

# **Governor Development and Support Programme for Academies**

2011/12



# Foreword

## Governor Development and Support Programme for Academies 2011/12

Dear Colleague

Behind every successful academy is an effective trust and governing body that understands its role, meets its responsibility and helps take the academy and its community forward. Peterborough Governor Services is committed to supporting academies and continues to provide high quality information, advice, guidance and training to support trusts and governing bodies to achieve this.

As part of this support, we are pleased to present this first issue of the Peterborough Governor Development and Support Programme for Academies. The coloured introductory pages give an overview of the specific support provided to academies. This includes details of our one day academy governor induction sessions and our academy clerking network meeting. The booklet then provides information about our programme available to all schools and academies. We will continue to publish our popular electronic training newsletter on a regular basis. This is sent out to clerks of governing bodies to promote pending sessions, highlight any changes to our published programme and promote any courses added in response to topical issues.

Following the evaluation of last year's governor survey and session feedback, the programme has been fully reviewed and updated to take into account the current local and national issues impacting on governing body roles and responsibilities. All course content is continually reviewed to reflect changes in legislation and good practice including updates to academy working.

We are always happy to discuss bespoke services with you and can give advice about either your own or your governing body's specific training needs. Please contact us to discuss your requirements.

Thank you for supporting Peterborough academies.

Susie Hall  
Head of Equality and  
Governance

Sally Weald  
Assistant Governor  
Services Manager

Anna Ward  
Business Support  
Officer

Liz Everitt  
Business Support  
Assistant

## **Access to academy training through the Peterborough Core Programme**

The basic principles of academy governance are included in an academy's articles of association. Whilst there is little other guidance available, the good practice dictated by school governance legislation can be adopted by academy governing bodies. Most of the courses provided for school governors are therefore also appropriate for academy governors. Any differences for academies will be highlighted by the tutor during the course. The following courses are specifically highlighted for academy governors.

### **The induction training for academy governors**

There are many differences in the way that academy governing bodies operate. This includes the legal responsibilities of governing bodies and the delegation of governing body responsibilities through academy trusts. To reflect the difficulties encountered through academy governance, a specific induction session for academy governors has been developed.

This is an essential component of a governor's introduction to governance. We recommend that all governing bodies make it mandatory for every newly appointed governor to attend as soon after their appointment as possible. This session is of course open to all governors. It will highlight the increased responsibilities for academy governing bodies and will act as an ideal refresher for more experienced governors.

Full details are given in the following pages.

### **'Taking the chair' and 'induction for new chairs'**

Both of these sessions are appropriate and relevant for chairs of academies. These sessions cover the skills of chairing rather than the specific actions that a chair must undertake in response to schools' legislation. The programme has been updated to reflect specific information relating to academies.

In response to feedback, our 'taking the chair' course is now a three module programme. It is aimed at chairs, vice chairs, chairs of committees and is equally relevant for prospective and new chairs who wish to develop their confidence and skills as well as experienced chairs who are keen to review their effectiveness in the role.

The chair's training continues to be reviewed by the Government and online Department for Education training is still anticipated to support this. We will however continue to provide face to face training as we consider this to be the most effective and enjoyable way for governors to receive training.

Full details are available within the core programme.

## **Safeguarding children for governors**

One session will be provided during the autumn term to cover all aspects of safeguarding and is appropriate for both school and academy governors. It is an excellent way to demonstrate your governing body's commitment to safeguarding. We would point out that one of the elements in the Ofsted criteria to achieve an Ofsted 'outstanding' in safeguarding states "all governors receive regular training on safeguarding, in particular child protection".

## **Other development sessions available to academies from our core programme**

### **For your governors**

- All personnel courses
- Governor e-learning
- Pupil exclusion
- Safeguarding children for governors
- Health and safety for governors
- Ofsted inspection - the governors' role
- The governors' role in school improvement
- The role of the governing body in the curriculum
- The education of children in care
- Role of the Special Educational Needs (SEN) governors
- Minority ethnic achievement – managing English as an additional language (EAL) / new arrivals in schools

### **For your clerk**

- National Training Programme for Clerks to governing bodies
- Termly clerks' briefing
- Academy clerks' network meeting

### **Development sessions not appropriate for academy governors**

- Strategic overview of school finance
- Financial management and planning

### **In-house training for academies**

In-house training is available to academies and one in-house session forms part of our standard contact and most of our bespoke packages. Those sessions not appropriate for academy governing bodies are indicated on the menu provided in the programme.

**E-learning for academy governors**

Two types of e-learning are available through Peterborough Governor Service. E-learning for academy governors is still being developed but many of the modules available for school governors are also appropriate for academy governors.

Governor e-learning (GEL) modules form part of our standard governor contract. Modern Governor is an optional add-on to the subscription or can be bought as a 'standalone' support package.

Both e-learning packages form part of our blended learning programme and details of available modules are included within our core programme.

## Induction training for academy governors

This new course is an important part of an academy governor's induction programme, especially if you have recently become a governor at an academy school. The course will also be of benefit to more experienced academy governors wanting a refresher session or existing governors of schools thinking of converting to academy status.

### Topics to be covered include:

- Specific roles of academy governors (director, trustee, member)
- The constitutional requirements of governance in an academy
- The roles of academy governors including the strategic role, critical friend and ensuring accountability
- Responsibilities regarding the duties of prudence and compliance

For academies who do not subscribe to a Peterborough service level agreement or a pay as you use academy, a charge of £200 will be made.

Face to face course:	Date	Venue	Time
XAIC/01	Tuesday 29 November 2011	The Courtyard	9am to 4.30pm
XAIC/02	Wednesday 2 May 2012	The Courtyard	9am to 4.30pm

## Academy clerks' network session

This session has been developed specifically for academy clerks. It will cover those issues directly affecting the governance and clerking of academy governing bodies and trusts. It will also enable clerks to meet with clerks from other academies to network and to exchange good practice.

This session will cover different aspects to the termly clerks' briefing and it is recommended that both sessions are attended.

Face to face course:	Date	Venue	Time
XACB/01	Monday 6 February 2012	The Courtyard	4.30pm to 6.30pm

# Training calendar 2011 to 2012

<b>September 2011</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Monday 19	*BPM/01	Basic performance management 7pm to 9pm	Wood Green
Tuesday 27	XEL/01	Governor e-learning 7pm to 9pm	The Courtyard
Wednesday 28	XPE/01	Pupil exclusion 7pm to 8.30pm	The Courtyard
<b>October 2011</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Saturday 8	XIN/01	National training programme for new governors – one day 9am to 4.30pm	The Courtyard
Tuesday 11	None	Diversity and cohesion conference 9am to 1pm	The Courtyard Main Hall
Tuesday 11	XAS/01	Child protection: allegation against staff 7pm to 9pm	The Courtyard
Thursday 13	XSCG/01	Safeguarding children for governors 6.30pm to 8.30pm	The Courtyard
Monday 17	*SD/01	Managing staff discipline 7pm to 9pm	Cambridge Professional Development Centre
Thursday 20	XHS/01	Health and safety for governors 6pm to 8pm	The Courtyard
<b>November 2011</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Wednesday 2	XNC/01	National training programme for clerks to governing bodies 9am to 4.30pm	The Courtyard
Thursday 3	XOIF/01	Ofsted inspection – the governors' role 7pm to 9pm	The Courtyard
Monday 7	XIN/02	National training programme for new governors – evening one 7pm to 9.15pm	The Courtyard

Wednesday 9	XNC/01	New chairs induction 6pm to 8pm	The Courtyard
Monday 14	XIN/02	National training programme for new governors – evening two 7pm to 9.15pm	The Courtyard
Wednesday 16	XMSD/01	Managing staff discipline 7pm to 9pm	The Courtyard
Thursday 17	*HPM/02	Headteacher's performance review 7pm to 9pm	The Boathouse Business Centre Wisbech
Monday 21	XIN/02	National training programme for new governors – evening three 7pm to 9.15pm	The Courtyard
Tuesday 22	XCB/01	Clerks' briefing 9.15am to 11.45am	The Courtyard
Wednesday 23	XSF/01	Strategic overview of school finance 7pm to 9pm	The Courtyard
Monday 28	XWTC/01	<b>New</b> – the role of the governing body in the curriculum 7pm to 9pm	The Courtyard
Tuesday 29	XAIC/01	<b>New</b> – induction training for new academy governors 9am to 4.30pm	The Courtyard
Wednesday 30	XIN/03	National training programme for new governors – one day 9am to 4.30pm	The Courtyard

<b>December 2011</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
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Wednesday 7	*IN/07	National training programme for new governors – one day 9am to 4.30pm	March Youth and Community Centre
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<b>January 2012</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
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Wednesday 11	XTTC/01	Taking the chair – module one 5pm to 8.30pm	The Courtyard
Tuesday 17	XPM/01	Update on personnel management 7pm to 9pm	The Courtyard
Wednesday 18	XTTC/01	Taking the chair – module two 5pm to 8.30pm	The Courtyard

Saturday 21	XIN/04	National training programme for new governors – one day 9am to 4.30pm	The Courtyard
Tuesday 24	XMRS/01	Managing a reduction in staff 7pm to 9pm	The Courtyard
Wednesday 25	XTTC/01	Taking the chair – module three 5pm to 8.30pm	The Courtyard
Thursday 26	XGSI/01	<b>New</b> - governors' role in school improvement 7pm to 9pm	The Courtyard

February 2012	Code	Subject	Venue
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Thursday 2	XFMP/01	Financial management and planning 7pm to 9pm	The Courtyard
Monday 6	XACB/01	Academy clerks' network briefing 4.30pm to 6.30pm	The Courtyard
Tuesday 7	XRRG/01	<b>New</b> – roles and responsibilities for governors 7pm to 9pm	The Courtyard
Thursday 23	XIN/05	National training programme for new governors – one day 9am to 4.30pm	The Courtyard
Tuesday 28	*IN/11	National training programme for new governors – one day 9am to 4.30pm	The Boathouse Business Centre Wisbech
Wednesday 29	XSGB/01	<b>New</b> – secondary governors' briefing and network 7pm to 9pm	The Courtyard

March 2012	Code	Subject	Venue
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Thursday 1	XSP/01	A whole school pay policy 7pm to 9pm	The Courtyard
Thursday 1	*CSI/01	Statutory inspection of Anglican schools (SIAS) and 'excellence and distinctiveness' 7pm to 9pm	Ely Diocesan Office

Tuesday 6	XIN/06	National training programme for new governors – evening one 7pm to 9.15pm	The Courtyard
Wednesday 7	XOIF/02	Ofsted inspection - the governors role 7pm to 9pm	The Courtyard
Tuesday 13	XIN/06	National training programme for new governors – evening two 7pm to 9.15pm	The Courtyard
Wednesday 14	XCB/02	Clerks' briefing 9.15am to 11.45am	The Courtyard
Monday 19	XCIC/01	The education of children in care 6pm to 7.30pm	The Courtyard
Tuesday 20	XIN/06	National training programme for new governors – evening three 7pm to 9.15pm	The Courtyard
Wednesday 21	XPLP/01	Governors supporting higher ability learners 6pm to 7.30pm	The Courtyard
Tuesday 27	XSEN/01	The role of the special educational needs governor 5pm to 7.30pm	The Courtyard

<b>April 2012</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Thursday 26	*AS/03	Child protection: allegations against staff 7pm to 9pm	South Fen Business Centre, Chatteris

<b>May 2012</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Wednesday 2	XAIC/02	<b>New</b> – induction training for new academy governors 9am to 4.30pm	The Courtyard
Tuesday 8	XMEA/01	Minority ethnic achievement – managing English as an additional language (EAL) / new arrivals in schools 6.30pm to 8.30pm	The Courtyard

Wednesday 9	XHS/02	Health and safety for governors 6pm to 8pm	The Courtyard
Saturday 12	XIN/07	National training programme for new governors – one day 9am to 4.30pm	The Courtyard
Wednesday 16	XPM/01	Basic performance management 7pm to 9pm	The Courtyard

<b>June 2012</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Tuesday 12	XIN/08	National training programme for new governors – one day 9am to 4.30pm	The Courtyard
Thursday 14	XHPR/01	Headteacher's performance review 7pm to 9pm	The Courtyard
Monday 18	*IN/15	National training programme for new governors – one day 9am to 4.30pm	Cambridge Professional Development Centre
Thursday 21	XCB/03	Clerks' briefing 9.15am to 11.45am	The Courtyard

<b>July 2012</b>	<b>Code</b>	<b>Subject</b>	<b>Venue</b>
Tuesday 3	XSR/01	Recruitment and selection in schools 7pm to 9pm	The Courtyard

All courses are booked via [governor.development@peterborough.gov.uk](mailto:governor.development@peterborough.gov.uk) or telephone (01733) 863642.

\* Cambridgeshire led courses are booked on [governor.training@cambridgeshire.gov.uk](mailto:governor.training@cambridgeshire.gov.uk) or phone (01223) 715324.

Other sessions led by Cambridgeshire County Council are also available in venues such as March, Huntingdon and Wisbech. Course information is available on [www.ccceducation.net](http://www.ccceducation.net). Search by Resource ID 3148.

# General information

## Course details

Details of all our courses are contained in this programme or on our website: [www.peterborough.gov.uk](http://www.peterborough.gov.uk). You can also request details from the governor services team. Bookings can be taken all year round for all courses.

## Bookings

All courses can be booked by telephone: (01733) 863642 or email: [governor.development@peterborough.gov.uk](mailto:governor.development@peterborough.gov.uk).

Cambridgeshire led courses (marked as \*) can be booked by telephone: 01223 715324 or by email: [governor.training@cambridgeshire.gov.uk](mailto:governor.training@cambridgeshire.gov.uk)

## Confirmation of course booking

Confirmation will be emailed to you two weeks before the training course. If you prefer to receive this by post, please let us know at the time of booking. Email is our preferred option as this reduces costs.

## Cambridgeshire courses

A selection of courses provided by Cambridgeshire are listed in this programme. Governing bodies can access the full Cambridgeshire programme as part of their Peterborough governor subscription. Sessions are available in venues such as March, Huntingdon and Wisbech. Full details are available on the Cambridgeshire website [www.cceducation.net](http://www.cceducation.net).

## Course cancellation

There will be no charge for cancellation where more than seven days notice is given. There will be a charge of £50 per session, per governor for any course where no notice of cancellation is given and a governor does not attend for a place booked.

In circumstances where less than seven days notice of cancellation is given each case is considered individually. Where a genuine reason for cancellation is given, even if this is on the day of the course, the charge may be waived. The charge applies to all governors regardless of whether they are subscription or 'pay as you use' schools.

We regret that this is necessary as a result of costs that will be incurred for venues and trainers where delegates do not honour arrangements made.

**Disabilities and special dietary requirements**

If you have a disability or special dietary requirements, please let us know of any special requirements you may need.

**Attendance certificates**

An attendance certificate will be awarded to all governors attending the following courses within two years of appointment:

- The national training programme for new governors
- Strategic overview of school finance
- Plus one personnel course from the programme

# The subscription package

## Schedule of charges 1 April 2011 to 31 March 2012 (price excludes VAT)

	Subscribing schools/ academies	Pay as you use schools/ academies
National training programme for new governors	Free	£200
National training programme for clerks to governing bodies	Free	£200
'Taking the chair' - a three module national development programme for chairs, vice chairs and committee chairs	Free	£500 for all three sessions
Courses from the joint core programme	Free	£80 per two hour session per governor
Full day course	Free	£200
Half day course	Free	£100
One individual governing body (GB) development session per school, per year. *An additional charge applies to some sessions.	Free* Further courses £200	£300
A telephone and email helpline for legislative and other enquiries	Free	£100 per annum
Individual support for clerks (advice and information), including courses for clerks and clerk's briefing meetings	Free	£80 per two hour session £100 per half day £200 per full day
A handbook for governors and clerks	Free copy for each governor	One free copy per GB. £20 per additional copy
'Managing the work of the governing body' CD-ROM	Free	£50 per copy
Governor conference	Two governors attend free	£200 per governor
Opportunity for governors to obtain the BTEC advanced certificate in school governance.	£490	£490
Access to guidance papers and service leaflets	Free	£101 per annum
Access to online learning through: *Governor e-learning (GEL) *Modern Governor	Free £115	Price on request Price on request
Governors' forum meetings with the director and heads of service	Free	£50 per delegate

## Blended learning

To support either your individual or governing body learning, we offer several ways of accessing training.

**Face to face:** this is the best way of accessing individual learning. Attending a face to face training enables networking with other governors, the opportunity to ask questions and usually provides a portfolio of materials to take away.

**E-learning:** e-learning is available for those governors with computer access and who prefer to learn at their own pace. This form of learning can also be used as a form of group learning, either at the beginning of a governing body meeting, as part of a committee meeting or just a group of governors joining together. Two e-learning packages are available through our partners. Governors e-learning (GEL) is offered as part of our basic subscription. 'Modern Governor' is available at an additional charge as an add-on to subscriptions.

**In-house sessions:** we know that many aspects of governor development are more effective if the governing body works together. Courses that focus on governors working as a team are examples of this, particularly where the development focuses on an issue specific to that governing body e.g. the school improvement/development plan. Our tutor will come and deliver a session with your governing body. There is the opportunity to discuss the session with our tutor beforehand and to highlight any particular focus that you would like the session to cover. We suggest that this does not form part of a governing body meeting or take place on the same evening as another meeting.

**Cluster training:** we encourage working in clusters. Doing an in-house training as part of a cluster has the advantage of reducing costs, promoting networking and sharing good practice. As always we can arrange bespoke training and can address needs of the governing bodies within a cluster.

Please discuss arrangements for cluster training with the governor services team.

## E-learning

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These training modules will supplement conventional face-to-face training rather than replace it. It will provide an opportunity for governors to access training more easily from their own homes, offices and schools, whilst promoting discussion about a range of topics in governors' meetings.

These are some of the modules currently available:

- Monitoring and evaluation – the governing body's role
- Financial management standards in schools
- Health and safety
- Looked after children
- Role of the Special Educational Needs (SEN) governor
- Roles and responsibilities of school governors
- Succession planning
- Every child matters
- National training programme for new governors
- Monitoring performance management data and targets
- Taking the chair
- Performance management – the governor's role
- Community cohesion
- Chairing governing body meetings

Clerk's information pages are updated regularly with information to advise and inform clerks and also includes suggested agendas.

GEL is available to all governing bodies who subscribe to Peterborough Governor Services. For more information on GEL visit [www.elc-gel.org](http://www.elc-gel.org) and then click on register. You will then receive an email from Peterborough governor services team confirming your access status during the next working day.

For information on how to access Modern Governor which is available as an additional subscription, contact governor services who will send out instructions. For further information visit: [www.moderngovernor.com](http://www.moderngovernor.com)

You can access modules at any time and revisit unfinished sections.

For further information, please contact Peterborough governor services team on: (01733) 863642 or email: [governor.development@peterborough.gov.uk](mailto:governor.development@peterborough.gov.uk).

## Individual governing body development sessions

We know that many aspects of governor development are more effective if the governing body works together. Courses that focus on governors working as a team are examples of this, particularly where the development focuses on an issue specific to that governing body e.g. the school improvement/development plan.

The following are available as individual governing body development sessions:

### Individual development sessions

- Developing a successful team – working effectively together
- Using data to monitor school effectiveness
- Roles and responsibilities of the governing body
- The role of the governing body in the curriculum (**new**)
- The governing body's role in school improvement (**new**)
- The governing body's role in monitoring and evaluation
- The education of children in care
- A whole school approach to developing sex and relationship education (SRE)
- Making sense of finance (not suitable for academies)
- Safeguarding children (only available as a cluster session)
- Developing the work of the governing body – governing body self review  
(This course is not suitable for cluster training)\*

\*An additional charge of £150 will be made for this in-house course.

### Charges

The standard contract entitles the governing body of every subscribing Peterborough school and academy to one free individual development session per financial year on one of the topics mentioned above. Many of our bespoke contracts also include one free development session. Additional courses can be arranged on request at a cost of £200 for subscribing schools or academies and £300 for 'pay as you use' schools and academies (these prices exclude VAT).

### **Getting the most out of your 'in-house' session**

Giving some careful thought to the planning of your individual development session can have a real impact on outcomes for the governing body. Consider the following:

- Do not hold your session as part of a governing body meeting
- Choose a topic that is relevant to identified governing body development needs.
- Make sure that the maximum number of governors can attend. This is an opportunity for governors to work as a team. It defeats the object if only four or five people turn up
- The venue is your responsibility. If the budget can support it, think about holding your session away from the school or academy. We can help you to make a booking with local training venues and hotels where small meeting rooms are available for hire
- If the school or academy is the only possible venue, spend time making sure that it's a suitable and comfortable learning environment. Make sure that you provide adult 'friendly' seating and tables and that the room is tidy. If you have to use a classroom make sure desks are clear.

**Please contact the governor services team to discuss your individual governing body development needs.** We ask you to give at least six weeks notice and to suggest at least two possible dates when requesting one of these sessions.

To book a session telephone Peterborough governor services team on (01733) 863642.

## **In-house sessions**

### **Developing a successful team – working effectively together**

This in-house course enables governing bodies to evaluate their teamwork. Strengths and development points will be identified and action points suggested. This covers what makes an effective team, identifying strengths and how to go about developing the team. This session is best for more experienced governing bodies.

This course will cover what make an effective team, what are our strengths, how we can develop and how to go about this.

### **Using data to monitor school effectiveness**

The 'new relationship with schools' places the responsibility to understand the strengths and weaknesses of the school with the governing body. In order to strategically plan for and monitor school improvement, the process of self-evaluation must make effective use of the copious amounts of performance data available.

The significant advancements in school performance data in recent years provide an opportunity for governing bodies to review their role in this area. This session will use both general material and your own school data.

### **Roles and responsibilities of the governing body**

This course helps governors to understand the respective roles and responsibilities of Headteachers and governing bodies. This includes the strategic role and how this relates to the operational responsibilities of the head. This session will cover self-evaluation of the governing body's contribution to the three roles - strategic, critical friend and accountability, the strategic and operational responsibilities of the governing body and Headteacher and legislation relating to the responsibilities of the governing body.

## **The role of the governing body in the curriculum (new)**

The purpose of this training session is to identify the role of governors in monitoring and supporting curriculum development within their school. This will cover how the governing body can monitor and support the school curriculum, an overview of the role of a curriculum committee and curriculum link governors and highlighting the key curriculum and qualification developments nationally, and their implications.

## **The governing body's role in school improvement (new)**

With the increased focus by inspection teams on the governing body's roles of support and challenge, governors need to be able to demonstrate that they provide appropriate challenge to the headteacher and actively monitor the progress the school is making in implementing its school development/improvement plan.

This session will identify the governing body's role in school improvement; focus on the monitoring and evaluation of the school improvement process; discuss the relationship between the self-evaluation form and the school development/improvement plan; review the headteacher's report and governor visits to the school.

## **The governing body's role in monitoring and evaluation**

As part of the revised Ofsted framework for inspecting schools, there is an increased focus by inspection teams on the governing body's roles of being 'a critical friend' and ensuring accountability'. Governors need to be able to demonstrate that they provide appropriate challenge, know the school well and actively monitor the progress the school is making in implementing its school development/improvement plan.

## **The education of children in care**

There have been significant changes to the role of schools and governors and the expectations made of the way that schools function in educating children in care. Every school should have one nominated governor with responsibility for children in care, but every governor shares the responsibility to ensure that these vulnerable children achieve their full potential in the school. This session covers the responsibilities for schools; the statutory requirements for staffing; the responsibilities for governors and why it matters.

## **A whole school approach to developing sex and relationship education in schools**

Sex and relationship education (SRE) aims to inform children and young people about relationships, emotions, sex, sexuality and sexual health. It enables them to develop personal and social skills and a positive attitude to sexual health and well-being. SRE is unusual in that the responsibility for school policy sits primarily with the school governing body. By law, all schools must have an up to date policy on SRE. It should be a working document put together in consultation with staff, parents/carers and representatives from the wider community and student voice.

It is recommended that each governing body has a governor with particular responsibility for SRE linked to Personal Social and Health Education (PSHE) and Citizenship.

Peterborough PSHE team are willing to come to governing bodies/curriculum groups to discuss the development of SRE in your school.

## Making sense of finance

This session can take topics from either of the two finance courses for governors or any other pertinent finance topic for your school and can be based around your individual school situation. Please choose from items listed below or describe your alternatives if you require tailor made provision.

### **Topics to be covered include:**

- Financial relationship between the local authority and the school it maintains
- The role of the governing body
- Financial management issues
- Funding arrangements
- Budget planning and its relationship with the school development/improvement plan
- Multi-year budgets
- The monitoring and review of income and expenditure
- Forecasting the outturn
- Problem indicators
- Assistance available

This session is not appropriate for academies.

## Safeguarding children

**This course is specifically designed to support governors in their safeguarding responsibilities by providing:**

- An understanding of safeguarding procedures in Peterborough
- An awareness of school and individual responsibilities
- An understanding of the concept of significant harm and the four categories of abuse
- An understanding of the role of the governing body including policies and record keeping
- An awareness of the concept of a protective working environment

This session will only be offered as a cluster session with another governing body or several governing bodies.

## Developing the work of the governing body

This session provides an opportunity for self review of the governing body's contribution to leadership and management. It is based on the 'Governor Mark' framework for measuring school governance and is based on the principles that:

- Quality processes must be in place if the governing body is to make a significant impact upon school achievement
- If governing bodies adopt such processes, their contribution and influence can make a real difference to the leadership and management of the school

The session gives governors the chance to work together to consider whether they meet the framework criteria, to identify and agree strengths and areas for improvement and to establish an action plan.

Please note: due to the length of the session, it is not appropriate to hold this session on the same evening as a governing body meeting. For the same reason, an early start time is recommended. Please discuss room layout and other matters, such as refreshment breaks, with the Peterborough Governor Services Team, when arranging your session.

This course is not suitable for cluster training. To get the most out of the session it is also important to ensure that the whole governing body can attend.

An additional charge of £150 will be made for this in-house course.

## Church school governor training

### **Peterborough diocese**

Additional training arranged by Peterborough diocesan education office can be accessed by all governors of Church of England schools in the Peterborough diocese.

If you require more details please contact the diocesan education office on (01604) 887006 or check their website:  
[www.peterborough-education.org.uk](http://www.peterborough-education.org.uk), for details of forthcoming events.

### **Ely diocese**

Ely diocese provides training for governors and this is included in the calendar. If you require information on additional training contact the Ely diocese on: 01353 652724 or email: [office@ely.anglian.org](mailto:office@ely.anglian.org).

### **East Anglia Roman Catholic diocese**

The Diocesan Schools' Service Commission works in partnership with all those concerned with Catholic schools to promote the highest standards in the delivery of Catholic education. The commission provides a support service to schools, governors, staff and parishes on all matters relating to Catholic education.

For information about governor support and training please contact:

Mrs Julie O'Connor  
Director of Schools' Service  
The White House  
21 Uppgate  
Poringland  
Norwich  
NR14 7SH  
Telephone: 01508 495509  
Email: [joschools@east-angliadiocese.org.uk](mailto:joschools@east-angliadiocese.org.uk)

## Basic performance management

An introduction to the overall performance management scheme for teachers in schools, including reference to the headteacher's review process in which the governors have a direct involvement.

### Topics to be covered include:

- The performance management process and its link to the pay policy for teachers and with teachers' pay under the school teachers' pay and conditions document
- Reference to the process for the headteacher's annual performance review
- Ensuring that the school improvement plan is an integral and central part of the performance management process

Face to face course:	Date	Venue	Time
*BPM/01	Monday 19 September 2011	Wood Green	7pm to 9pm
XPM/01	Wednesday 16 May 2012	The Courtyard	7pm to 9pm
E-learning	GEL: performance management - the governor's role		

## Governor e-learning

E-learning is a great way for busy governors to learn at a time, place and pace to fit their lifestyle. It can be a great way to access high-quality, interactive e-learning at any time.

### Topics to be covered include:

- What is e-learning?
- The tools we use
- How governors access Modern Governor and GEL
- Examples of how others are using Modern Governor and GEL
- The governance experts who contribute to Modern Governor

Face to face course:	Date	Venue	Time
XEL/01	Tuesday 27 September 2011	The Courtyard	7pm to 9pm

# Pupil exclusion

## Topics to be covered include:

- The use of exclusion in school
- The different categories of exclusion
- How schools can avoid exclusion
- The role of the governing body meeting (discipline committee)
- Parent(s)/carer(s) appeals against permanent exclusion

**Face to face  
course:**

**Date**

**Venue**

**Time**

XPE/01

Wednesday 28 September  
2011

The  
Courtyard

7pm to 8.30pm

## National training programme for new governors

This course is an important element of a governor's induction programme and it is strongly recommended that all new governors attend. It covers the essential aspects of a governing body's responsibilities and provides an opportunity for participants to discuss how best to approach their role as a governor. It is a good forum in which to find answers to those questions that new governors have not dared to ask anyone else.

During the course you will be presented with a course booklet. This covers all the material included in the three course modules and also information about other sources of support and training for governors, both locally and nationally.

### Topics to be covered include:

- The strategic role of governors
- The critical friend
- Ensuring accountability

Separate induction sessions are available for academy governors as part of our academy programme. Please contact the governor services team for further details.

### Face-to-face courses - autumn term 2011

Course code	Date	Venue	Time
XIN/01	Saturday 8 October 2011	The Courtyard	9am to 4.30pm
XIN/02	Monday 7, 14 and 21 November 2011	The Courtyard	7pm to 9.15pm
XIN/03	Wednesday 30 November 2011	The Courtyard	9am to 4.30pm

## Spring term 2012

Course code	Date	Venue	Time
XIN/04	Saturday 21 January 2012	The Courtyard	9am to 4.30pm
XIN/05	Thursday 23 February 2012	The Courtyard	9am to 4.30pm
XIN/06	Tuesday 6, 13, 20 March 2012	The Courtyard	7pm to 9.15pm

## Summer term 2012

Course code	Date	Venue	Time
XIN/07	Saturday 12 May 2012	The Courtyard	9am to 4.30pm
XIN/08	Tuesday 12 June 2012	The Courtyard	9am to 4.30pm

**E-learning** GEL: national training programme for new governors  
Modern Governor: my role as governor / the new governor

## Diversity and cohesion conference

### Purpose

- To inform schools and other educational settings about the duties and requirements of the 2010 single equalities act
- To support schools and other educational settings to develop strategies that will help them to fulfil the duties and requirements of the act
- To facilitate networking opportunities that will enable schools and other educational settings and other agencies to work with each other to promote equalities, diversity and cohesion

National keynote speaker will be Robin Richardson

Face to face course:	Date	Venue	Time
None	Tuesday 11 October 2011	The Courtyard Main Hall	9am to 1pm

Email: [lynne.perry@peterborough.gov.uk](mailto:lynne.perry@peterborough.gov.uk) to book onto this conference or telephone (01733) 864583.

## Child protection – allegations against staff

### Topics to be covered include:

Issues arising out of the guidance given by the Department for Children Schools and Families on matters of child protection in schools and colleges, with particular reference to:

- Chapter five of 'Safeguarding Children and Safer Recruitment in Education' guidance document (January 2007)
- Guidance on the roles played by senior managers and governors in handling an allegation of child abuse against a member of the school staff
- Handling disciplinary issues arising out of such allegations including the need to suspend staff in these circumstances

Face to face course:	Date	Venue	Time
XAS/01	Tuesday 11 October 2011	The Courtyard	7pm to 9pm
AS/03	Thursday 26 April 2012	The Boathouse, Wisbech	7pm to 9pm

## Safeguarding children for governors

### Topics to be covered include:

- The extent of abuse and the importance of safeguarding for staff regardless of their role
- The legal framework
- The concept of significant harm and the four categories of abuse
- Ofsted safeguarding requirements - to include safe recruitment issues
- Safe working practice for staff and volunteers

Face to face course:	Date	Venue	Time
XSCG/01	Thursday 13 October 2011	The Courtyard	6.30pm to 8.30pm

<b>E-learning:</b>	GEL: safeguarding – a governors' role Modern Governor: safeguarding and promoting child welfare
<b>In-house:</b>	Available as a cluster training only

## Managing staff discipline

### Topics to be covered include:

- An introduction to the disciplinary rules and procedures, required by employment law and the school staffing regulations 2003, in dealing with the management of conduct
- Dealing with dismissal on grounds of misconduct and lack of capability
- The role of the governing body in handling conduct and capability issues, including the role of the headteacher with delegated power to dismiss any member of staff and the appeals committee
- Circumstances in which the head teacher may not deal with dismissals
- The importance of the new Advisory, Conciliation and Arbitration Service (ACAS) code of conduct (which replaces the disputes resolution regulations 2004) in relation to procedures for handling dismissal and appeals

### Face to face course:

Face to face course:	Date	Venue	Time
*SD/01	Monday 17 October 2011	Cambridge Professional Development Centre	7pm to 9pm
XMSD/01	Wednesday 16 November 2011	The Courtyard	7pm to 9pm

## Health and safety for governors

### Topics to be covered include:

- Understanding the law and the means of litigation under the Health and Safety at Work Act 1974
- Understanding the responsibilities of employer/employee in relation to health and safety law
- Introducing the concept of risk assessment and explain the legal requirements for risk assessments in relation to specific legislation.

Face to face course:	Date	Venue	Time
XHS/01	Tuesday 20 October 2011	The Courtyard	6pm to 8pm
XHS/02	Wednesday 9 May 2012	The Courtyard	6pm to 8pm

**E-learning:** GEL: health and safety  
Modern Governor: health and safety

## National training programme for clerk to governing bodies

The purpose of this session is to raise the status and competencies of clerks so that they may make a significant contribution to supporting governing bodies and raising standards. During the course clerks will be presented with a course booklet covering all the material included and also information about other sources of support and guidance.

### Topics to be covered include:

- Governing schools
- The clerk as administrator
- The clerk as adviser

Face to face course:	Date	Venue	Time
XNC/01	Wednesday 2 November 2011	The Courtyard	9am to 4.30pm

**E-learning:** GEL: clerk's pages

## Ofsted inspection – the governors’ role

This session highlights the inspection process including the important role of the governing body in school improvement and school development planning. We will also explore how schools might proceed with self-evaluation with particular reference to internal and external data

### Topics to be covered include:

- The framework for inspection
- Understanding school self-evaluation
- The importance of the school development/improvement plan
- A timescale for reviewing the self-evaluation

Face to face course:	Date	Venue	Time
XOIF/01	Thursday 3 November 2011	The Courtyard	7pm to 9pm
XOIF/02	Wednesday 7 March 2012	The Courtyard	7pm to 9pm

## New chairs’ induction

This session will help chairs get started in their new role and will give the opportunity to meet other new chairs. This session will cover the role of the chair and the role in strategic leadership and ensuring accountability; the relationship between the chair, the headteacher and other governors and managing the work of the governing body.

This course is aimed at newly appointed chairs or those appointed during the last two years, who have not previously attended training.

See also our full chair’s course ‘taking the chair’ in January 2012.

Face to face course:	Date	Venue	Time
XNC/01	Wednesday 9 November 2011	The Courtyard	6pm to 8pm

**E-learning:** GEL: taking the chair  
Modern Governor: chairing governing body meetings

## Headteacher's performance review

### Topics to be covered include:

- The role of the School Improvement Partner (SIP) in supporting the reviewer governors
- Preparation for head's performance review meeting
- Importance of the School Improvement Plan in the process and identifying the performance objectives/targets and performance criteria for the headteacher
- The role of reviewer governors and the governing body committees in monitoring performance through the year
- The conduct and outcomes of the performance review meeting and its link to pay

Face to face course:	Date	Venue	Time
*HPM/02	Thursday 17 November 2011	The Boathouse Business Centre Wisbech	7pm to 9pm
XHP/01	Thursday 14 June 2012	The Courtyard	7pm to 9pm

## Clerks' briefing

Each term clerks are invited to attend a briefing session. The sessions, which are informal in nature, provide an opportunity for the governor services team to bring to the attention of clerks any new initiatives and to discuss items of current interest to clerks and governors.

Suggestions from clerks for topics for discussion are encouraged.

Face to face course:	Date	Venue	Time
XCB/01	Tuesday 22 November 2011	The Courtyard	9.15am to 11.45am
XCB/02	Wednesday 14 March 2012	The Courtyard	9.15am to 11.45am
XCB/03	Tuesday 21 June 2012	The Courtyard	9.15am to 11.45am

## Strategic overview of school finance

The aim of this course will be to provide governors with the essential background information that they will need to understand the funding arrangements for schools and their role and responsibilities regarding financial management. The course will offer governors the opportunity to find out more about the financial advice and support available and to discuss development of the services they would value from their school financial advisor.

### Topics to be covered include:

- Financial relationship between the local authority and the school it maintains
- The role of the governing body
- Financial management issues and funding arrangements
- Assistance available

Face to face course:	Date	Venue	Time
XSF/01	Wednesday 23 November 2011	The Courtyard	7pm to 9pm

In-house      A bespoke finance in-house session is available

## The role of the governing body in the curriculum (new)

The purpose of this training session is to identify the role of governors in monitoring and supporting curriculum development within their school. This will cover how the governing body can monitor and support the school curriculum, an overview of the role of a curriculum committee and curriculum link governors and highlighting the key curriculum and qualification developments nationally, and their implications.

Face to face course:	Date	Venue	Time
XWTC/01	Monday 28 November 2011	The Courtyard	7pm to 9pm

In-house      This session is available as an in-house session

## Taking the chair

This extended, practical course explores the skills and knowledge required to lead the governing body and manage its work. The programme uses a variety of learning approaches and there will be plenty of opportunity to join in discussions, participate in activities and learn from the experience of others.

### Topics to be covered include:

- Module one - the chair and the headteacher
- Module two - the chair as leader of the team
- Module three - the chair's role in securing school improvement

These sessions are best accessed as a whole course. Governors who enrol are asked to commit themselves to attending all three modules.

A light buffet will be provided at each session.

This course is aimed at prospective and new chairs and chairs of committees who wish to develop their confidence and skills, also experienced chairs that are keen to review their effectiveness in the role.

Face to face course:	Date	Venue	Time
XTTC/01	Wednesday 11 January 2012	The Courtyard	5pm to 8.30pm
XTTC/01	Wednesday 18 January 2012	The Courtyard	5pm to 8.30pm
XTTC/01	Wednesday 25 January 2012	The Courtyard	5pm to 8.30pm
<b>E-learning</b>	GEL: taking the chair Modern Governor: chairing governing body meetings		

## Update on personnel management

This is a session, which will update and give a broad understanding to governors and senior managers on changes in employment law or in education law affecting the employment of staff in schools in:

- The role of the governors acting as, or on behalf of the employer
- The appointment of staff
- The discipline and dismissal of staff
- Handling grievances
- Handling redundancy
- Employment and education law which affects the management of staff in schools and colleges including recent or imminent changes
- Remuneration of staff, including the governor discretion on determining pay
- Staff appraisal and performance management for teachers

**Face to face  
course:**

**Date**

**Venue**

**Time**

XPM/01

Tuesday 17 January 2012

The  
Courtyard

7pm to 9pm

## Managing a reduction in staff

**Topics to be covered include:**

- The legal definition and understanding of redundancy
- A governing body's policy for handling redundancy
- Consultation with staff and trade unions
- Selection criteria for identifying staff to be made redundant
- The importance of a timetable for managing redundancies in schools
- The important role to be played by the headteacher and committee(s) of the governing body in the context of the school staffing regulations 2003 will also be addressed

**Face to face  
course:**

**Date**

**Venue**

**Time**

XMRS/01

Tuesday 24 January 2012

The  
Courtyard

7pm to 9pm

## Governors role in school improvement (new)

Governors have a key role to play in school improvement. This session will provide an opportunity to increase governors understanding of the school improvement process, key information that governor's need to access and how to use this to hold the school to account.

### Topics to be covered include:

- To increase awareness of the governors role in school improvement
- To explore what is meant by school improvement and the key aspects
- To consider the information and processes that support effectiveness school improvement

Face to face course:	Date	Venue	Time
XGSI/01	Thursday 26 January 2012	The Courtyard	7pm to 9pm

## Financial management and planning

This course has been designed to enable governors to discharge their responsibilities in financial management, planning and budgeting.

### Topics to be covered include:

- Budget planning and its relationship with the school development/improvement plan
- Multi-year budgets
- The monitoring and review of income and expenditure
- Forecasting the outturn
- Problem indicators
- Assistance available

Face to face course:	Date	Venue	Time
XFMP/01	Thursday 2 February 2012	The Courtyard	7pm to 9pm

In-house      A bespoke finance in-house session is available

## Roles and responsibilities for governors (new)

This course helps governors to understand the respective roles and responsibilities of headteachers and governing bodies. This includes the strategic role and how this relates to the operational responsibilities of the head. This session will cover self-evaluation of the governing body's contribution to the three roles - strategic, critical friend and accountability, the strategic and operational responsibilities of the governing body and headteacher and legislation relating to the responsibilities of the governing body.

Face to face course:	Date	Venue	Time
XRRG/01	Tuesday 7 February 2012	The Courtyard	7pm to 9pm

In-house This course is available as an in-house session

## Secondary governors' briefing and network (new)

This new session will offer extra support to secondary governors. This will highlight the issues that governors should be reflecting on in their governing body and will discuss the changes and implications facing the governing body. This will cover the curriculum, school structures, assessments and reporting to parents.

Face to face course:	Date	Venue	Time
XSGB/01	Wednesday 29 February 2012	The Courtyard	7pm to 9pm

## Whole school pay policy

### Topics to be covered include:

- The national criteria for determining classroom teachers' salaries, including teaching and learning responsibilities, special education needs allowances
- The safeguarding arrangements for teachers and the performance related pay elements
- The national criteria for head, deputy and assistant head teachers, advanced skills teachers and excellent teachers including the performance criterion and safeguarding arrangements
- Determining the salary ranges for heads, deputies and assistant heads and pay scales and evaluation schemes for support staff and how all these issues are brought together into a whole school pay policy; the process for making decisions about pay for all staff and how appeals against the annual assessment should be handled

### Face to face course:

XSP/01

### Date

Thursday 1 March 2012

### Venue

The Courtyard

### Time

7pm to 9pm

## Statutory inspection of Anglican schools (SIAS) and 'excellence and distinctiveness'

Where are you in the SIAS inspection cycle? As the school reviews its SIAS self evaluation materials, are there new ideas and issues to be considered? How distinctive and effective was our school judged to be as a church school in the first inspection cycle? What are the goals and challenges for us as we move the school forward? This course will also include an opportunity to look at the national religious education document 'excellence and distinctiveness' on religious education in church schools. Please note: this document relates particularly to voluntary aided schools, but will also be useful to voluntary controlled schools).

### Face to face course:

\*CSI/01

### Date

Thursday 1 March 2012

### Venue

Ely diocesan office

### Time

7pm to 9pm

## Education of children in care

Every school should have one nominated governor with responsibility for children in care, but every governor shares the responsibility to ensure that these vulnerable children achieve their full potential in the school. The governing body must be aware of the responsibilities for schools, statutory requirements for staffing; the responsibilities for governors and this is important.

Face to face course:	Date	Venue	Time
XCIC/01	Monday 19 March 2012	The Courtyard	6pm to 7.30pm
E-learning	GEL: Looked after children Modern Governor: Looked after children		
In-house	This course is available as an in-house session		

## Governors supporting higher ability learners

- Would you like to find out how schools can develop programs to support and challenge students who are higher ability learners
- As a school governor how can I support the school in the work with higher ability learners

This session will help raise your awareness of this important aspect of education and inclusion in Peterborough primary and secondary schools.

### Topics to be covered include:

- General awareness raising and information about personalised learning
- General awareness raising and information about 'higher ability learners'
- The associated role of governors

Face to face course:	Date	Venue	Time
XPLP/01	Wednesday 21 March 2012	The Courtyard	6pm to 7.30pm

## The role of the special educational needs governor

This twilight session is aimed at helping the governors with responsibility for special educational needs (SEN) to understand how to best support schools in their work with pupils with SEN.

### Topics to be covered include:

- What are your responsibilities and duties
- Role and relationship of SEN governors, parents, head, other school staff and educational professionals
- How to develop a successful partnership
- Effective use of available resources

Face to face course:	Date	Venue	Time
XSEN/01	Tuesday 27 March 2012	The Courtyard	5pm to 7.30pm

## Minority ethnic achievement – managing English as an additional language (EAL) / new arrivals in schools

The number of minority ethnic pupils in Peterborough primary and secondary schools has increased significantly over the past few years and our schools have developed a range of strategies to meet their needs. This course plans to consider how governors can support their schools to build on this good practice.

### Topics to be covered include:

- Who are these children and why are they here
- How to develop best practice for the inclusion and achievement of these children

Face to face course:	Date	Venue	Time
XMEA/01	Tuesday 8 May 2012	The Courtyard	6.30pm to 8.30pm

In-house      This course is available as an in-house session

## Recruitment and selection in schools

### Topics to be covered include:

- The legal requirements under the Education Act 2002 and the School Staffing Regulations 2003 for the recruitment and appointment of staff in schools
- The Department for Education (DfE) guidance document 'safeguarding children and safer recruitment in education' (January 2007)
- The impact of education and employment legislation on the recruitment selection process, e.g. part time staff and staff on fixed term contracts
- Good practice in advertising, short listing, interviewing, appointing and inducting staff in schools, with particular reference to the DfE guidance on Safer Recruitment
- Reference to the DfE online and face-to-face training for governors and heads

### Face to face course:

### Date

### Venue

### Time

XSR/01

Tuesday 3 July 2012

The  
Courtyard

7pm to  
9pm



## Venue addresses

The Courtyard  
(Previously known as Hereward School)  
Reeves Way  
Peterborough  
PE1 5LQ

Telephone: (01733) 863793

**(Maps will be provided when bookings are confirmed)**

## Governor services team contact

Susie Hall  
Head of Equality and Governance

Telephone: (01733) 863697

Sally Weald  
Assistant Governor Services Manager

Telephone: (01733) 863720

Anna Ward  
Business Support Officer

Telephone: (01733) 863642

Liz Everitt\*  
Business Support Assistant  
\*Afternoons only

Telephone: (01733) 863701

Fax number: (01733) 863641  
Email: [governor.development@peterborough.gov.uk](mailto:governor.development@peterborough.gov.uk)