

# **Governor Development Programme**

## **Summer Term 2017**

**Children's Service  
Schools and Learning**

**Governor Services**

*Developing the effectiveness of your governing body*



— with —





## CONTENTS

INTRODUCTION .....	2
BRIEFING FOR CHAIRS AND VICE-CHAIRS.....	3
TRAINING LINK GOVERNORS' MEETING.....	4
FINANCIAL MANAGEMENT FOR MAINTAINED SCHOOLS .....	4
SHARING GOOD PRACTICE: REVIEWING AND RATIFYING POLICIES.....	5
THE OFSTED FRAMEWORK .....	5
<i>Advertisement</i> .....	6
ANNUAL CONFERENCE FOR GOVERNORS AND HEADTEACHERS .....	6
Achieving and Maintaining Outstanding Governance.....	6
SAFER RECRUITMENT.....	7
THE SCHOOL DEVELOPMENT PLAN (I): REVIEWING IMPACT .....	8
FINANCIAL MANAGEMENT FOR ACADEMIES .....	8
AND FREE SCHOOLS .....	8
INDUCTION FOR NEWISH GOVERNORS OF MAINTAINED SCHOOLS AND ACADEMIES PARTS I & II.....	9
DEVELOPING THE ROLE OF THE STAFF GOVERNOR.....	9
DISCUSSION FORUM FOR CHAIRS OF GOVERNORS .....	10
THE SCHOOL DEVELOPMENT PLAN (II): SCHOOL IMPROVEMENT PLANNING.....	10
SAFEGUARDING: KEEPING CHILDREN SAFE IN EDUCATION .....	11
DISCUSSION FORUM - SAFEGUARDING/CHILD PROTECTION: KEEPING CHILDREN SAFE IN EDUCATION .....	11
FUTURE DATES FOR YOUR DIARY .....	12
Registering for courses .....	12
Closing date .....	12
Confirmation/Reminder .....	12
Helping each other.....	12
Cancellations .....	12
Non-attendance .....	13
Equal Opportunities .....	13
Mailing List .....	13
General Contact.....	13
SCHOOL-BASED GOVERNOR TRAINING .....	14
TRANSPORT INFORMATION TO BEST HUB .....	15
MAP OF BEST HUB LOCATION.....	16

## **INTRODUCTION**

Ongoing training and development is crucial in terms of equipping Governors to carry out their role and become valuable and effective members of their Governing Body. Training undertaken should be shared with the Governing Body as a whole. Training can also be used as evidence in an OfSTED inspection to support Governing Body effectiveness.

As part of the termly Governor Development Programme, Governor Services stage an induction for “newish” Governors. All new and “newish” Governors should attend such a session to help them to understand the role of the Governor. More experienced Governors are also welcome to attend these sessions as a refresher course and to keep them up to date with changing expectations and legislation.

## **CORE TRAINING PROGRAMME AND ACCESS TO OTHER COURSES**

The Governor Development Programme is planned to include recommended core training, specific training for Governors with particular responsibilities and topics of more general interest. There are also courses advertised that are arranged by other services in Barnet, that Barnet Governors can access through this programme.

## **VENUES**

Courses are held at the Barnet Education and Skills Training (BEST) Hub, at Hendon Town Hall, and at schools in the borough.

## **SUBSCRIPTION**

Governor Support and Development is a traded service which your school may buy into annually.

### **Paying for courses**

If your school has bought into the Governor Support and Development service, Governors may attend as many sessions as they wish. If you wish to attend a session and your school has not bought into the service, please check with your Headteacher or Chair of Governors before registering. We will then invoice the school – not the Governor – on a pay-as-you-use basis.

- Central evening and half-day courses £90 per course.
- Day courses £195 per Governor.

In addition to subscribing to the Governor Support and Development Programme, Governors have the opportunity to arrange a tailor-made school-based training, and to attend our annual conference.

Sarah Beaumont  
Governor Services Manager

## BRIEFINGS AND MEETINGS

### BRIEFING FOR CHAIRS AND VICE-CHAIRS

**Monday 15 May 2017**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

The termly briefing by the Education and Skills Director for Chairs and Vice-Chairs.

If you are *unable* to attend, please send your apologies to Sarah Beaumont, Governor Services Manager.

**Ian Harrison, Education and Skills Director**

## TRAINING EVENTS

### TRAINING LINK GOVERNORS' MEETING

**Thursday 4 May 2017**

**7pm – 9pm**

**Performing Arts Studio, Finchley Catholic High School, Woodside Lane,  
London N12 8TA**

**Reference: SU17.01**

**Register by: 24 April 2017**

This meeting is to provide Training Link Governors (formerly known as Link Governors) with:

- An update of services provided by Governor Services
- An update of educational issues

**Target Audience:** Training Link Governors

**Course Leader:** Sarah Beaumont, Governor Services Manager

### FINANCIAL MANAGEMENT FOR MAINTAINED SCHOOLS

**Tuesday 9 May 2017**

**7pm – 9pm**

**BEST Hub, Colindale NW9 5FN**

**Reference: SU17.02**

**Register by: 2 May 2017**

**Core Training  
Programme**

This repeat course is intended for maintained schools (not academies). The Government has set a Standard setting out an expectation that Governors play a role in the financial management of the school.

This session will cover:

- What the Standard involves
- Governors' roles and responsibilities
- Financial framework including Scheme update
- The main elements of school financial management

The session will de-mystify financial jargon and provide sources of financial information, support and advice for Governors.

**Target audience:** All Governors of maintained schools and especially those on finance committees

**Course leader:** Nick Adams, Schools Finance Services Manager

## SHARING GOOD PRACTICE: REVIEWING AND RATIFYING POLICIES

**Thursday 11 May 2017**

**7pm – 9pm**

**The Hyde School, Hyde Crescent, London NW9 7EY**

**Reference: SU17.03**

**Register by: 1 May 2017**

This session, which forms part of our Sharing Good Practice series, focuses on the Governing Body's processes for reviewing and ratifying policies. The session will cover the following themes:

- Statutory policies and Governing Body compliance
- Record keeping
- The policy review cycle

Please come, ready to contribute your own practices and ideas.

**Target Audience:** All Governors

**Course Leader:** Sarah Beaumont, Governor Services Manager

**NEW COURSE**

## THE OFSTED FRAMEWORK

**Tuesday 16 May 2017**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SU17.04**

**Register by: 8 May 2017**

This course will provide information on the OfSTED framework August 2016, including the new regulations for inspecting Good Schools every three years, with focus on the expectations on Governors.

**Target Audience:** All Governors

**Course Leader:** Neil Marlow, Director of School Improvement

**Core Training  
Programme**

## **Advertisement**

# **ANNUAL CONFERENCE FOR GOVERNORS AND HEADTEACHERS**

## **Achieving and Maintaining Outstanding Governance**

**Thursday 18 May 2017**

**1pm – 6.30pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SU17.05**

**Register by: 8 May 2017**

**Cost per school (unlimited number of Governors per school): £90**

There is no shortage of literature setting out the expectations of Governing bodies. This conference for maintained schools, stand-alone academies, free schools and MATs seeks to:

- explore how to achieve the key features of effective governance (DfE Governance Handbook 2017, Ofsted Evaluation schedule 2016, Ofsted Improving Governance 2016 and HMI Annual Report for 2015-16)
- attract and retain people with the necessary qualities and skills to our schools (A Competency Framework for Governance 2017)
- review and action plan to refine current practice to enable boards to work smarter not harder

Participants are asked to bring:

- the current version of their self-evaluation form and school improvement plan
- a recent report by the head to the board, minus any confidential notes
- the minutes of the meeting when it was presented

The programme will include input, group discussions and feedback.

### **Keynote speaker: Michele Robbins MBA**

*After a career in local government, Michele became an independent consultant and has since worked with the DfE and the National College for School Leadership and written/ contributed to a number of national training programmes and guidance for governors and headteachers. She has tutored and assessed on the NPQH programme and mentored and assessed the NPQICL, and has worked for The Schools and Academies Trust.*

*Besides leadership, management and governance, Michele has a particular interest in strategic planning, safeguarding and self-evaluation. Michele works for many LAs, schools and academy trusts undertaking external reviews of governance, safeguarding audits as well as devising and delivering training programmes and resource material for governing boards and staff.*



## SAFER RECRUITMENT

**Monday 22 May 2017**

**9:00am – 4:30pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

This accredited course, run by the Barnet Partnership for School Improvement (BPSI), is intended to help schools fulfil their responsibility to have in place safe recruitment and selection practice within the wider context of safeguarding children and to make safeguarding children central to all we do.

### **Outline/Objectives:**

- Awareness and understanding of offender behaviour;
- The key features of recruitment that help deter or prevent the appointment of unsuitable people;
- What to look for in application forms;
- Useful interview questions;
- Pre-employment checks;
- Case studies;
- Support to consider or review your own organisation's policies and practices to minimise opportunities for abuse, promote prevention and ensure an ongoing culture of vigilance.

### **By the end of the course participants will be able to:**

- Understand some of the ways in which offenders behave and operate;
- Identify key features of staff recruitment that maximise opportunity of appointing the most suitable person for the job and help deter or prevent the appointment of unsuitable people;
- Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting;
- Explore the implications for recruitment practice within their agency.

*Please book online via the link:*

[http://cpd10g.cyberdrome.co.uk/pls/cpd1617/gen\\_cpd\\_pubview?p\\_cr\\_id=161720106&p\\_style\\_id=118](http://cpd10g.cyberdrome.co.uk/pls/cpd1617/gen_cpd_pubview?p_cr_id=161720106&p_style_id=118)

*If you have difficulty in booking online, please contact the BPSI Team by telephone on: 0208 359 6341 or 0208 359 6306 or 0208 359 6325.*

**Target Audience:** Managers, Staff and Governors with a role in recruitment

**Course Leaders:** Tony Lampert, HR Consultant  
Helen Elliott, Safeguarding Children Board Development Officer

## THE SCHOOL DEVELOPMENT PLAN (I): REVIEWING IMPACT

**NEW COURSE**

**Monday 22 May 2017**

**7pm – 9pm**

**The Hyde School, Hyde Crescent, London NW9 7EY**

**Reference: SU17.06**

**Register by: 15 May 2017**

This is the first of a two-part course (part II - 26 June), which will help Governors to draft, monitor, and evaluate the School Development Plan. This first session will provide an opportunity to look at the current impact of your school's improvement plan, and will include:

- What questions to ask about the impact of the School Improvement Plan;
- How we know what has worked well and why (what evidence should we see);
- How we know what has been less successful and why and how to plan for the next steps;
- A school's strategy to raise standards and how we know we are getting it right.

**Target Audience:** All Governors

**Course Leader:** Jo Djora, Headteacher of the Hyde School, and  
Education Consultant

## FINANCIAL MANAGEMENT FOR ACADEMIES AND FREE SCHOOLS

**Core Training  
Programme**

**Wednesday 24 May 2017**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Colindale NW9 5FN.**

**Reference: SU17.07**

**Register by: 15 May 2017**

This repeat course is designed to provide information to Governors of Academies and Free Schools and those who are considering Academy conversion. The course will cover:

- The legal framework
- Roles and responsibilities
- Accountability
- Key returns and requirements
- Sources of support and guidance

The differences from maintained schools will be covered.

**Target Audience:** Governors of Academies and Free Schools and those at  
schools considering Academy conversion

**Course Leader:** Nick Adams, Schools Finance Services Manager

## **INDUCTION FOR NEWISH GOVERNORS OF MAINTAINED SCHOOLS AND ACADAMIES PARTS I & II**

**Tuesday 6 June and Tuesday 13 June 2017**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SU17.08**

**Register by: 22 May 2017**

This two-part course is based upon the DfE National Training Programme, with revised materials developed by London Co-ordinators of Governor Services (LCOGS) and Barnet, for Governors who have attended at least one full governing body meeting. The course aims to provide Governors with an increased understanding of the roles and expectations of Governors.

**Target Audience:** All new and newish Governors of maintained schools and academies

**Course Leaders:** Melian Mansfield, Education Consultant  
Sarah Beaumont, Governor Services Manager

## **DEVELOPING THE ROLE OF THE STAFF GOVERNOR**

**Thursday 8 June 2017**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SU17.09**

**Register by: 12 June 2017**

The role of Staff Governor is a complex one. Being a Governor can contribute to school improvement and positive outcomes for all stakeholders in the school community, be a fulfilling experience, and form a valuable part of personal and professional development. However, as a member of staff, conflicts of interest can potentially hinder a Staff Governor fulfilling an effective role on the Governing Body.

This session, intended for Staff Governors, and Chairs and Vice-Chairs, will focus on how to develop the role.

**Target Audience:** Staff Governors, and Chairs and Vice-Chairs of Governors

**Course Leaders:** Bronwen Tumani, National Leader of Governance  
Sarah Beaumont, Governor Services Manager

## DISCUSSION FORUM FOR CHAIRS OF GOVERNORS

**Tuesday 20 June 2017**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SU17.10**

**Register by: 12 June 2017**

Chairs of Governors have sometimes said they can feel very isolated in undertaking their role and dealing with challenges. This termly forum, a popular feature of the programme since Autumn Term 2014, has been designed to provide support and give opportunity for Chairs to share and talk through issues that are occupying their time and focus.

The focus this time will be discussion surrounding how to make best use of the new Governor Competency Framework.

**Target Audience:** All Chairs and Vice-Chairs of Governors

**Course Leaders:** Bronwen Tumani, National Leader of Governance  
Sarah Beaumont, Governor Services Manager

## THE SCHOOL DEVELOPMENT PLAN (II): SCHOOL IMPROVEMENT PLANNING

**Monday 26 June 2017**

**7pm – 9pm**

**The Hyde School, Hyde Crescent, London NW9 7EY**

**Reference: SU17.11**

**Register by: 15 May 2017**

**NEW COURSE**

This is the second of a two-part course (Part I – 22 May), which will help Governors to draft, monitor, and evaluate the School Development Plan. This second session will provide an opportunity to focus on planning, and will include:

- How the School Improvement Plan links to the school self-evaluation;
- How as governors we play a part in drafting the plan as opposed to 'receiving the plan'.

**Target Audience:** All Governors

**Course Leader:** Jo Djora, Headteacher of the Hyde School, and  
Education Consultant

## **SAFEGUARDING: KEEPING CHILDREN SAFE IN EDUCATION**

**Thursday 29 June 2017**

**7 – 9pm**

**The BEST Hub, Lanacre Avenue, NW9 5FN**

**Reference: SU17.12**

**Register by: 19 June 2017**

This repeat course is aimed to support all Governing Bodies in being compliant with the requirements set out in the 'Keeping Children Safe in Education 2016' statutory guidance, to which schools must have regard when carrying out their duties to safeguard and promote the welfare of children.

The course will include:

- An opportunity for Governors to increase their knowledge of the 'Keeping Children Safe in Education 2016' statutory guidance;
- a framework to aid you in checking that your Safeguarding Policy is up to date and compliant; and
- guidance on school website compliance.

**Target Audience:** All Governors

**Course Leaders:** David Powell, Safeguarding Consultant

## **DISCUSSION FORUM - SAFEGUARDING/CHILD PROTECTION: KEEPING CHILDREN SAFE IN EDUCATION**

**Wednesday 12 July 2017**

**7 – 9pm**

**The BEST Hub, Lanacre Avenue, NW9 5FN**

**Reference: SU17.13**

**Register by: 19 June 2017**

**NEW COURSE**

This is an opportunity for Governors to discuss issues in relation to safeguarding, and the 'Keeping Children Safe in Education 2016' statutory guidance, to which schools must have regard when carrying out their duties to safeguard and promote the welfare of children.

This forum will give opportunity to discuss implications relating to the guidance, and an opportunity to explore real issues.

**Target Audience:** All Governors

**Course Leaders:** David Powell, Safeguarding Consultant  
Sarah Beaumont, Governor Services Manager

## **FUTURE DATES FOR YOUR DIARY**

As Governors, you will be aware that legislation can be frequently subject to change, and to reflect this, we need to ensure that support and information for Governors is helpful and up-to-date. With this in mind, we often introduce new courses to help you in your role, and therefore it is not always possible to plan the full year's Governor Support and Development Programme in advance.

However, some Governors have requested that dates of courses and meetings be publicised with as much notice as is possible, so we will circulate future dates as soon as we have them.

Registrations for future courses will be open when the termly programme is published.

### **Registering for courses**

- You may register by phone or by e-mail, quoting the course reference, or by completing the booking form and returning it by post or fax.

### **Closing date**

- Courses are shown with a closing date for applications. This is the date on which we would decide whether to cancel the course if there were insufficient registrations. Applications will be accepted after the closing date if the course is running. However some courses quickly become full, so book early to avoid disappointment.

### **Confirmation/Reminder**

- Details of the course and venue will be sent to you before the course.

### **Helping each other**

- Book by the closing date
- Share what you have learnt with your governing body
- Use the knowledge or skills gained
- Let us know of any training needs not addressed in our programme
- Complete the evaluation forms
- Let us know if you feel disappointed with our services.

### **Cancellations**

- We will give you as much notice as possible if we have to cancel or rearrange courses. If you have not registered, it will not be possible to contact you directly regarding any cancellation.

## **Non-attendance**

- ***Due to the costs of staging courses, should you register and then not attend without having given notice, Governor Services reserves the right to charge your school the pay-as-you-use rate for your non-attendance.***

## **Equal Opportunities**

- We endeavour to make all our services available to all Governors. If you have a particular need please let us know.

## **Mailing List**

This programme is distributed via a mailing list held on the Governing Body Clerking Service database. Please let us know any changes in membership by emailing [sarah.beaumont@barnet.gov.uk](mailto:sarah.beaumont@barnet.gov.uk)

## **Course registration:**

**George Peradigou** on 020 8359 7625 or [george.peradigou@barnet.gov.uk](mailto:george.peradigou@barnet.gov.uk)

## **General Contact**

**Sarah Beaumont**

Governor Services Manager

Email: [sarah.beaumont@barnet.gov.uk](mailto:sarah.beaumont@barnet.gov.uk)

Building 2, North London Business Park, Oakleigh Road South London

N11 1NP.

**Website:** <https://www.barnet.gov.uk/wwwc-home/information-for-schools/school-governors/governor-development-programme.html>

Tel: 020 8359 7622

Fax: 0870 889 6799

Answer-phone: 020 8359 7323

## SCHOOL-BASED GOVERNOR TRAINING

- **“Gives me confidence in going forward”**
- **“A good balance of information and discussion”**
- **“It was a joy to have everything simplified and explained so well”**

*Feedback received from recent Governor Support and Development school-based sessions*

Whilst a central programme of training events is organised on a termly basis to cover relevant and general topics, schools can benefit from customised training sessions on a wide range of topics specific to their school. There is also opportunity to link with other schools through joint training.

Feedback received from Governors who have attended customised school-based sessions has proved that receiving training as a full governing body can be even more effective than attending a central session as an individual. After all, the governing body is a corporate body and Governors have shared roles and responsibilities.

Such topics offered as school based sessions can include:

- Index of Governance: a self evaluation of your governing body
- Twenty questions for Governing Bodies to ask themselves
- Developing more effective committee structures
- Roles and responsibilities
- Getting to know your school

Please note that school-based training cannot be provided on OfSTED or SEN.

If you would like to arrange a school-based training session for your governing body, please call Sarah Beaumont with some dates in mind.

*Arrangements are dependent on the availability of a facilitator to lead on the topic requested.*



## TRANSPORT INFORMATION TO BEST HUB

### Buses

- 186** From Brent Cross Shopping Centre to St Mark's Hospital via Hendon Central Station (Northern Line), Colindeep Lane, Mill Hill Broadway Station (Overground), Apex Corner, Broadfields Avenue, Edgware Station (Northern Line), Canons Park Station (Jubilee Line), Harrow & Wealdstone Station (Bakerloo Line and Overground), Northwick Park Hospital.
- 204** **From Sudbury Town Station (Piccadilly Line) to Edgware Station (Northern Line)** via Wembley Central Station (Bakerloo Line and Overground), Preston Road Station (Metropolitan Line), Kingsbury Station (Jubilee Line), Colindeep Lane, Colindale Station (Northern Line), Burnt Oak Station (Northern Line), Edgware Community Hospital.
- 303** **From Colindale Asda to Edgware Station (northern Line)** via Colindale Station (Northern Line), Royal Air Force Museum, Mill Hill Broadway Station (Overground), Deansbrook Close.

Note: The **251** bus route connects Arnos Grove Station (Piccadilly Line) and Totteridge & Whetstone Station (Northern Line) to Mill Hill Broadway Station to link with the 186 bus route.

### Trains

Burnt Oak Underground Station (Northern Line) is a 24 Minute walk away.  
Colindale Underground Station (Northern Line) is a 14 minute walk away.

### By Car

There is parking on site. Governors are encouraged to car share, particularly if they are attending daytime courses when parking spaces will be limited.

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