

# **Governor Development Programme**

## **Autumn Term 2015**

**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 30 September 2015**

**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 17 September 2015**

**7pm – 9pm**

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

**Reference: AU15.01**

**Register by: 7 September 2015**

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
- Plus the meeting will include a tour of the new BEST Hub facility and guided discussion about training and support available to governors in Barnet.

**Target Audience:** Training Link Governors

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

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

**Thursday 1 October 2015**

**7pm – 9pm**

**BEST Hub, Colindale NW9 5FN**

**Reference: AU15.02**

**Register by: 21 September 2015**

This repeat course is intended for maintained schools (not academies). The Government has set a new Standard to replace the FMSIS and this continues the expectation that Governors play a role in the financial management of the school.

This session covers:

- What the new 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**

## FINANCIAL MANAGEMENT FOR ACADEMIES AND FREE SCHOOLS

Core Training  
Programme

**Wednesday 7 October 2015**

**7pm – 9pm**

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

**Reference: AU15.03**

**Register by: 28 September 2015**

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

## SHARING GOOD PRACTICE: THE GOVERNOR'S MONITORING ROLE INCLUDING VISITING THE SCHOOL

NEW COURSE

**Thursday 8 October 2015**

**7 – 9pm**

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

**Reference: AU15.04**

**Register by: 28 September 2015**

This session, which forms part of our Sharing Good Practice series, focuses on the Governing Body's responsibility for monitoring school improvement, and progress relating to the school development plan. The session will cover the following themes:

- How the Governing Body drives school improvement;
- How Governors monitor progress of the school improvement plan;
- How Governors undertake visits to the school as part of their monitoring role.

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

**Target Audience:** All Governors

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

## THE NEW OFSTED FRAMEWORK

**Core Training  
Programme**

**Tuesday 13 October 2015**

**7pm – 9pm**

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

**Reference: AU15.05**

**Register by: 5 October 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

## PREVENTING RADICALISATION AND EXTREMITISM IN SCHOOLS

**NEW COURSE**

**Monday 19 October 2015**

**7pm – 9pm**

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

**Reference: AU15.06**

**Register by: 5 October 2015**

Schools and their Governors have a duty to actively promote Fundamental British Values and the Prevent agenda.

This course will:

- clearly explain the Values and the Agenda
- discuss the practicalities
- share best practice.

It will help prepare your setting for Ofsted inspection by;

- explaining the role of leadership and management including the governing body
- showing how the curriculum has breadth and balance
- outlining responsibilities and policies for safeguarding including radicalisation and extremism
- showing how British Values are part of SMSC
- showing how to gather evidence and measure the impact for young people in order to prepare them for their lives in modern Britain today.

**Target Audience:** All Governors

**Course Leader:** Sandra Teacher, Education Consultant



## INDUCTION FOR NEWISH GOVERNORS OF MAINTAINED SCHOOLS AND ACADEMIES

**Core Training  
Programme**

**Friday 23 October 2015**

**9.30 – 3pm**

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

**Reference: AU15.07**

**Register by: 12 October 2015**

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

## THE PUPIL PREMIUM

**CORE  
TRAINING  
PROGRAMME**

**Wednesday 4 November 2015**

**7 – 9pm**

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

**Reference: AU15.08**

**Register by: 19 October 2015**

Under the OfSTED framework, Governors are expected to monitor and evaluate the achievement and progress of all groups of pupils, including those for whom the Pupil Premium provides support, relative to other schools nationally.

This course will focus on the use of the Pupil Premium to help support the most vulnerable pupils in the school, and how to measure its impact. Please bring with you a copy of your school's statement about the use of the Pupil Premium as published on your school's website.

**Target Audience:** All Governors

**Course Leaders:** John Paxton, Narrowing the Gap, Secondary Lead

## PRINCIPLES OF EFFECTIVE CLERKING

**Friday 6 November 2015**

**9.30am – 12 noon**

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

**Reference: AU15.09**

**Register by: 19 October 2015**

This workshop offers support to external independent clerks on clerking meetings of the Governing Body and committees. The workshop will include:

- General principles of minute taking
- Format and style
- Sources of information
- A chance to ask questions

*This workshop forms part of the support offered to schools buying into the Advice package offered by Governor Services.*

**Target Audience:** External Independent Clerks to Governing Bodies

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

## SAFER RECRUITMENT

**Wednesday 11 November 2015**

**9am-5pm**

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

This course, run by the Barnet Partnership for School Improvement (BPSI), provides an overview of the key principles of safer recruitment and is intended as either a foundation or refresher course for managers, staff and Governors involved in recruitment.

### **Outline/Objectives:**

- Safer recruitment within the wider context of safeguarding
- Prevalence and profile of abusers and how they operate
- Features of a safer recruitment environment
- Maintaining 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 web address: [www.bpsi.org.uk](http://www.bpsi.org.uk). 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

## DISCUSSION FORUM FOR CHAIRS OF GOVERNORS

**Tuesday 17 November 2015**

**7 – 9pm**

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

**Reference: AU15.10**

**Register by: 9 November 2015**

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.

Due to requests received, the focus this time will be on working strategically vs scrutinising operational issues.

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

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

## SAFEGUARDING AND CHILD PROTECTION LEVEL 3 FOR DESIGNATED SAFEGUARDING GOVERNORS

**Friday 20 November 2015**

**9.30am – 4pm**

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

**Reference: AU15.11**

**Register by: 9 November 2015**

This one-day course is aimed at Governors who have a designated responsibility for safeguarding and child protection. It aims to provide practical information and guidance related to the role to enhance skills and confidence.

By the end of the course, participants will:

- Have an awareness of their role and that of other professionals in Safeguarding and Child Protection
- Be able to recognise and know how to respond sensitively to concerns
- Consider their role in supporting colleagues with safeguarding concerns
- Explore some of the challenges of inter-agency working and managing professional disagreement

*Attendees are required to have undertaken some form of safeguarding training prior to this session.*

**Target Audience:** All Designated Safeguarding Governors

**Course Leaders:** Sue Manning, Consultant

## RAISEONLINE: UNDERSTANDING AND INTERROGATING DATA FOR ABSOLUTE BEGINNERS

Core Training  
Programme

**Thursday 26 November 2015**

**7 – 9pm**

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

**Reference: AU15.12**

**Register by: 16 November 2015**

In the light of OfSTED's expectations that all Governors understand and take sufficient account of pupil data, this course will focus on RAISEonline (Reporting and Analysis for Improvement through School Self Evaluation). The session, repeated from the summer, will provide Governors with basic information on how to read, understand and interrogate data, and what questions could and should be asked.

Please bring with you a copy of your school's RAISEonline document if possible.

**Target Audience:** All interested Governors, with little or no understanding of RAISEonline

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

## THE ROLE OF THE COMMITTEE CHAIR

**Wednesday 2 December 2015**

**7 – 9pm**

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

**Reference: AU15.13**

**Register by: 23 November 2015**

NEW COURSE

The Committee Chair is instrumental in driving the work of the Governing Body. This new course will explore:

- The Committee Chair's role in the leadership of the Governing Body
- Setting terms of reference and agenda
- Chairing committee meetings, and
- Methods of reporting to avoid duplication

**Target Audience:** All Chairs of Governors and Chairs of Committees

**Course Leaders:** Bronwen Tumani, National Leader of Governance

## 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:

### **Spring 2016**

Director's Briefing for Chairs and Vice-Chairs – Wednesday 13 January 2016 (TBC)

Governors of Maintained Schools and the School Budget - Tuesday 26 January 2016 (TBC)

Safer Recruitment - Monday 8 February 2016

Pupil Premium – Tuesday 9 February 2016

Financial management for Governors of Academies and Free Schools – Wednesday 24 February 2016 (TBC)

Chairs' Discussion Forum – Tuesday 1 March 2015

Induction for Newish Governors Parts I & II – Thursday 3 & Thursday 10 March 2016

Life Without Levels (TBA)

### **Summer 2016**

Director's Briefing for Chairs and Vice-Chairs – Thursday 28 April 2016

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

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/www-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.

# MAP OF BEST HUB LOCATION



