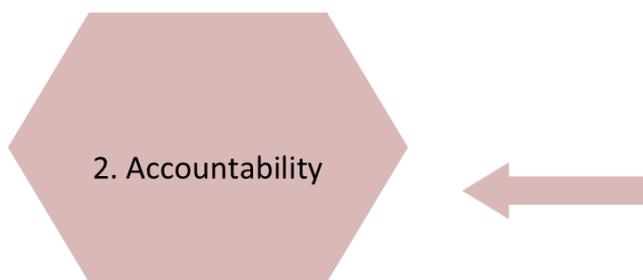


# Bracknell Forest Governor Training and Development Programme



## Governor Competency Framework spotlight on Accountability



It is helpful to remember that we are primarily accountable for the education of every pupil within our school. We should be focussed on ongoing school improvement and should be holding the school leadership to account. The Governor Competency Framework states that governing boards are accountable for the educational standards and financial performance and breaks that down into 6 competencies:-

- Educational improvement
- Rigorous analysis of data
- Financial frameworks and accountability
- Financial management and monitoring
- Staffing and performance management
- External accountability

The knowledge, skills and effective behaviours are detailed for everyone on the board and also specifically for the chair of governors so we should always be looking for appropriate training to improve the effectiveness of the board as a whole.

We are also accountable to Ofsted so understanding the proposed new framework and how that impacts our work as governors is also important. Overall effectiveness will be judged on the proposed key judgements of the quality of education, behaviour and attitudes, personal development and the area that includes governance; leadership and management.

The Headteacher's report is a useful document to demonstrate their accountability to governors – when did you last consider its format and whether it concisely shares all the necessary information with governors to ensure governors are focussed on school improvement?

## Governor Development Conference

On Friday 8th March 2019, 31 schools were represented and we would like to share some of the feedback.



Focusing on What Really Matters

*"A focussed day on the curriculum, very well done throughout".*

*"Really enjoyed this year's conference. Hope we can work with our Heads and SLT to truly impact educational change for our pupils. ONE OF THE BEST".*

*"My first conference as a governor, I have thoroughly enjoyed the day and have gained lots of ideas to take back to school".*

*"Fantastic selection of speakers, interesting to hear the same goal coming from a variety of angles".*

*"The governor conference just gets better every year. The presentations seem to link and flow well".*

## Briefings and Induction

### Clerks' Briefing Tuesday 30 April

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. For maintained and academies.

Agenda is circulated prior to meeting. Booking is required.

Course Code: BG58



### Chairs' Briefing Thursday 20 June

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. 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 and academies.

Course Code: BG59



### Induction for New Governors Wednesday 1 & 8 May 2019

(attend both sessions)

19:00 - 21:30

The Stables, Easthampstead Park Conference Centre

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

**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:  
BG57



### Development Governor Forum

Wednesday 12 June

18:30 - 20:00

Crowthorne CE Primary School

18:30 tour of school 19:00 - 20:00 meeting

Development Governors meet and discuss current and future training needs. An opportunity for the exchange of good practice.

Development Governors offer their schools as the venue which gives attendees the opportunity for a short tour of other schools in Bracknell Forest.

Agendas are circulated prior to meeting.

Booking is required.

Suitable for maintained schools and academies.

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

Course Code: BG65



**Chairs and Headteachers:  
Working Together on the Strategic  
Direction**

**Tuesday 30 April**

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:** BG60



**Managing School Complaints**

**Tuesday 14 May**

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:** BG61



**Competency Framework - Accountability  
Holding the Headteacher to Account**

**Thursday 16 May 2019**

19:00 – 21:00

Open Learning Centre

**Target audience:** All governors and clerks from maintained schools and academies.

**Aim:** To examine the core strategic role as laid out in the Governance Handbook, of holding the Headteacher to account for the educational performance of the school and its pupils, and the performance management of staff

**Content:** Examine what this role means by:-

- Identifying how governors provide a balance of challenge and support to the Headteacher;
- Using the competency framework how do governors hold the head to account for:  
Educational Improvement; Rigorous analysis of data; Financial frameworks and accountability; Financial management and monitoring; Staffing and performance management; External accountability.

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG62



**Safeguarding for Governors  
Tuesday 21 May & Tuesday 11 June  
(attend both sessions)**

19:00 - 21:00

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:** BG66



**Governors' Visits :  
Ensuring they are Effective**  
**Tuesday 4 June 2019**  
 19:00 – 21:00  
 Open Learning Centre

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

**Aim:** Enabling governors to make effective visits that impact improvement.

**Content:**

- To explore why school visits contribute to Governors carrying out their role effectively
- To ensure clarity of a governor visits policy and feedback arrangements
- Evaluate the impact of visits as part of monitoring and evaluation
- Clarify what we should be looking for.

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG63



**New Ofsted Framework: Inspecting  
the substance of Education**  
**Tuesday 18 June**  
 19:00—21:00  
 Open Learning Centre

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

**Aim:** Introduce the new Education Inspection Framework for September 2019.

**Content:**

- Understand the rationale for the changes.
- Ensure that you are fully up to date with the inspection judgement areas and grade descriptions within the evaluation schedule.
- Consider in more detail the 'Quality of Education' judgement and the implications for governor monitoring.
- Explore the role of governors in preparing and contributing to an Ofsted inspection.
- Find out about the frequency and types of inspections, under the new framework.

**Provider:** Rachel Morgan, Assistant Director Education & Learning & Sharon Jones, Standards & Effectiveness Partner

**Course Code:** BG71



**Government's Careers Strategy—  
What Governors Need to Know**  
**Thursday 6 June 2019**  
 19:00 – 21:00  
 Open Learning Centre

**Target audience:** Secondary maintained schools and academies.

**Aim:** To inform Governors of their statutory obligation to provide independent careers advice from year 8 to year 13.

**Content:** Through presentations, activities and discussion:

- We will explore the requirements of the legislation
- Examine methods of meeting the criteria
- Explore the Gatsby benchmarks and share experiences of what has worked for you

**Provider:** Helen Diffenthal, Education Consultant

**Course Code:** BG64



**Engaging Stakeholders**  
**Thursday 27 June**  
 19:00 – 21:00  
 Open Learning Centre

**Target audience:** All governors and clerks from maintained schools and academies.

**Aim:** To explore ways of engaging with those who can contribute to, and assist us to deliver our vision.

**Content:**

- Who are our stakeholders.
- Why do we need to engage.
- Strategies for engagement—especially with the hard to reach.
- Governors' involvement.

**Provider:** Maggi Bull, Associate Trainer

**Course Code:** BG72



## Performance Management

Part I -The regulations

Tuesday 25 June

Part II -The practical side

Tuesday 2 July

Open Learning Centre

19:00 - 21:00

Governors should aim to attend both sessions but may attend just one part, as appropriate.

**Target audience:** This is of interest to all governors but specifically those involved in the Headteacher's performance management panel in maintained schools and academies.

**Note:** As part of succession planning governors need to look ahead and decide who will be on the panel. Governing bodies need to ensure governors are trained to understand performance management and to carry out this key responsibility.

### Part I -The regulations

**Aim:** This session will focus on the theory and regulatory framework behind the governors' role in reviewing the performance management of the Headteacher - a major role of the governing body and integral to school improvement.

#### Content:

- Annual performance management report - what is within and beyond our remit;
- How to ensure the Headteacher's performance management process is effective;
- Details of the Headteacher performance management process;

### Part II -The practical side

**Aim:** To explore practically the governors' role in reviewing the performance management of the Headteacher.

#### Content:

- Examine what makes an effective Headteacher's performance management process;
- Practice obtaining and assessing the evidence, and conducting a meeting to review the targets;
- Explore objectives that are focussed on school improvement and the appropriate support and monitoring of these.

**Provider:** Fiona Edwards, Associate Trainer

**Course code:** BG67 & BG68



## Clerks' Forum

Tuesday 9 July 2019

12:30 - 14:30

Open Learning Centre

**Target Audience:** All Clerks with all levels of experience for maintained schools and academies

**Aim:** To provide an opportunity for clerks to learn from each other through facilitated discussion over lunch.

#### Content:

This will be a facilitated discussion forum. Participants may suggest topics for discussion before the event. The agenda will be confirmed prior to the session. Suggested agenda items to be sent to: [Governor.helpdesk@bracknell-forest.gov.uk](mailto:Governor.helpdesk@bracknell-forest.gov.uk)

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

**Course Code:** BG69



## Governors' Role in Exclusions

Tuesday 16 July 2019

19:00 – 21:00

Open Learning Centre

**Target audience:** Governors on exclusions panels should have received training from maintained schools and academies.

#### Aim:

- To outline the most recent government guidance;
- To brief governors on exclusions in 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:** BG70



## Forthcoming Governor Training - Autumn 2019

### Clerks Briefing

**Thursday 19th September 2019**

13:00 - 14:30

Open Learning Centre

### Chairs Briefing

**Thursday 7th November 2019**

19:30 - 21:00

Easthampstead Park Conference Centre

### Induction training

**Tuesday 1st October 2019**

9:15 - 15:00

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 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

### 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](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
Tuesday 30 April	Clerks' Briefing	13:00 - 14:30 Open Learning Centre	BG58	
Tuesday 30 April	Chair and Headteacher Working Together on the Strategic Direction	17:00 – 19:00 Open Learning Centre	BG60	
Wednesday 1 May & 8 May (attend both sessions)	Induction for New Governors	19:00 – 21:30 Easthampstead Park Conference Centre	BG57	
Tuesday 14 May	Managing School Complaints	19:00 – 21:00 Open Learning Centre	BG61	
Thursday 16 May	Competency Framework – Accountability: Holding the Headteacher to account	19:00 – 21:00 Open Learning Centre	BG62	
Tuesday 21 May & 11 June (attend both sessions)	Safeguarding for Governors	19:00 – 21:00 Open Learning Centre	BG66	
Tuesday 4 June	Governors' Visits – Ensuring they are Effective	19:00 – 21:00 Open Learning Centre	BG63	
Thursday 6 June	The Government's Careers Strategy – what Governors need to know	19:00 – 21:00 Open Learning Centre	BG64	
Wednesday 12 June	Development Governor Forum	18:30 – 20:00 Crowthorne CE Primary	BG65	
Thursday 20 June	Chairs' Briefing	19:30 - 21:00 Easthampstead Park Conference Centre	BG59	
Tuesday 18 June	New Ofsted Framework	19:00 – 21:00 Open Learning Centre	BG71	
Tuesday 25 June	Performance Management – Part I – The Regulations	19:00 – 21:00 Open Learning Centre	BG67	
Thursday 27 June	Engaging with Stakeholders	19:00 – 21:00 Open Learning Centre	BG72	
Tuesday 2 July	Performance Management – Part II – The Practical Side	19:00 – 21:00 Open Learning Centre	BG68	
Tuesday 9 July	Clerks Forum	10:00 – 12:00 Open Learning Centre	BG69	
Tuesday 16 July	Governors Role in Exclusions	19:00 – 21:00 Open Learning Centre	BG70	