. Each session needs at least 7 Governors for the event to go ahead. We’ll email those who have registered to attend approximately 6 days before the event is scheduled to go ahead if it will not run.

3. ‘Governance in Practice’ self-study materials

Your Governing Body could lead its own development session using our Governance in Practice materials. Alternatively, you may wish to use these yourself. Once you’ve subscribed to the Exceed TSA Governor Training and Development Programme, we’ll send you links to these materials. If you need further support with these, you can attend one of the related scheduled events.

Book a place on a training event at [http://exceedtsa.eventbrite.co.uk](http://exceedtsa.eventbrite.co.uk)
<table>
<thead>
<tr>
<th>Event</th>
<th>Areas of focus</th>
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| The Annual Planner: Working Strategically | The purpose of this event is:  
• To provide Governors with a high-quality resource that enables them to ensure all Governors have access to key information about their school and Governing Body.  
• To assist Governors in maintaining an overview of individual Governors skills, experience and related roles within the Governing body.  
• To support Governors to consider how they will monitor their school through meetings of the Governing Body for the full academic year.  
• To share how Bradford schools are implementing these new ways of working.  
• To outline how this resource has supported Governing Bodies to secure positive outcomes during school Ofsted inspections. |
| Date: 3<sup>rd</sup> May 2017  
17:30-18:30  
Canterbury Nursery School and Centre for Children and Families |  
Book your place by 26<sup>th</sup> April 2017. |
| Creating a Monitoring and Evaluation Schedule: Rigour and Efficiency | The purpose of this event is:  
• To provide Governors with practical guidance on quickly developing a monitoring and evaluation schedule for the full academic year.  
• To outline how Governors’ individual roles and responsibilities can be aligned to the School Development Plan.  
• To provide an overview of how the Monitoring and Evaluation Schedule helps to ensure the Governing Body monitor the progress of the school’s actions to address its key priorities.  
• To share how Bradford schools are implementing these new ways of working.  
• To share how such a schedule has helped Governing Bodies to secure positive outcomes during school Ofsted inspections. |
| Date: 14<sup>th</sup> June 2017  
17:30-18:30  
Canterbury Nursery School and Centre for Children and Families |  
Book your place by 7<sup>th</sup> June 2017. |
<table>
<thead>
<tr>
<th>Course</th>
<th>Attendance on this course will enable governors to:</th>
<th>Book your place by 22(^{nd}) June 2017.</th>
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</thead>
<tbody>
<tr>
<td>RAISEonline (Primary)</td>
<td>• Understand the contribution the RAISEonline makes to school self-evaluation and the importance of using a range of measures to evaluate school performance.</td>
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<tr>
<td>Date: Thursday 29(^{th}) June 2017</td>
<td>• Be familiar with the range of data available within the system and have the skills to interpret this data.</td>
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<td>17:30-20:30</td>
<td>• Have knowledge of the key terms and concepts used in RAISEonline and understand the relevant protocols to follow.</td>
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<tr>
<td>Canterbury Nursery School and Centre for Children and Families</td>
<td>• Be aware of how governors can use RAISEonline to challenge and support their school’s leadership team.</td>
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<td>• Gain the opportunity to network, share experiences and encourage further collaboration.</td>
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<tr>
<td>Leading Efficient and Effective Schools Resources</td>
<td>Attendance on this course will enable governors to:</td>
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<tr>
<td>Date: 5(^{th}) July 2017</td>
<td>• Have a better understanding of efficiency and the characteristics of the most efficient schools.</td>
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<td>17:30-20:30</td>
<td>• Understand the governor’s role in terms of efficiency and good financial management, including the importance of the “challenge” function.</td>
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<tr>
<td>Canterbury Nursery School and Centre for Children and Families</td>
<td>• Be able to interpret relevant financial and other performance data.</td>
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<td>• Understand the value of benchmarking.</td>
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<td>• Have gained an insight into effective workforce deployment.</td>
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<td></td>
<td>• Gain the opportunity to network, share experiences and encourage further collaboration.</td>
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<tr>
<td>Appraisal and Headteacher Performance Management</td>
<td>Attendance on this course will enable governors to:</td>
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<tr>
<td>Date: 11(^{th}) September 2017 TBC</td>
<td>• Understand the Teacher Appraisal and Capability procedures which came into force on 1 September 2012</td>
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<td>17:30-19:30</td>
<td>• Understand the roles and responsibilities of Governors in relation to the appraisal of staff</td>
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<td>Canterbury Nursery School and Centre for Children and Families</td>
<td>• Understand the specific responsibilities of the Governor reviewers for the appraisal of the Headteacher</td>
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<td></td>
<td>• Develop their confidence in carrying out their role effectively</td>
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<td></td>
<td>Book your place by 3(^{rd}) September 2017.</td>
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**PREVENT and Safeguarding**  
*Date: 4th October 2017*  
*17:30-19:30*  
*Canterbury Nursery School and Centre for Children and Families*  

Attendance on this course will enable governors to consider:  
- Their statutory duty to ensure their school is safe for children and staff  
- The actions their school should be taking to safeguard children  
- Consider national policy to help prevent extremism

Book your place by 27th September 2017.

**School and Classroom Visits: The Role and Remit of Governors**  
*Date: 15th November 2017*  
*17:30-18:30*  
*Canterbury Nursery School and Centre for Children and Families*  

The purpose of this event is:  
- To clarify the purpose of conducting focused classroom visits as part of the Governing Body’s monitoring role.  
- To differentiate between focused classroom visits and lesson observation and why the latter are not part of the Governing Body’s role.  
- To provide Governors with high quality resources for introducing a Governors’ Classroom Visits Policy through consultation with leaders and staff.  
- To provide Governors with a virtual experience of conducting a classroom visits, identifying what they should and should not comment on.  
- To explore how such visits can be recorded and reported effectively.  
- To share how Bradford schools are implementing these new ways of working.  
- To share how such visits have helped Governing Bodies to secure positive outcomes during school Ofsted inspections.

Book your place by 7th November 2017.

**Providing Challenge and Support: Getting the Balance Right**  
*Date: 6th December 2017*  

The purpose of this event is:  
- To provide Governors with high-quality resources that will support their Governing Body to demonstrate how they support and challenge school leaders within meetings of the Governing Body.  
- To introduce a new model for Governing Body meetings that adds capacity for the monitoring and evaluation of the

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<table>
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<tr>
<th>Time</th>
<th>Event</th>
<th>Details</th>
<th>Book your place by...</th>
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| 17:30-18:30  | Canterbury Nursery School and Centre for Children and Families         | school’s progress in addressing its priorities – activity based agenda items.  
- To share how Bradford schools are implementing these new ways of working.  
- To outline how these approaches has supported Governing Bodies to secure positive outcomes during school Ofsted inspections.

Book your place by 29th November 2017. |                        |
| 17:30-19:30  | Spiritual, Moral, Cultural and Social (SMSC) Development and British Values | Attendance on this course will enable governors to consider:  
- What is SMSC? How can schools be outstanding in this? What role do governors have?  
- What are Ofsted’s expectations and requirements?  
- What are ‘British Values’ and what is expected of schools and governors?  
- How does this link to safeguarding and the ‘Prevent’ strategy to counter extremism?

Book your place by 1st January 2018. |                        |
| 17:30-19:30  | Safer Recruitment                                                       | Attendance on this course will enable governors to:  
- Increase their understanding of the issues in relation to safer recruitment and practices in school which contribute to pupil safety  
- Comply with statutory regulations for Governors involved in safer recruitment  
- Identify the key features of safer recruitment and ensure that school practices are correct  
- Be equipped to review their school policies and practices

Book your place by 1st February 2018. |                        |
| 17:30-19:30  | Ready for Ofsted                                                         | Attendance on this course will enable governors to:  
- To raise governors’ awareness of the most recent OFSTED Handbook  
- To inform governors about implications of school inspection  
- To inform governors of their role under the OFSTED Handbook

Book a place on a training event at [http://exceedtsa.eventbrite.co.uk](http://exceedtsa.eventbrite.co.uk)
Our training venue for Governor Training Programme events

Canterbury Nursery School and Centre for Children and Families, Basil Street, Bradford, BD5 9HL
Telephone: (01274) 574539

Canterbury Nursery School and Centre for Children and Families

- To inform governors of inspectors’ expectations of governors during the inspection

Book your place by 6th March 2018.

From Hudson Avenue (A6177), enter Melba Street and take your first left into the housing and onto Basil Street. The entrance to the school is round the corner (blue gates are visible from Basil Street)

Book a place on a training event at http://exceedtsa.eventbrite.co.uk
Our tutors

Paul Butler
Paul is a senior leader at Copthorne Primary School, Bradford, and lead of the Exceed SCITT and Teaching Schools. He has led an extensive range of practical governor training event and over 60 external reviews of governance as the school improvement lead for school governance in a local authority. Paul’s support has led to significant impact in school and local authority Ofsted inspection outcomes.

Carol Stephenson
Carol is Headteacher at Horton Grange Primary School, an outstanding school. Carol is a registered trainer for the NSPCC.

Dughall McCormick, Alistair Ross and Fiona Denham, Kirklees Learning Service (KLS)
Kirklees School Governor Service has a well-deserved, outstanding reputation for the quality of training and development provided to school governors in all school types and sectors. Our provision is consistently evaluated as good or better; the majority as outstanding. We constantly review and evaluate our offer to ensure that governors receive training that is relevant, up to date and that responds to what they tell us they need.

Tutors are subject to change.

Keep in touch!

Twitter - @ExceedTSA - www.twitter.com/exceedtsa

Facebook - ExceedTSA - www.facebook.com/exceedtsa

Website - www.copthorne.ngfl.ac.uk/exceedtsa

Email - exceedtsa@copthorne.bradford.sch.uk

Book a place on an event – http://exceedtsa.eventbrite.co.uk

Book a place on a training event at http://exceedtsa.eventbrite.co.uk