

Bracknell Forest Governor Training and Development Programme



Governor Competency Framework spotlight on People and Compliance

This term we are focussing on two of the six features of effective governance:



People that govern need to form positive working relationships with

their colleagues to function well as part of a team. They need to be able to relate to staff, pupils/students, parents and any other stakeholders. but also connect to a wider education system in order to enable effective delivery of the organisations strategic priorities. In Bracknell Forest, we encourage training not just for the benefit of what you might learn from the tutor but also to facilitate discussions with other governors.

We also share any documents that might be a basis for you to tailor and improve your school rather than starting with a blank sheet.

Governance is an ongoing learning journey and sharing ideas and issues can positively contribute to our development and effectiveness.

A key relationship is with the headteacher so an initial visit for all new governors to tour the school and chat with the headteacher can accelerate their engagement and understanding. The competency framework identifies the skills and behaviours required in building an effective team from both individuals and the chair. We have used these as a basis for a one page “evaluate yourself” document which can assist governors in looking back over the past year and identifying areas for improvement in your role. Our priority is improving the education delivered to every child in our school. Therefore we should all annually assess our own contribution - we also have one for chairs to evaluate their own performance so do ask governor services if you would like a copy of either of these via governors.helpdesk@bracknell-forest.gov.uk



Compliance is important to ensure all

those involved in governance understand the legal frameworks and all the requirements with which it must comply. The framework lists the knowledge required but also identifies the skills and effective behaviours and one of these is to “speak up when concerned about non-compliance”.



The board is accountable and checks must be in place so they can “strategically hold the Headteacher to account”

Many of these actions are not undertaken by board members such as writing policies or inputting information on the website but we do need to ensure the school is compliant. We need systems in place and to ask the strategic questions. E.g. as new staff join your school this September, do you know how safeguarding guidance is shared with them to ensure all members of staff are fully aware and are adhering to the Policies and procedures. As with all aspects of governance there is a way to ask questions and an appropriate time, but we are accountable to the children so should all be prepared to speak up if concerned.

The competency framework for governors also states that the chair should ensure the board receives appropriate training where required on issues of compliance. However, do governors know their gaps in knowledge, so take advantage of the wide variety of training offered.

The clerk to governors provides an invaluable contribution to the efficiency, effectiveness, productivity and compliance of the governing board. In the clerking competency framework the role of the clerk is to ensure that the board works in compliance with the appropriate legal and regulatory framework, and understands the potential consequences for non-compliance.

Briefings, Induction & Development Conference

Clerks' Briefing
Thursday 19 September
 13:00 - 14:30
 Open Learning Centre

To provide information to governing bodies, via the clerk, of relevant actions and information that need to be considered during the term. Briefing papers will be circulated at the meeting. For maintained schools and academies.

Agenda is circulated prior to meeting.
Booking is required.

Course Code: BG002



Chairs' Briefing
Thursday 7 November
 19:30 - 21:00
 Open Learning Centre

Current initiatives will be discussed with the opportunity to ask questions of the Executive Member for Children, Young People and Learning and the Assistant Director for Education & Learning.

Agenda is circulated prior to meeting.
Booking is required.

If the Chair cannot attend, please make every effort to ensure that another governor attends in their place to hear key messages and information.

For maintained schools and academies.

Course Code: BG003



Induction for New Governors
Tuesday 1 October
 9:15 - 15:00
 Open Learning Centre

All maintained and academy governors must attend the training, ideally within six months of appointment or election. Clerks are also encouraged to attend.

Aim: Using the competency framework for governance to introduce new governors to their role and responsibilities, thereby enabling them to contribute fully and effectively to their governing body.

Content: Identify how the people and structures work together to discharge the roles of:-

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Provider: Fiona Edwards, Associate Trainer

Course Code:
 BG001



Governor Development Conference
Friday 6 March 2020
 9:00 - 16:00
 Easthampstead Park Conference Centre

'Ensuring Quality - The Pursuit of Happiness'

Governors (including HeadTeacher), associate members and clerks can attend by booking a place. Two places are offered free per school as part of the Governor Services SLA with a small charge for additional attendees..

Agenda, speakers and how to book to be issued soon.



The Pursuit of Happiness

Safeguarding for Governors
Tuesday 8 October
 12:00 - 15:00
 Open Learning Centre

Target audience: This is essential training for governors with responsibility for Child Protection (CP) and Safeguarding in maintained schools and academies. It is also beneficial for all governors. Clerks will also find this course useful and are encouraged to attend.

Aim: To support governors in understanding their monitoring responsibilities in relation to safeguarding issues.

Content:

- Outline of CP procedures.
- Update on current legislation and the responsibilities of schools and governors.
- Learning from recent serious case reviews.
- The concept of significant harm and the four categories of abuse.
- Creating a protective working environment and a 'safe culture' within schools.

Provider: Debbie Smith, Safeguarding and Inclusion Team Manager

Course Code: BG005



****NEW COURSE****

Managing School Complaints
Tuesday 24 September
 19:00 – 21:00
 Open Learning Centre

Target audience: All governors and clerks for maintained schools and academies.

Aim: To outline the statutory requirements on schools and governing boards in terms of how they manage complaints.

Content:

- Statutory requirements including the differences for maintained schools and academies
- Best practice and recommendations re the school complaints procedure
- Handling concerns and complaints including investigations and panels
- Dealing with serial/persistent complaints.

Provider: Rebecca Walker, Associate Trainer

Course Code: BG004



****NEW COURSE****

Role of the Development Governor
Thursday 10 October
 19:00 – 21:00
 Open Learning Centre

Target audience: Current Development and Training Governors and aspiring, as well as Chairs and Clerks who would like to join their Development Governor in discussing their role. For maintained schools and academies.

Aim: To explore how to work with your board to identify training and development needs.

Content:

- Explain the job description and what that means in practice.
- Ensure a broad and effective induction process is in place and your role in vacancy management and succession planning.
- Identify tools available such as skills audits, training reports and self-evaluation packages to develop your governing body's effectiveness.
- Motivate and equip you in this role to support your school in delivering the best outcomes for pupils.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG006



Chairs and Headteachers: Working Together on the Strategic Direction (repeat from summer)
Tuesday 15 October
 17:00 – 19:00
 Open Learning Centre

Target audience: New and experienced Chairs of governors and Headteachers. The course would be most beneficial when Chairs and Headteachers attend together. For maintained schools and academies.

Aim: Reflect on how governors work with headteachers to ensure clarity of vision, ethos and strategic direction.

Content:

- The governing body is responsible for setting the culture and ethos—how do the Head and Chair establish and maintain it;
- The governing body in partnership with the leadership should determine a clear vision—explore how that occurs in practice;
- Examine the distinction between governors and management and how that can be shared effectively within the governing body.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG007



****NEW COURSE****

Learning Improvement Strategy & Education Inspection Framework
Wednesday 23 October
 19:00 - 21:00
 Open Learning Centre

Target Audience: All governors and clerks for maintained schools and academies.

Aim: To introduce the new Learning & Improvement Strategy & provide updates on the new Education Inspection Framework.

Content:

- Introduce the Learning Improvement Strategy and explore the key themes
- Consider how these priorities are reflected in School Development Plans
- Consider the role of governors in school development planning
- Provide updates on the Education Inspection Framework following the pilot inspections
- Consider the implications for school governors

Provider: Standards & Effectiveness Team
Course Code: BG008



****UPDATED COURSE****

Being an Effective Governor
Thursday 14 November
 19:00 - 21:00
 Open Learning Centre

Target audience: All governors who have held the position for at least 2 years. For maintained schools and academies.

Aim: To refresh governors knowledge of their key roles and responsibilities and then evaluate next steps to further development and contribute more effectively to on-going school improvement.

Content:

- Review of roles and responsibilities including impact of new Ofsted framework;
- Self evaluate strengths and identify on development areas;
- Share possible issues and good practice;
- Identify next steps both personally and your impact on governing body development and school improvement.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG011



Training on Education Finance

Target Audience: Maintained Schools

Governors who have attended the induction training for new governors and those on the Finance Committee and anyone interested in Education Finance.

Provider: Paul Clark, Finance Business Partner

Introduction to Education Funding and School Budgets
Tuesday 5 November
 18:30 - 20:00 Open Learning Centre

Aim:

To provide an outline guide on Education Funding and School Budgets and to inform governors of their responsibilities.

Content:

- Overview of how education funding works;
- How school budgets are calculated in Bracknell Forest Local Authority;
- Income sources to school;
- The role of the governing body in setting and approving the school budget;
- Strategic financial planning.

Course Code: BG009



Introduction to the Financial Framework that governs schools
Tuesday 12 November
 18:30 - 20:00 Open Learning Centre

Aim:

To provide an outline guide on the Financial Framework that governs schools and to inform governors of their responsibilities.

Content:

Overview of key regulatory documents:

- the Scheme for Financing Schools;
- Contract Standing Orders;
- the Procurement Manual.

The role of the governing body in:

- delegating powers
- completing the School Financial Value Standard

Course Code: BG010



****UPDATED COURSE****

Governors' Role in Pupil Premium & Evidence Based Approaches
Wednesday 20 November
 19:00 – 21:00
 Open Learning Centre

Target audience: This course is appropriate for governors of Maintained schools and Academies.

Aim: The session is designed to give governors a greater understanding of their responsibilities in relation to pupil premium.

Content: Through presentations, activities and discussion:

- Drawing on the most recent research, what does good and outstanding provision for disadvantaged pupils look like in schools?
- What is the role of the Pupil Premium governor?
- What are the responsibilities of the governing board?
- What questions should governors be asking in relation to the Pupil Premium?

Provider: Zoe Livingstone, Standards & Effectiveness Partner
Course Code: BG012



Effective Chairing of Meetings
Tuesday 26 November
 19:00 - 21:00
 Open Learning Centre

Target Audience: All governors for maintained schools and academies.

Aim: This course is designed to practically equip governors to chair committees and in the light of effective succession planning, empower them to possibly take on chair and vice chair roles.

Content: Through training, discussion and practical tasks it will address:-

- Agenda planning and working with the clerk.
- Chairing effective meetings and practice scenarios.
- Developing governors' skills and addressing potential issues.

Provider: Associate Trainer
Course Code: BG014



****NEW COURSE****

Governors Role in Behaviour Management
Thursday 21 November
 19:00 – 21:00
 Open Learning Centre

Target audience: All governors for maintained schools and academies.

Aim: To clarify the governors strategic role in behaviour and attitudes and how to evaluate impact.

Content:

- Reviewing the statement of general principles.
- Exploring how the school promotes good behaviour to enhance learning.
- Ensuring consistency in the sharing of policies and procedures including monitoring data.
- Holding the school to account for low level disruption and bullying.

Provider: Fiona Edwards, Associate Trainer and Ruari Hignell, Behaviour Support Team

Course Code: BG013



Chair Development Programme
Thursday 7 November, Thursday 6 February, Thursday 21 May
 17:00 to 21:00
 Homer First School, Windsor

Department for Education (DfE) funding worth £500 to cover your training.

Deadline for booking Monday 16 September 2019, please book via the [application form](#) Windsor and Maidenhead - Cohort 2

The Professional Clerk
Friday 4 October & 24 January
 10:00 to 13:30
 Holiday Inn Farnborough

Department for Education (DfE) funding worth £350 available towards your training. The additional cost of the training is £50.

Please complete the registration form here: [Participant registration form](#) and quote programme code: Hants_BL6



Forthcoming Governor Training - Spring 2020

Clerks Briefing

Thursday 23 January 2020

13:00 - 14:30

Open Learning Centre

Chairs Briefing

Thursday 13 February 2020

19:30 - 21:00

Open Learning Centre

Induction training

**Monday 20 & 27 January 2020
(two evenings)**

19:00 - 21:30

Open Learning Centre



To get started, use the link below to register for free e-learning:

<https://nga.vc-enable.co.uk/>

Governor Training Bookings

Courses for which fewer than ten governors have booked will be subject to cancellation.

Having booked a course, please let us know if you are unable to attend. Please telephone

Sue Shields - 01344 354385

sue.shields@bracknell-forest.gov.uk

PLEASE do inform us if you are unable to attend.

When a governor applies for a course and does not attend, the school will be charged £50 unless we have been notified in advance.

Venues

Bracknell Forest Easthampstead Park Conference Centre



Off Peacock Lane, Wokingham.
Do not rely on the postcode for directions, please download their map for accurate information at www.eastpark.co.uk/



Bracknell Open Learning Centre

Rectory Lane, Easthampstead, Bracknell, RG12 7GR (next to Brakenhale School)

<http://www.bracknell-forest.gov.uk/bracknellopenlearningcentre>

Term Dates

Autumn Term 2019

Wed 4 Sept - Thurs 19 December

October half term:

Mon 28 Oct - Fri 1 Nov

Spring Term 2020

Mon 6 January - Fri 3 April

February half term:

Mon 17 February - Fri 21 February

Summer Term 2020

Mon 20 April - Wed 22 July

May half term:

Mon 25 May - Fri 29 May

Teacher Training Days (INSET) are specified by the Headteacher and governors of each school except 3 September which is set.

GOVERNOR & CLERK DEVELOPMENT BOOKING FORM

All governors, associate members and clerks who have bought into the Governor Services Service Level Agreement (SLA), are entitled to attend training sessions at no additional cost.

PERSONAL DETAILS

SURNAME: _____ FORENAME: _____

TITLE: MR MRS MISS MS OTHER

HOME ADDRESS: _____

POSTCODE: _____

TEL NO: _____

MOBILE NO: _____

EMAIL ADDRESS: _____

SCHOOL DETAILS

SCHOOL NAME: _____

POST HELD: _____

SPECIAL REQUIREMENTS

If you are unable to manage stairs, please complete this 'special requirements' box so that an alternative room may be sought on the ground floor of any of the venues used or ensuring a lift is available.

Special requirements e.g. Access (difficulty with stairs) (please specify)

Special Dietary requirements? (please specify)

Please return this form to Sue Shields:-

By post: Sue Shields,
Open Learning Centre, Rectory Lane, Easthampstead, Bracknell, RG12 7GR

By tel: **01344 354385** **By Email:** sue.shields@bracknell-forest.gov.uk

Data Protection Statement: The information you have provided will be used for the purpose of governing body support and training only. We will not disclose any information about you to outside organisations or third parties without your written consent, unless there is a legal requirement to do so.

DATE	COURSE TITLE	TIME & VENUE	CODE	TICK TO BOOK A PLACE
Thursday 19 September	Clerks' Briefing	13:00 - 14:30 Open Learning Centre	BG002	
Tuesday 24 September	Managing School Complaints	19:00 – 21:00 Open Learning Centre	BG004	
Tuesday 1 October	Induction for New Governors	09:15 – 15:00 Open Learning Centre	BG001	
Tuesday 8 October	Safeguarding for Governors	12:00 – 15:00 Open Learning Centre	BG005	
Thursday 10 October	Role of the Development Governor	19:00 – 21:00 Open Learning Centre	BG006	
Tuesday 15 October	Chair and Headteacher Working Together on the Strategic Direction	17:00 – 19:00 Open Learning Centre	BG007	
Wednesday 23 October	Learning Improvement Strategy & Education Inspection Framework	19:00 – 21:00 Open Learning Centre	BG008	
Tuesday 5 November	Introduction to Education Funding & School Budgets	18:30 – 20:00 Open Learning Centre	BG009	
Thursday 7 November	Chairs' Briefing	19:30 - 21:00 Open Learning Centre	BG003	
Tuesday 12 November	Introduction to the Education Framework that governs schools	18:30 – 20:00 Open Learning Centre	BG010	
Thursday 14 November	Being an Effective Governor	19:00 – 21:00 Open Learning Centre	BG011	
Wednesday 20 November	Governors' Role in Pupil Premium & Evidence Based Approaches	19:00 – 21:00 Open Learning Centre	BG012	
Thursday 21 November	The Governors' Role in Behaviour Management	19:00 – 21:00 Open Learning Centre	BG013	
Tuesday 26 November	Effective Chairing of Meetings	19:00 – 21:00 Open Learning Centre	BG014	
Friday 4 October & 24 January	The Professional Clerk* (*£50 cost to school)	10:00 – 13:30 Holiday Inn, Farnborough	Hants_ BL6	Booking via dedicated website
Thursday 7 November, Thursday 6 February, Thursday 21 May	Chair Development Programme	17:00 – 21:00 Homer First School, Windsor	W&M_2	Booking via dedicated website