

# **Governor Development Programme**

## **Summer Term 2016**

**Children's Service  
Schools and Learning**

**Governor Services**

*Developing the effectiveness of your governing body*



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## **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.

### **Pay as you use**

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

School-based training £600 for a two-hour session.

Day courses and conferences £195 per Governor.

### **Paying for courses**

Individual Governors are not charged for attending these sessions. If your school has bought into this service, then 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.

Sarah Beaumont  
Governor Services Manager

## BRIEFINGS AND MEETINGS

### BRIEFING FOR CHAIRS AND VICE-CHAIRS

**Wednesday 25 May 2016** *\*\*Please note change of date\*\**

**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 21 April 2016**

**7pm – 9pm**

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

**Reference: SU16.01**

**Register by: 18 April 2016**

This meeting is to provide Training Link Governors with:

- An update of services provided by Governor Services
- An update of educational issues
- Plus special guests from Barnet Special Educational Needs and Disability Information, Advice and Support. Angela Silis (Manager of SENDIASS) and colleagues will be talking about what their service offers, what is ordinarily available in schools and what is likely to require the additional provision from an Education Health and Care Plan, and processes and procedures related to Statements and Educational Care Plans.

**Audience:** Training Link Governors

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

### FINANCIAL MANAGEMENT FOR MAINTAINED SCHOOLS INCLUDING THE SCHOOLS FINANCIAL VALUE STANDARD

**Monday 9 May 2016**

**7pm – 9pm**

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

**Reference: SU16.02**

**Register by: 25 April 2016**

This repeat course is intended for maintained schools (not academies). The Government's SFVS continues the expectation that Governors play a role in the financial management of the school.

This session covers:

- 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

**Core Training  
Programme**

## THE NEW OFSTED FRAMEWORK

**Tuesday 10 May 2016**

**7pm – 9pm**

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

**Reference: SU16.03**

**Register by: 3 May 2015**

This course will provide information on the new OfSTED framework September 2015, 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

## FINANCIAL MANAGEMENT FOR ACADEMIES AND FREE SCHOOLS

**Core Training  
Programme**

**Wednesday 18 May 2016**

**7pm – 9pm**

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

**Reference: SU16.04**

**Register by: 9 May 2016**

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 with 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

## IS YOUR SCHOOL EQUIPPED TO SUPPORT VULNERABLE PUPILS?

**NEW COURSE**

**Monday 23 May 2016**

**7-9pm**

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

**Reference: SU16.05**

**Register by: 16 May 2016**

This new course explores how Governors should hold the school to account with regard to making sure that vulnerable pupils, who are looked after, are supported.

The course will raise awareness of issues such as Attachment Disorder that can affect 40% of the school population and influence the way pupils behave and affect their readiness to learn, and questions to ask.

**Target Audience:** All Governors

**Course Leader:** Jane Munroe, Headteacher, Barnet Virtual School

## DISCUSSION FORUM FOR CHAIRS AND VICE-CHAIRS OF GOVERNORS

**Tuesday 7 June 2016**

**7 – 9pm**

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

**Reference: SU16.06**

**Register by: 23 May 2016**

Chairs of Governors have sometimes said they can feel very isolated in undertaking their role and dealing with challenges. This termly forum, introduced in the 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.

In light of our previous topic discussion on future-proofing your school, and the recent Schools White Paper 2016 'Educational Excellence Everywhere', the focus this time will be on academisation, with guest speakers present to aid discussion.

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

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



## CONFERENCE FOR SECONDARY SCHOOL GOVERNORS AND HEADTEACHERS

**Wednesday 8 June 2016**

**1.30 – 4.30pm**

**Christ's College Finchley, East End Road, London N2 0SE** *\*\*note venue\*\**

**Reference: SU16.07**

**Register by: 23 May 2016**

This conference will focus on issues pertinent to Secondary Schools in the context of OfSTED's expectations. Themes will include:

- Expectations on Governors and school leaders of Secondary Schools
- Progress 8 and its effect (or influence) on teaching and learning
- The Ofsted framework (section 5 and section 8 inspections)
- Preparing for inspection
- Student destinations and post 16 support.

**Target Audience:** Headteachers and Governors of Secondary Schools

**Conference Speakers:** Charles Rice - Learning Network Inspector  
Laurie Smith – Lecturer in Education at King's College London  
Elaine Runswick – Post 16 Education and Skills Manager

## SAFEGUARDING AND ONLINE SAFETY

**NEW COURSE**

**Tuesday 14 June 2016**

**7 – 9pm**

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

**Reference: SU16.08**

**Register by: 6 June 2016**

Following his popular guest appearance at the Training Link Governors' meeting in the Spring Term, School Safety Officer PC David Powell returns to focus on Online Safety in schools as an important part of the child safeguarding agenda.

**Target Audience:** All Governors

**Course Leader:** PC David Powell, School Safety Officer

## SHARING GOOD PRACTICE: THE GOVERNING BODY'S IMPACT STATEMENT

**Thursday 16 June 2016**

**7 – 9pm**

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

**Reference: SU16.09**

**Register by: 6 June 2016**

**NEW COURSE**

This session, which forms part of our Sharing Good Practice series, focuses on the Governing Body's impact statement.

It is a requirement for Governing Bodies of Academies and Free Schools to publish a statement in their annual accounts, and, whilst not statutory, it is recommended as good practice for Governing Bodies of Maintained Schools to publish an annual impact statement.

This session will look at examples of impact statements and offer opportunity to discuss and share ideas.

Governors attending should be ready to contribute ideas and examples of their own practices.

**Target Audience:** All Governors

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

## CLERKING COMMITTEE MEETINGS FOR GOVERNORS

**Friday 17 June 2016**

**9.30am – 12 noon**

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

**Reference: SU16.10**

**Register by: 6 June 2016**

**NEW COURSE**

One of the issues raised in the recent effective governance self-evaluation audits was inconsistency in quality of minutes at committee level.

Though ideally committee meetings should be minuted by a professionally trained clerk, the reality is that some Governors take minutes at committee meetings. This session focuses on guidance and strategies for governors who take minutes of meetings, in order to ensure consistent quality.

**Target Audience:** All Governors who clerk meetings

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

## INDUCTION FOR NEWISH GOVERNORS OF MAINTAINED SCHOOLS AND ACADEMIES

**Core Training  
Programme**

**Friday 24 June 2016**

**9.30 – 3pm**

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

**Reference: SP16.11**

**Register by: 13 June 2016**

This one-day 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

## LIFE WITHOUT LEVELS: MONITORING AND EVALUATING PUPIL PROGRESS

**Core Training  
Programme**

**Thursday 14 July 2016**

**7 – 9pm**

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

**Reference: SU16.12**

**Register by: 4 July 2016**

This course will give governors an overview of the recent significant changes to national assessment.

We will look at some of the alternative assessment approaches developed by schools alongside the revised national assessments and changes to RAISEonline. We will consider how governors can understand and use assessment information in their role to improve teaching and the curriculum.

**Target Audience:** All Governors

**Course Leader:** Jackie Easter, Education Consultant

## **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 please find below details of some of the future events planned:

### **Autumn 2016**

Chairs' Discussion Forum – Tuesday 15 November 2016

### **Spring 2017**

Chairs' Discussion Forum – Tuesday 28 February 2017

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)

### **Contact**

**Sarah Beaumont**

Governor Services Manager

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N11 1NP. **Website:** [https://www.barnet.gov.uk/www-home/information-](https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/governor-development-programme.html)

[for-schools/school-governors/governor-development-programme.html](https://www.barnet.gov.uk/www-home/information-for-schools/school-governors/governor-development-programme.html)

Tel: 020 8359 7622

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### **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.

# MAP OF BEST HUB LOCATION





