

DERBYSHIRE SCHOOL GOVERNORS TRAINING

&

DEVELOPMENT PROGRAMME

AUTUMN 2010



**Children and Younger Adults Department
Supporting Governors: Improving Schools**

To book onto any of the training in this brochure
Please telephone Governor Support on 01629 535788, or
email: governor.support@derbyshire.gov.uk

If you require this programme
in large text please telephone
01629 535788

Calling all Governors

We are asking all serving Governors to help sign up
new recruits for Derbyshire Schools.

Do you know anyone with an interest in supporting
your local school?

As an experienced Governor would you consider
reappointment for a further term of office?

Would you be willing to help out at another school?

Governors are ideally placed to talk to people
about their experiences and tell them about the
important and rewarding work they do.

AUTHORITY GOVERNOR APPOINTMENTS
TELEPHONE: 01629 538816

CONTENTS PAGE

	Page No.
Contact information	2
Contents Page	3
Application Confirmation	4
Customised and Cluster Training Information	5 - 8
Standard Training Courses:	9 - 12
National Induction Training	9
Health and Safety Training	9
Clerk to Governors' Training	10
Special Educational Needs Training	10
Chairs' and Vice Chairs' Training	11
Safeguarding Training	12
General Finance	13
Chairs' and Clerks' Briefings	13
Training Programme Overview	15 - 16
Governor Training Application Form	17

APPLICATION CONFIRMATION

To ensure that courses run effectively and are financially viable, we have introduced a strict minimum of 10 participants per course.

For every delegate who books onto a course, a letter of confirmation will be sent to the address shown on our database. If the course is full you will receive a letter informing you that you have been booked onto the waiting list. A final letter including a map giving directions to the venue will be sent to you shortly before your training date. Please do not assume that you automatically have a place on a course for which you have applied. If in doubt, contact the Governor Support Office.

IMPORTANT NOTE:

If you have not received a letter of confirmation from Governor Support within a week of booking, please telephone: 01629 535788.

Course Cancellation

If the minimum target of attendees (10) has not been reached ten days prior to the course start date, the course will be cancelled. Each participant due to attend the cancelled course will be notified by letter/telephone as early as possible.

If a course is cancelled by the Governor Support Service before the day of the course due to unforeseen circumstances, or adverse weather conditions, no fee will be charged.

If the course is not cancelled and a registered applicant does not attend, the full fee will be charged to the school.

In order to keep cancellations to a minimum, please send in your training applications, as soon as possible. If you are booking by telephone, please ensure you can supply the full details required on the application form.

Attendee Cancellation

If you are unable to attend your chosen course for any reason, please let us know, as soon as possible. By doing this we are then able to offer your place to another person who may be on a waiting list. It will also help us to prepare for individual sessions accordingly i.e. seating arrangements, course material and provision of light refreshments (including any special requirements).

Please note the full course fee will be payable if you cancel your place less than two weeks prior to the course date, unless exceptional circumstances apply, eg: unforeseen domestic or medical emergencies.

Equal Opportunities

In pursuit of the Authority's Equal Opportunities Policy, every effort is being made to ensure proper access and facilities are available in all LA venues. Please contact the Governor Support Office regarding any special requirements you may have. (This includes special dietary requirements if the course information states that food will be provided and changes to course materials, if required.)

CUSTOMISED AND CLUSTER TRAINING COURSES

Available to Derbyshire LA Schools

We can customise the content of our training session to suit your individual governing body needs!

We are able to offer a wide range of training and development courses to individual school Governing Bodies and groups of Governors within local School Improvement Cluster groups.

The training events, which are scheduled for two or three hours during an evening, can be provided for a single Governing Body to take place at their school, or for groups of Governors to take place at a chosen venue within the School Improvement Cluster/Group.

All Governing Body training is delivered by a trainer with an in-depth understanding of the subject.

As all customised training sessions are tailored to the school's specific needs, our trainers require **several weeks notice prior to the event**. In some cases, particularly where the training agenda incorporates parts of an existing presentation, shorter notice is, however, acceptable.

Themes for Governing Body training over the last few months have included:

- ***The Role of Governors in Monitoring and Evaluation***
- ***Roles and Responsibilities***
- ***National Induction Overview***
- ***Exclusions***
- ***OfSTED Framework***
- ***The role of the Chair, Vice Chair and Committee structure***
- ***Safer Recruitment***
- ***Community Cohesion***
- ***General Finance***

CUSTOMISED AND CLUSTER TRAINING COURSES

Single Governing Body Session

2 Hour day/twilight/evening

£252 for up to 15 governors attending from the same school.

Where more than 15 governors attend:

- An additional £5 per participant.

Based on 1 Officer/Adviser delivering training for up to **2 hours**.

Above costs include standard handouts and other resources.

Cluster/Group Governing Body

Cluster / Group Session

£252 minimum fee for up to 15 governors attending from the same school:

- Plus £10 per additional school attending.

Where more than 15 governors attend:

- An additional £5 per participant, up to a maximum of 25 governors.

Based on 1 Officer/Adviser delivering training for up to **2 hours**.

Above costs include standard handouts and other resources.

National Induction Overview

£360 minimum fee for up to 15 Governors attending from the same school:

- Plus £10 per additional school attending.

Where more than 15 governors attend:

- An additional £5 per participant, up to a maximum of 20 governors.

Based on 1 Officer/Adviser delivering training for up to **3 hours**.

Above costs include standard handouts and other resources.

MORE DETAILS OF SOME OF THE CUSTOMISED / CLUSTER COURSES WE OFFER:

EXCLUSIONS

This training is intended to enable Governors to understand the issues behind Governors' Exclusion Meetings and the procedures which need to be followed in the meetings themselves.

First section

This section consists of a presentation which summarises the DCSF Guidance on exclusion from school. This is followed by a questionnaire activity on what constitutes a good reason for exclusion.

Second section

The second section is made up of a presentation which deals with the procedures to be followed in the meeting itself and the part which Governors should play in this. There is then an extended activity where participants work in groups to look at actual cases and decide how they think the decisions were made. Participants will have the opportunity to ask questions at any point during the session and more specifically at the end.

SAFER RECRUITMENT

This course will support Governors in reviewing their school recruitment and selection procedures in the light of the recommendations of the Bichard Enquiry.

Currently Headteachers and one representative of each Governing Body have been provided with access to an on-line training programme to develop safer recruitment and selection procedures. This course offers an opportunity for other Governors to develop their understanding of the principles and develop their skills. The course will consider the effects of the recommendations on:

- **Scheduling of the recruitment process**
- **Advertising**
- **The application pack**
- **Obtaining and using references**
- **Pre-employment checks**
- **Selection processes**
- **Induction**

DERBYSHIRE'S ANTI-BULLYING SCHEME

Derbyshire's ABC Scheme – a unique quality assurance accreditation scheme is available to all Derbyshire schools. The scheme helps schools to develop effective anti-bullying policies and practices and provides guidance for best practice and achievement of awards involves the whole school community.

A one hour workshop is being offered to inform Governors about the scheme and to outline some examples of best practice for anti bullying work. The Purpose of the workshop will be the following:

- **To encourage Governors to support schools with their anti-bullying work.**
- **To increase activity within the ABC scheme.**
- **To support Headteachers to register with the scheme if they have not already done so.**

COMMUNITY COHESION

As all children and young people can benefit from meaningful interaction, schools will need to consider how to give their pupils the opportunity to mix with and learn with, from and about those from different backgrounds, for example through links with other schools and community organisations. Through their ethos and curriculum; schools can promote discussion of a common sense of identity and support diversity, showing pupils how different communities can be united by shared values and common experiences. One of the aims of the new secondary curriculum is for all young people to become responsible citizens who make a positive contribution to society and citizenship education offers opportunities for schools to promote community cohesion. The *Diversity and Citizenship Curriculum Review* published in February 2007 states that:

...we passionately believe that it is the duty of all schools to address issues of 'how we live together' and 'dealing with difference' however controversial and difficult they might sometimes seem.

This guidance is non-statutory and is offered as formative guidance to support all schools in promoting community cohesion, as well as to the foundations of foundation schools.

SCHOOL PERFORMANCE DATA

This course is designed to give governors an overview of the range of national and local performance data available to schools and how Governing Bodies can use this data to help with their crucial role in monitoring school performance and setting targets for improvement. The session uses the school's actual performance data and is designed to assist governors in establishing a clear process for using data analysis effectively. The course is not designed to require governors to become data analysis experts but more to ensure they are able to make full use of data analysis provided by the headteacher and others

STANDARD TRAINING COURSES

NATIONAL INDUCTION TRAINING FOR NEW GOVERNORS

Single Full Day Session

- *The Strategic Role of Governors*
- *The Critical Friend Role*
- *Accountability Role*

Date	Course Ref.	Area	Time From	Time To	Fee
09.10.10	AU1001	County Hall, Matlock	9.30am	3.30pm	£114
23.10.10	AU1002	Enterprise House, Tibshelf, Bolsover	9.30am	3.30pm	£114
06.11.10	AU1003	The Coopers Arms, Weston on Trent, South Derbyshire	9.30am	3.30pm	£114

Refreshments and lunch will be provided during this course

For schools subscribing to the Model Agenda and Briefing Service - book 2 places at the same full day induction event for 2 Governors from the same school and receive a 50% reduction in the course fee for the second Governor.

HEALTH & SAFETY GOVERNOR TRAINING

Objectives:

- To provide an opportunity for Governors with a Health & Safety brief to review their roles in the light of current Health, Safety and Security issues.
- To consider the Health & Safety policy agreed by the Governing Body.
- To examine how the Governing Body can monitor that the Health & Safety policy is being complied with.
- To consider Governors responsibility regarding education visits.

Date	Course Ref.	Area	Time From	Time To	Fee
TBA	AU1004	Chesterfield Area	5.00pm	7.00pm	£52

CLERK TO GOVERNORS' TRAINING (For new clerks or refresher for experienced clerks)

Single Full Day Sessions – Covering Modules 1 + 2

Module 1

- Effective meeting preparation and Agendas
- Procedural aspects of the beginning of the meeting
- Recording the business of the Governing Body

Module 2

- Preparation required to take minutes
- How to record actions in relation to the role of the Governing Body
- Increased delegation and the role of Committees

Date	Course Ref.	Area	Time From	Time To	Fee
21.09.10	AU1006	Markham Vale Environment Centre, Chesterfield	10am	2.30pm	£103
20.10.10	AU1005	County Hall, Matlock	10am	2.30pm	£103

Refreshments and lunch will be provided during this course

SPECIAL EDUCATIONAL NEEDS

Objectives:

After completing this course, participants should be more aware and have a better understanding of the following:

- The key roles of people involved in SEN provision and funding arrangements.
- What is it like to be a SEN Governor?
- SEN terminology and what is expected.

Date	Course Ref.	Area	Time From	Time To	Fee
07.10.10	AU1018	County Hall, Matlock	6.30pm	8.30pm	£52

CHAIRS' AND VICE CHAIRS' TRAINING

Training for chairs and vice chairs will run at two separate levels:

Training for New Chairs and Vice Chairs

This course is relevant to new, inexperienced or perspective chairs and vice chairs.

- Clarifying the roles and responsibilities of governing bodies
- Establishing good relationships with the head.
- The specific roles of chairs' vice chairs'.
- Effective delegation.
- Chairing meetings.
- Leading the governing body.

Date	Course Ref.	Area	Time From	Time To	Fee
20.10.10	AU1007	Brockley Primary & Nursery School	6.30pm	8.30pm	£52

Training for Experienced Chairs and Vice Chairs

This course is relevant to experienced chairs and vice chairs.

- Clarifying the roles and responsibilities of governing bodies
- The specific roles of chairs/vice chairs
- Effective delegation
- Making your meetings more effective
- Developing your leadership skills
- Dealing with difficult situations and resolving conflict

Date	Course Ref.	Area	Time From	Time To	Fee
21.10.10	AU1008	Brockley Primary & Nursery School	6.30pm	8.30pm	£52

£52 per governor, £83 for two governors from the same school attending this course (20% reduction)

SAFEGUARDING – In Education

Since September 2009 the OfSTED inspectors have been concentrating on safeguarding at the beginning of their two day inspection. It is a limiting judgement and so sets the bar for the remaining part of the education inspection. It is important that schools are prepared to meet the rigorous standards that these inspections have set over the last 6 months. The following two courses will help school governors in that preparation process.

Date	Course Ref.	Venue	Time From	Time To	Fee
TBA	AU1019	Derbyshire Dales	7pm	9pm	£52

Child Protection and Safeguarding for Designated Governors

Every school is expected to have a child protection / safeguarding governor. This course assumes no prior knowledge but will inform the designated governor and other governors of their roles and responsibilities

Date	Course Ref.	Venue	Time From	Time To	Fee
16.10.10	AU1010	Pilsley Primary School	10am	12 noon	£52

SAFEGUARDING – Linked to Inspection

Those attending this two hour course should already have completed the Designated Governor course or other safeguarding training. This course will consider what the school can do to prepare effectively for a safeguarding inspection. We will look at the inspectors guidance documents and consider how the standards can be met for each of the areas under inspection. We will also consider what strategies can be put in place to further develop the schools potential to achieve outstanding for its safeguarding element.

Date	Course Ref.	Venue	Time From	Time To	Fee
19.10.10	AU1009	County Hall, Matlock	7pm	9pm	£52

SCHOOL FINANCE – GENERAL

An ideal opportunity to expand your knowledge of Schools Finance. Suitable for new and experienced governors. The Financial Management Standard in Schools (FMSIS) requires governors to be trained on Finance issues

The course covers the following aspects of Schools Finance:

- School Budget Calculation Sheet / Pupil Numbers
- Sources Of Income
- Budget Planning and Preparation
- Budget Monitoring
- Virements and Transfers
- Recommended Limits
- Roles & Responsibilities
- Ordering Process
- Detail Codes

Date	Course Ref.	Venue	Time From	Time To	Fee
05.10.10	AU1011	Parkside Community School, Chesterfield	6.00pm	8.00pm	£52
21.10.10	AU1012	County Hall, Matlock	6.00pm	8.00pm	£52
02.11.10	AU1013	Aston-on-Trent, South Derbyshire	6.00pm	8.00pm	£52

CHAIRS' AND CLERKS' BRIEFING

The aim is to provide Chairs and Clerks together with advance information about issues that are going to be relevant for governor meetings in the term ahead: changes in legislation, LA policy which may cause reconsideration of school policies, issues about which governors are required to make decisions or areas where the LA would wish to seek governors' views.

Date	Course Ref.	Venue	Time From	Time To	Fee
22.09.10	AU1016	High Peak Area	6.00pm	8.00pm	£30
28.09.10	AU1017	Eureka Primary School	6.00pm	8.00pm	£30
29.09.10	AU1014	Belper School & Sixth Form College	6.00pm	8.00pm	£30
04.10.10	AU1015	Brimington Junior School	6.00pm	8.00pm	£30

£30 per governor, £55 for Chair and Clerk from the same school, attending the same course

The Derbyshire Governor Support Service provides a range of free services for Derbyshire School Governors and Clerk to Governors to assist them in carrying out their role.

In 2010 these include:

- Termly Governor Newsletter
- Clerk's Termly Newsletter
- Information for Authority Governors
- Helpline for Derbyshire Governors
- Access to the Derbyshire Net for Learning website (www.dnfl.org.uk)

TRAINING PROGRAMME OVERVIEW - AUTUMN 2010

Date	Course Reference	Training Course	Area	Time	Fee
TBA	AU1004	Health & Safety Training	Chesterfield Area	5.00pm -7.00pm	£52
21.09.10	AU1006	Clerks to Governors' Training	Markham Vale Environment Centre, Chesterfield	10am – 2.30pm	£103
22.09.10	AU1016	Chairs' and Clerks Briefing	High Peak Area	6.00pm – 8.00pm	£30 (Discount Available)
28.09.10	AU1017	Chairs' and Clerks Briefing	Eureka Primary School	6.00pm – 8.00pm	£30 (Discount Available)
29.09.10	AU1014	Chairs' and Clerks Briefing	Belper School & Sixth Form College	6.00pm – 8.00pm	£30 (Discount Available)
05.10.10	AU1011	School Finance – General	Parkside Community School, Chesterfield	6.00pm – 8.00pm	£52
07.10.10	AU1018	Special Educational Needs	County Hall, Matlock	6.30pm – 8.30pm	£52
09.10.10	AU1001	National Induction Training	County Hall, Matlock	9.30am – 3.30pm	£114 (Discount Available)
04.10.10	AU1015	Chairs' and Clerks Briefing	Brimington Junior School	6.00pm – 8.00pm	£30 (Discount Available)
20.10.10	AU1005	Clerks to Governors' Training	County Hall, Matlock	10am – 2.30pm	£103
21.10.10	AU1012	School Finance – General	County Hall, Matlock	6.00pm – 8.00pm	£52
23.10.10	AU1002	National Induction Training	Enterprise House, Tibshelf, Bolsover	9.30am – 3.30pm	£114 (Discount Available)
20.10.10	AU1007	Training for New Chairs and Vice Chairs	Brockley Primary & Nursery School	6.30pm – 8.30pm	£52 (Discount Available)
21.10.10	AU1008	Training for Experienced Chairs and Vice Chairs	Brockley Primary & Nursery School	6.30pm – 8.30pm	£52 (Discount Available)

02.11.10	AU1013	School Finance - General	Aston-on-Trent Primary School, South Derbyshire	6.00pm – 8.00pm	£52
06.11.10	AU1003	National Induction Training	The Coopers Arms, West-on-Trent, South Derbyshire	9.30am – 3.30pm	£114 (Discount Available)
19.10.10	AU1009	Safeguarding – Linked to Inspection	County Hall, Matlock	7pm – 9pm	£52
16.10.10	AU1010	Child Protection and Safeguarding for designated Governor	Pilsley Primary School, Chesterfield	10am – 12 noon	£52
TBA	AU1019	Safeguarding – In Education	Derbyshire Dales	7pm – 9pm	£52

TO BOOK ONTO ANY OF THESE COURSES TELEPHONE: 01629 535788

DERBYSHIRE COUNTY COUNCIL GOVERNOR SUPPORT SERVICE

Governor Training Application Form

Name *(Mr Mrs Miss Ms) (*Delete as appropriate)	
Home Address:	
Postcode:	
Telephone Number: (Home)	(Work)
Home Email Address:	
Work Email Address:	
Name of School:	
Cost Centre No:	Detail Code:
Category of Governor:	
Special Requirements:	

Course Ref	Course Title	Date/s	Venue

To book a place, please return the completed form to:

Children & Younger Adults Department
Governor Support Service
Room 402
County Hall
Matlock
Derbyshire
DE4 3AG

Email: governor.support@derbyshire.gov.uk

This form can be returned through the school mailing system or alternatively please telephone 01629 535788.

