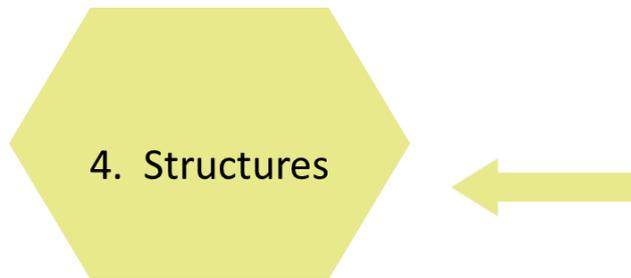


# Bracknell Forest Governor Training and Development Programme



## Governor Competency Framework spotlight on Structures



The governor Competency Framework states that understanding and designing structures through which governance takes place is vital to avoid unclear and overlapping responsibilities that can lead to dysfunctional or ineffective governance arrangements.

The primary bullet point under knowledge is the role, responsibilities and accountabilities of the board, and its three core functions. It is therefore not surprising that in much of our training we remind ourselves of our roles and responsibilities. The second bullet point talks of the strategic nature of our role as we covered in the last training programme but it is also important that we understand that, particularly if we are part of an academy trust. We need to be clear what we are accountable for and what is delegated to us. Schemes of delegation and terms of reference are therefore documents to be regularly consulted to ensure accuracy in how governor functions are organised and delegated including where decisions are made.

It is therefore good to re-visit committee structures to ensure they are fit for purpose and appropriate to the size and complexity of the school. We should never fall into the trap of "that's how we've always done it" but it is also ok to change back from a new idea if it isn't working for your governing body.

Our key role is focusing on ongoing school improvement and the underlying question should always be what is the impact on the children, so structures should result in effective governance arrangements that achieve this aim. It is not beneficial to spend large amounts of meeting time reorganising ourselves to the detriment of school improvement discussions, but self-evaluation and improvement should not be neglected if that is strategically beneficial.

### Governor Development Conference

**Friday 8 March**  
**9:00 - 16:00**  
**Easthampstead Park Conference Centre**

**'Ensuring Quality' - Focusing on what really matters**

Governors (including HeadTeacher), associate members and clerks can attend by booking a place. Attendance is free as part of the Governor Services SLA.

Agenda, speakers and how to book can be found on the dedicated website here

<https://crmservices.wixsite.com/bfcg19>



**Focusing on What Really Matters**

## Briefings and Induction

### Clerks' Briefing Tuesday 29 January 13:00 - 14:30

Bracknell Open Learning Centre

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

Agenda is circulated prior to meeting.  
Booking is not required.

**Course Code:** BG30



### Chairs' Briefing Thursday 28 February 19:30 - 21:00

The Stables, Easthampstead  
Park Conference 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.

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

**Course Code:** BG31



### Induction for New Governors Tuesday 22 January 9:15 - 15:00

Bracknell Open Learning Centre

All governors should 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 the executive leaders to account for educational performance;
- Overseeing the financial performance.

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG29



### Chairs' and Vice Chairs' Forum Wednesday 13 February 19:00 - 21:00

Education Centre

**Target Audience:** Chairs and Vice Chairs from primary and secondary schools

**Aim:** An opportunity to meet and discuss current issues and practice.

**Content:** Sessions will be facilitated with contribution from the trainer but the emphasis will be on individuals making links with others, with a view to sharing good practice and learning from each other.

**Governors Involvement in Pay and Performance Management. 4 years on from major changes, what have we learnt.**

If you wish to discuss specific topics please let us know in advance via -  
[governors.helpdesk@bracknell-forest.gov.uk](mailto:governors.helpdesk@bracknell-forest.gov.uk)

**Course Code:** BG40



**The Professional Clerk**  
**Friday 11 January & 29 March**  
 9:30am to 1pm  
 Bracknell Open Learning Centre

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

Please book via the [registration form](#) quoting programme reference Bracknell\_BL1.

**Chair Development Programme**  
**Dates, time and venue tbc**  
 The programme will start w/c 11 March 2019 and run for 40 weeks

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

Please register your interest initially with [governors.helpdesk@bracknell-forest.gov.uk](mailto:governors.helpdesk@bracknell-forest.gov.uk)



**Interpreting Secondary School Data**  
**Thursday 17 January**  
 19:00 – 21:00  
 Education Centre

**Target audience:** Secondary governors.

**Aim:** The Department for Education (DfE) introduced **Analyse School Performance** as a replacement for Raiseonline in 2016/17. The purpose of the session is to familiarise school governors with key documents within ASP so that they are confident to evaluate the schools performance and give strategic direction.

**Content:** During the session we will be:

- Reviewing the key sources of school performance data available to governors for KS4
- Providing a guided review of key data documents including the Inspection Data Summary Report (IDSR) and School Position Statement.  
**Participants will be provided with data relating to their own schools**
- Reflecting on how performance data can be used to evaluate school effectiveness, set priorities and monitor the impact of actions taken by school leaders.

**Provider:** Gary Paterson, Standards & Effectiveness Partner  
**Course Code:** BG42



**Training on Education Finance**

**Target Audience:** Governors on the Finance Committee and anyone interested in Education Finance, most relevant for maintained schools.

**Provider:** Paul Clark, Finance Business Partner

**Introduction to Education Funding and School Budgets**  
**Tuesday 22 January**  
 18:30 - 20:00 Education 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:** BG34



**Introduction to the Financial Framework that governs schools**  
**Tuesday 5 February**  
 18:30 - 20:00 Education 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:** BG35



**School Attendance Matters**  
**Thursday 24 January**  
 19:00 – 21:00  
 Education Centre

**Target audience:** All Governors.

**Aim:** To increase awareness of the importance of good attendance at school. To explore and clarify the responsibility of all those involved.

**Content:**

- Responsibility for pupil attendance at school.
- Role of the LA, Governing Body and school.
- How OFSTED judges attendance
- National comparisons & Bracknell Forest trends
- Guidance and information
- Attendance registers and codes for absences.
- Persistent Absence
- Children Missing Education
- Elective Home Education
- "Leave of absence" in term time.
- Promoting good attendance

**Provider:** Marianne Paul, Team Manager, Education Welfare

**Course Code:** BG37



**Creating an ICT Strategic Vision for your school**  
**Wednesday 30 January**  
 19:00 – 21:00  
 Education Centre

**Target audience:** All governors.

**Aim:** To provide tools to challenge and support your school with their ICT strategic vision.

- To develop an understanding of the school strategic vision for ICT.
- To champion the school's use of ICT, ensuring the Governing Body recognises the importance and priorities when allocating resources
- Understanding the promotion of the use and awareness of ICT among the parent community
- Monitor relevant policies including e-safety.

**Content:**

- Looking at key strategic objectives to move your school forward.
- Improving your knowledge of what other schools across the UK are doing within their schools.
- Understanding the many problems associated with inadequate e-safety within schools.

**Provider:** Steve Bogg, Standards & Effectiveness Partner

**Course Code:** BG38



**Being an Effective Clerk**  
**Thursday 7 February**  
 10:00 - 12:00  
 Venue tbc

**Target Audience:** Clerks appointed within the last year or who have not undertaken the course previously.

**Aim:** To explore how the clerk can support their governing body in the most effective way.

**Content:**

This course builds on the clerk's main roles to explore how they can add value and further support the governing body.

This is also an opportunity to meet other clerks and exchange good practice.

**Provider:** Fiona Edwards, Associate Trainer & Rachel Clayton, Governor Services Officer

**Course Code:** BG39



**Meeting the requirements of all learners: Using the SEND Governance Review Guide**  
**Thursday 7 February**  
 19:00 – 21:00  
 Education Centre

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

**Aim:** To understand the purpose of the SEND Governance Review Guide and be able to confidently use it to enhance the influence had on SEND provision across your school.

**Content:** This session will give participants:

- An overview of the corporate responsibility of every governing board member for SEND;
- An understanding of how to effectively challenge and support your school to improve your provision for learners with SEND, and the credible evidence which might be available to do this;
- A starting point for ongoing discussion using the SEND Governance Review Guide as a reflective self-evaluation tool across the school.

**Provider:** Chris Rossiter, Chief Executive, Driver Youth Trust

**Course Code:** BG43



### Safeguarding for Governors

Tuesday 12 March

12:30 - 15:30

Open Learning Centre

**Target audience:** This is essential training for governors with responsibility for Child Protection (CP) and Safeguarding. 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 in Bracknell Forest.
- 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:** BG32



### Governors who are parents or staff making a positive Impact

Wednesday 13 March

19:00 – 21:00

Open Learning Centre

**Target Audience:** All governors but of particular interest to governors who are parents in the school or staff members

**Aim:** To explore the sometimes conflicting roles of being a parent or member of school staff, as well as a governor.

**Content:**

Being a parent or a member of staff provides you with useful perspectives on your school when it comes to your governor contribution. However there may be potential conflicts and difficulties of having two roles and we will examine and discuss these to help you carry out your role effectively.

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG44



### Governors' Role in Exclusions

Wednesday 20 March

19:00 – 21:00

Education Centre

**Target audience:** Governors and Clerks on exclusions panels have to attend training in advance.

**Aim:**

- To outline the most recent government guidance;
- To brief governors on exclusions in BF schools;
- To provide the relevant information to enable governors to understand the exclusion processes.

**Content:**

- Types of exclusions & why exclude?
- Roles and responsibilities.
- Governors' Discipline Committee (GDC), what is it and why?
- Independent review process.

**Provider:** Debbie Smith, Safeguarding and Inclusion Team Manager

**Course Code:** BG36



### Competency Framework - Structures & Succession Planning

Tuesday 26 March

19:00 – 21:00

Education Centre

**Target audience:** All governors and clerks.

**Aim:**

To Understand Structures which are vital to avoid unclear and overlapping responsibilities

**Content:**

- Examine the competency framework "structures" heading to identify knowledge and skills required
- Improving engagement and succession planning
- Using the Development Governor effectively

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG41



## Forthcoming Governor Training - Spring 2019

### Clerks Briefing

**Tuesday 30 April 2019**

(13:00 - 14:30)

Open Learning Centre

### Chairs Briefing

**Thursday 20 June 2019**

(19:30 - 21:00)

Easthampstead Park Conference Centre

### Induction training

**Wednesday 1 May & 8 May 2019**

(19:00 - 21:30)

Fiona Edwards

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](mailto: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 Education Centre / 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/](http://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

### Summer Term 2019

Tues 23 April - Tues 23 July

#### May half term:

Mon 27 May - Fri 31 May

### 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

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

Most courses are held on the second floor at the Education Centre, Easthampstead Park unless stated otherwise. This is accessible only by stairs. If you are unable to manage the stairs up to the Education Centre, please complete this 'special requirements' box so that an alternative room may be sought on the ground floor.

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, Bracknell Forest Education Centre  
Easthampstead Park, Wokingham, RG40 3DF

**By tel:** 01344 354385 **By Email:** [sue.shields@bracknell-forest.gov.uk](mailto: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 17 January	Interpreting Secondary School Data	19:00 – 21:00 Education Centre	BG42	
Tuesday 22 January	Introduction to Education Funding and School Budgets	18:30 - 20:00 Education Centre	BG34	
Tuesday 22 January	Induction for New Governors	9:15 – 15:00 Open Learning Centre	BG29	
Thursday 24 January	School Attendance Matters	19:00 – 21:00 Education Centre	BG37	
Tuesday 29 January	Clerks' Briefing	13:00 - 14:30 Open Learning Centre	BG30	
Wednesday 30 January	Creating an ICT Strategic Vision for your school	19:00 – 21:00 Education Centre	BG38	
Tuesday 5 February	Introduction to the Financial Framework that governs schools	18:30 - 20:00 Education Centre	BG35	
Thursday 7 February	Being an Effective Clerk	10:00 -12:00 Venue tbc	BG39	
Thursday 7 February	Meeting the requirements of all learners: Using the SEND Governance Review Guide	19:00 – 21:00 Education Centre	BG43	
Wednesday 13 February	Chairs and Vice Chairs Forum	19:00 – 21:00 Education Centre	BG40	
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Friday 8 March	Governor Development Conference 'Ensuring Quality'- Focusing on What Really Matters	9:00 – 16:00 Easthampstead Park Conference Centre	BG33	Booking via dedicated website
Tuesday 12 March	Safeguarding for Governors	12:30 – 15:30 Open Learning Centre	BG32	
Wednesday 13 March	Governors who are parents or staff making a positive Impact	19:00 – 21:00 Open Learning Centre	BG44	
Wednesday 20 March	Governors' Role in Exclusions	19:00 – 21:00 Open Learning Centre	BG36	
Tuesday 26 March	Competency Framework - Structures & Succession Planning	19:00 – 21:00 Open Learning Centre	BG41	
Friday 11 January & Friday 29 March	Clerks Development Programme	9:30 - 13:00 Open Learning Centre	Bracknell_BL1	Booking via dedicated website
Programme launch w/c 11 March – actual dates tbc	Chairs Development Programme	16:00 - 20:00 tbc	tbc	Booking via dedicated website