

ANNUAL TRAINING PROGRAMME 2014 TO 2015

HEALTH CHECK – The sessions for the Spring and Summer Terms may be subject to change.

We will run all sessions that have a minimum of 10 governors attending. If we don't know that you wish to attend and numbers are less than the requirement then the session will be cancelled. So if you are wanting to attend any of the following sessions please book your place via EMS online, or via Paula Rayson – prayson@somerset.gov.uk or via telephone on 01823 348260.

Note all sessions run from 7-9pm unless otherwise stated

| Accessing Additional Grant Funding | | |
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| Autumn Term - | 22 October 10 December | St Paul's CofE Junior, Shepton Mallet Beech Grove Primary, Wellington |
| Spring Term - | 24 March 11 February | Crewkerne Area Taunton Area |
| Summer Term – | 28 April 3 June | Bridgwater Area Yeovil area |

| Budgeting and Budget Monitoring | | |
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| Autumn Term - | 11 November 01 December | Ilchester Primary School Bridgwater Area |
| Spring Term - No sessions will be run in the spring term | | |
| Summer Term - | 30 April 12 May | Street area Taunton area |

| Chairs Meeting | |
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| Autumn Term | 21 October – Milford Junior School, Yeovil 23 October – St George's Catholic School, Taunton 04 November – Whitstone Academy, Shepton Mallet 06 November – Somerset Bridge Primary, Bridgwater 10 November – Minehead First School |
| Spring Term | 10 February – Bridgwater 12 February – Shepton Mallet 24 February – Taunton 26 February – Yeovil 02 March – Minehead |
| Summer Term | 19 May – Taunton 21 May – Yeovil 02 June – Bridgwater 04 June – Shepton Mallet 08 June - Minehead |

| Church School Distinctiveness | |
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| Autumn Term | 24 September – Holy Trinity C of E Primary, Yeovil 09 October – Taunton area (venue to be confirmed) 21 October – St Benedict's CofE VA Junior School, Glastonbury |
| Spring Term | 27 January – South Somerset 26 February – Mendip 05 March – Bridgwater |
| Summer Term | 20 May – Taunton 09 June – Mendip |

| Clerks' Briefings (9.15am to 12.30pm) | |
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| Autumn Term | 08 September – The Canalside Centre, Bridgwater 09 September – Taunton Race Course 11 September – Kilver Court, Shepton Mallet 16 September – Yeovil Town Football Club 18 September - Northfield Hotel, Minehead |
| Evening Session (5pm – 8pm) – Elmhurst Junior School, Street | |
| Spring Term | 12 January – Mendip area 14 January – West Somerset 16 January – South Somerset |

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| 20 January – Sedgemoor 22 January – Taunton |
| Evening Session (5pm to 8pm) – Street Area |
| Summer Term 20 April – Taunton 22 April – South Somerset 24 April – Sedgemoor 28 April – Mendip 30 April – West Somerset |
| Evening Session (5pm to 8pm) – Street Area |

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| Clerks Induction (9am to 3.30pm) |
| Autumn Term 4 September – SELT offices Taunton |
| Spring Term 8 January – SELT offices Taunton |
| Summer Term 16 April – SELT offices Taunton |

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| Data - General |
| Autumn Term 23 September – Elmhurst Junior School, Street 20 October – Bridgwater Area 01 December – Yeovil Area |
| Spring and Summer Terms – no sessions at this time booked to run |

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| E-safety |
| Autumn Term 26 November – Whitstone Academy, Shepton Mallet |
| Spring Term 04 February – Bridgwater area 03 March – Yeovil area |
| Summer Term 06 May – Taunton area |

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| Headteachers' Performance Management (6.30pm to 9pm) |
| Autumn Term 10 September – St George's Catholic School, Taunton* 11 September – Holy Trinity C of E Primary, Yeovil* 07 October – The Canalside Centre, Bridgwater 08 October – Whitstone Academy, Shepton Mallet 13 October – Wellsprings Primary, Taunton 14 October – Crewkerne area (venue to be confirmed) 16 October – Dulverton Middle School |

*rescheduled summer term 2014 meetings

Spring Term – no sessions will be run in the Spring Term

Summer Term – 22 April – Yeovil area
29 April – Taunton area
14 May – Shepton Mallet
9 June – Bridgwater area

Headteacher Recruitment

Autumn Term 30 September – St George’s Catholic Primary, Taunton

Induction training for New Governors’

Autumn Term – Saturday Double Sessions (9.15am to 1pm)

20 September – Long Sutton Golf Club
27 September – Taunton Rugby Club
11 October – Kilver Court, Shepton Mallet
18 October – The Canalside Centre, Bridgwater

Autumn Term – Two Evening Sessions (7-9pm)

03 and 17 November – Maiden Beech Academy, Crewkerne
11 and 25 November – Wellsprings Primary, Taunton
20 November and 04 December – St Paul’s C of E Junior, Shepton Mallet
27 November and 11 December – Bridgwater Area

Spring Term - Saturday Double Sessions (9.15am to 1pm)

10 January – South Somerset area
24 January – Taunton area
31 January – Shepton Mallet area
7 February – Bridgwater area

Spring Term - Two Evening Sessions (7 – 9pm)

24 February and 10 March – Yeovil area
4 March and 18 March – Taunton area
9 March and 23 March – Bridgwater area
12 March and 26 March – Shepton Mallet area

Summer Term – Saturday Double Sessions (9.15am to 1pm)

18 April – South Somerset area
09 May – Shepton Mallet area
16 May – Bridgwater area
06 June – Taunton area

Summer Term - evening – no evening sessions will be run this term

Introduction to Financial Management for Academies

Autumn Term 12 November – Bridgwater area (venue to be confirmed)

Spring Term – no sessions will be run in the spring term

Summer Term 11 May – Taunton area

Managing the Business (9.30am to 3pm)

A training session that **has** to be attended by the Clerk, Chair and Headteacher

12 March – Kilver Court, Shepton Mallet

20 March – Dillington House, Ilminster

Monitoring the School Development Plan (SDP)

Autumn Term 25 September – Maiden Beech Academy, Crewkerne
02 October – Coxley Primary School
16 October – Blackbrook School, Taunton
20 November – Yeovil area (venue to be confirmed)

Spring Term - 28 January – Bridgwater area

Summer Term - 20 April – Wellington area
23 April – Puriton
28 April – Crewkerne area
20 May - Street area

New Chairs and Vice-Chairs (sessions run over 2 evenings)

Autumn Term 18 November and 02 December – Taunton area
19 November and 03 December – Shepton Mallet

| Ofsted | |
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| Autumn Term | 02 October – St Michaels Academy, Yeovil 19 November – Wembdon St George C of E Primary |
| Spring Term | 21 January – Shepton Mallet 29 January – Taunton area |
| Summer Term | - no sessions will be run in the Summer Term |

| Primary Curriculum (9.15am to 12 noon) | |
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| Autumn Term | 18 October – Kilver Court, Shepton Mallet 22 November – Taunton Rugby Club |
| Spring term | 17 January – Bridgwater area 07 February – Yeovil area 07 March - Street area |
| Summer Term | 25 April - Taunton |

| RAISEonline | |
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| Autumn Term | 25 September – Bridgwater Area (venue to be confirmed) 21 October – Wellsprings Primary, Taunton 09 December – Shepton Mallet (venue to be confirmed) 25 November – Fiveways Special School, Yeovil (Specifically for Secondary Schools) |
| Spring Term | 25 February – Street area 11 March – Wellington area |
| Summer Term | 05 May – Bridgwater area 07 May – Crewkerne area |

| Safeguarding | |
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| Autumn Term | 08 October – Bridgwater Area (venue to be confirmed) 12 November – Walton C of E Primary, near Street |
| Spring Term | 22 January – Blackbrook School, Taunton 03 February – Crewkerne area |
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| Summer Term | 21 April – Shepton Mallet area 13 May – Yeovil area |
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| School Funding and Accountability | |
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| Autumn Term | 06 October – Birchfield Primary, Yeovil 03 November – Wellsprings Primary, Taunton |
| Spring Term | – no sessions will be run in the spring term |
| Summer Term | 04 May – Shepton Mallet area 18 May – Bridgwater area |

| Somerset Learning Platform (SLP) | |
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| Autumn Term | 05 November – Fairmead School, Yeovil 10 November – Shepton Mallet Area (venue to be confirmed) 13 November – Wellsprings Primary, Taunton 24 November – Bridgwater Area (venue to be confirmed) |

Please keep looking at the website for further details and information on the above sessions and other sessions that might be available in your area.

GOVERNOR TRAINING COURSES - SYNOPSES

1. Accessing Additional Grant Funding

This course aims to provide governors with an understanding of how to source and apply for additional grant funding to benefit school projects, this includes looking at: why you need additional funding, identifying sources available, how to prepare and apply for additional funding. Please note that this course is most effective with a maximum number of 15 governors.

2. Budgeting and Budget Monitoring

This course explains how a school budget is prepared, and the governors' role in approving it. Governors will have an understanding and awareness of their role in monitoring the budget, including an explanation of a financial report. Please note this course is only available to groups of not less than 10 governors.

3. Chairs Part One and Part Two – delivered over two evening sessions

This course has been designed for those new to the role of chair or vice-chair. The sessions will clarify the key functions of the role including: the purpose of the Governing Body, managing the Governing Body, legalities and delegation. The content of Part Two is decided at the end of Part One, thus ensuring that colleagues' own needs and issues are properly addressed.

These sessions provide a superb opportunity for new chairs, or vice-chairs, to share and discuss issues/ideas with others in the same boat.

Target Group: All Chairs and Vice Chairs.

4. Church School Distinctiveness

This course will include information vital to governors of Church of England schools to ensure that they are fulfilling their statutory duties as Church school governors as well as providing the necessary support and direction for the school. This course will provide governors with an understanding of the uniqueness of their school's Church School status and with the tools necessary to safe guard the church school foundation for the benefit of the whole school community. It will enable governors to explore issues of distinctiveness and inclusiveness both vital to a Church of England school in our multi faith world.

Target Group: All governors in Church of England VA and VC Schools

5. Clerks Induction (all day session to include lunch)

In the morning the session will look at contractual arrangements, training & development, professional review and development, advice and support, the work of the GB and where the clerk fits in, preparing for meetings, taking minutes and setting agendas along with the different types and phases of schools, categories of governors and appointment procedures.

In the afternoon the session will cover all areas in regard to the business of the governing body such as the school improvement cycle, the school development plan as a tool for agenda setting, Ofsted inspections, standing orders and terms of reference, policies, the clerk as adviser to the GB and further training and development opportunities.

Target Group: All new clerks to the Governing Body

6. Complaints and Exclusions

Are you worried about serving on a complaints panel or a pupil exclusion review panel? Do you not know what is expected of you or the process during the hearings? Then this course is for you, both clerks and governors. The aim of the session is to confirm what the purpose of each panel is, the process during the hearings and what, as a panel, you should and shouldn't do.

7. Data - General

A course giving governors a general introduction into the types of data available to them including Fisher Family Trust, SIMS, various Dashboards. Presented by the eLIM team.

8. E-Safety

Today we live in an ever moving technological world. Things never stay still and there are many possibilities and opportunities that schools should consider in teaching learners, communicating with parents and interaction with others. However all this work needs to be completed with safeguarding in mind. This session will explore the current research and trends, the responsibility of the school towards its learners, its responsibility towards staff, society views and legal aspects of e-safety. It will provide chances to discuss issues as well as providing resources and ideas. Delivered by an accredited CEOP Ambassador, national e-safety award assessor and acknowledged e-safety expert who has a thorough knowledge of Somerset schools, it is aimed at all governors of all levels of knowledge, from those who know what a Troll is to those who think they still live under bridges in fairy tales.

9. Headteacher's Performance Management – its key role in driving school improvement - NOTE course is 2½ hours

This session will incorporate some interactive group activity to enable effective performance management of the headteacher to improve teaching, leadership and management

Objectives:

- a) Clarify the delegated remit of the Headteacher's Performance Review (HTPR) Panel
- b) Illustrate the link between self-evaluation, school improvement planning and the appraisal/performance management process
- c) Explain how to plan and complete a HTPR meeting cycle (including mid-year review & the role of the External Adviser)
- d) Write a SMART performance objective based on the National Standards for Headteachers

- e) Demonstrate how to make a HTPR Panel pay progression recommendation, report back to the Board of Governors and keep the Individual School Range under review

10. Headteacher Recruitment

Appointing a new headteacher will be one of the most important things you do as a governing body. When your headteacher announces their intention to leave, you should avoid rushing into advertising for a new headteacher without careful preparation and planning. The more preparation you can do beforehand the less stressful you will find it at the time it happens. This session will take you through the steps you need to consider in appoint a new headteacher.

11. Health & Safety Management

Every school needs to have Health and Safety Management Systems. Their effectiveness needs to be monitored and reviewed regularly. This course covers the basic responsibilities of governors in respect of Health & Safety including such topics as: asbestos management, the escalation procedure, maintenance of buildings and equipment, self-managed projects, risk assessment and off-site activities. The content of the session is flexible and governors will be able to raise issues for discussion.

12. Induction for new governors (2 evening sessions or a Saturday morning)

Part One is designed to help new governors develop their understanding of education policy and practice; the Five Outcomes; the key elements of governance; the responsibilities of Governing Bodies and of Headteachers; the rights of governors to support and development and what is expected of them.

Part Two is designed to give new governors a deeper understanding of the three core roles of governors and examples of the main ways in which they are carried out.

The Saturday morning course amalgamates both Part One and Two into one session.

Target Group: All new Governors

13. Introduction to Finance for Academy Governors

The aim of the course is to look at and raise awareness of:

- Background to Academies
- Recap on financial implications of conversion
- Funding for Academies
- Roles and responsibilities of Academy Governors
- Audit requirements
- Key financial returns

14. Managing the Business - Heads, Chairs and Clerks

The way in which Headteacher, Chair of Governors and clerk work together is crucial to the success of the Governing Body. Together they agree the agenda and prepare most of the governors' paperwork. How can we ensure that governors' business is transacted efficiently and thus contributes to Governing Body effectiveness? We will explore the three distinctive roles and ways in which, working together, these three key players can lead the team.

Target Group: Heads, chairs and clerks from participating schools, where all three are able to attend the course together

15. Media

A session run by Somerset County Council's media department on what to do and where to go for support when newspapers and TV cameras are at the door when you have had a poor Ofsted or a critical incident.

Target Group: All governors and clerks who have, or might have, dealings with the media

16. Monitoring and Evaluating your School Development Plan

This session looks at how to develop a monitoring calendar for the SDP that complements the school's own monitoring programme, with a view to developing the capacity of the GB and providing governors with structure and focus in this essential role. We also study actual examples of a monitoring calendar throughout the academic year and a monitoring pack that includes ideas on what to look for during visits; possible questions for pupils and staff and a framework for a work scrutiny event. Additionally we consider how the GB can use its meetings to monitor the SDP, and how this activity needs to be linked to the school's budget.

17. Ofsted

This session will take governors through the inspection framework and process and how governors prepare for it. Governors will have an understanding of how to use the Framework document as a tool to underpin the work that they do and enable governors to identify key actions that arise.

18. Primary Curriculum

The school curriculum comprises all learning and other experiences that each school provides for its pupils. These sessions will cover the requirements of the new primary curriculum and key issues for governors.

19. RAISEonline – Understanding Pupil Performance Data

The session provides an opportunity for governors to gain a better understanding of the data made available to schools, which should inform priorities for improvement by identifying areas of relative strength and weakness.

20. Safeguarding

Schools must have robust safeguarding policies and procedures which should include child protection, safer recruitment, allegation management and disciplinary policies, procedures and guidance. There should be a designated and trained child protection person together with a nominated governor for child protection in place in every school. The nominated governor needs to have enough basic knowledge of the nature of child protection to fulfil their scrutinising role and ensure schools fulfil their responsibilities, even though governors are not involved in individual cases.

This training session will use a short case scenario to examine what signs of concern staff need to be aware of, and what action they may need to take. There will then be discussion around the role of the nominated governor in ensuring that proper policies are in place for handling cases of suspected abuse and neglect. The second element will look at the key principles of safer recruitment, drawing on DfE Guidance and managing allegations against staff.

21. SLP (Somerset Learning Platform)

A shorter session on how governors can navigate their way around the SLP and how to make best use of it. Requested by the clerks for their governing bodies!

22. Staff Appraisal and Pay

This course focuses on the new requirements for staff performance management and its relationship with pay. It ensures governors have some real understanding of their pay policy and looks at examples of staff appraisal systems and how governors can be assured that the system in school is working well and thus, hopefully, avoid any appeals.

The above list is not exhaustive - if you don't see a topic listed please do get in touch with us as we may be able to accommodate your requirements.