

Annual Training Programme

for Governors and Clerks to Governing Bodies



April 2018 – March 2019



Derby City Council

Derby City Council School Improvement and Governor Support: Every School Good or Better

Welcome to Derby City Council Training Programme for Governors and Clerks to Governing Bodies

Within this Programme, all governors should be able to find a variety of training courses and support. This year again presents many challenges financially, to Derby City Council and to schools. For this reason we have worked hard to ensure that all governor training and support is excellent value for money. Please compare Derby City Council training, the expertise of our trainers and the quality of their materials, to independent trainers and neighbouring providers. We welcome your comments and feedback regarding this brochure and the training content. Please contact us if the developmental needs of your governing body are not covered in the Programme.

In a letter received from Ofsted in February 2013 the LA Governor Support and Improvement team were listed as “a strength for support and training”.

Our Pledge

Our pledge to Governing Bodies:

- Deliver regular and relevant training
- Provide value for money
- Deliver a wide variety of training courses to cater for the needs of new and experienced governors
- Use high quality trainers, producing high quality materials
- Interactive and informative courses
- Accessible venues with car parking and refreshments
- Start and finish on time
- Effective evaluation and monitoring of all feedback from governor training
- Support for chairs of governors
- Support for clerks to governing bodies
- Support for all governors
- Up to date resources and information

At the heart of all governors' training should be the commitment to ensure better governance, leading to outstanding schools and improving outcomes for all youngsters.

The Annual Training Programme delivers professional development for all Governors and Clerks to Governors

Governing Body Support and Improvement Sold Services

The Governor Support Team, based within Learning and Skills, aims to provide support and guidance to School Governors to help improve standards in schools. We have reviewed the packages that we offer and have merged the packages with the option to add bolt-ons if required.

New for 2018/19 we are offering to build a tailored package for Multi Academy Trusts to suit your requirements please contact Jayne Hadfield to discuss jayne.hadfield@derby.gov.uk Packages can be bought by MATs for all Academies or for individual Academies.

What The Service Provides:

Governor Support and Improvement	Clerks Helpline	Basic	Standard	Gold
Checking and Sealing of Instrument of Governments	✓	✓	✓	✓
Access to the LA's Governor Support helpline who can provide immediate advice and support	✓	✓	✓	✓
NGA membership	✗	✗	✓	✓
Support and advice for dealing with complaints (<i>nb if an SSIO is also required to support this will be charged at the SSIO daily rate</i>)	✓	✓	✓	✓
Clerks' Fact Sheets regularly updated	✓	✓	✓	✓
NGA Chairs Handbook	✗	✓	✓	✓
Governor recruitment support and resources	✓	✓	✓	✓
Attendance at governor recruitment events as required.	✗	✓	✓	✓
GovernorHub membership (<i>worth £100, saving £300 if purchased direct - see overleaf</i>)	✓	✓	✓	✓
Access to FAQs and resources on GovernorHub	✓	✓	✓	✓
Termly Chairs Briefing Sessions	✗	✓	✓	✓
Termly Training Link Governor Meetings	✓	✓	✓	✓
Regular Governor Newsletters and e-bulletins	✗	✓	✓	✓
Governing Body Model Agendas (one each term)	✗	✓	✓	✓
Access to the Governor Support subscriber pages on the Schools' Information Portal	Clerks page only	Gov Supp pages	Gov Support pages	Gov Supp page
Access to the Weekly Schools Circular.	✓	✓	✓	✓
Free places available on selected courses and conferences with discounted prices on courses from the Annual Training Programme for Governors and Clerks	Clerks Network Briefing only	✓	✓	✓
Governing Body Training Record	✗	✓	✓	✓
New Governor Induction Training (Two free places then subsidised including NGA <i>Welcome to Governance handbook</i>)	✗	✓	✓	✓
Training Certificates	✓	✓	✓	✓
Support for new clerks and new chairs available.	Clerks only	✓	✓	✓
Training courses can still be accessed by Clerks' Helpline and Support package and Non-package schools on a Pay As You Go basis.				

Bespoke Training Sessions for your Governing Body – In House or Cluster Based

Whole governing body training sessions are available by negotiation. If your whole governing body identifies a need for training which would either benefit the whole governing body or is not covered in the Programme, contact Jayne Hadfield, Tel: 01332 640364, Email: jayne.hadfield@derby.gov.uk, to discuss your requirements and match these to a suitable trainer and liaise to find a suitable date and price.

New Governors – Induction Programme

The New Governor Induction Programme is offered over a set of 1½ daytime sessions or alternatively on two separate evenings. This course covers two modules including the core functions of governors, and a Finance module. The details can be found in this brochure and this course was recently judged outstanding by new governors who attended.

Chairs of Governors

All chairs of governors of Derby City schools are invited to termly briefing sessions with representatives from the LA.

New chairs of governors or chairs who feel they would appreciate some extra support can request a mentor by contacting Jayne Hadfield, Email: jayne.hadfield@derby.gov.uk

We offer a training course specifically for chairs and aspiring chairs of governors:

- Leading Governance for New and Aspiring Chairs

Also available is the National College Leadership Development Programme for Chairs and Aspiring Chairs and the National College Clerks Development Programme.

Designated Governors

The training programme includes many courses which cover the most recent legislation and are essential in order to keep abreast of education changes. These courses act as a crucial reminder and update for experienced governors as well as being important for all new governors. There are also specific courses for those governors with particular responsibilities. For example:

- Head Teacher Appraisal (Performance Management)
- Safeguarding
- SEN
- Children in Care
- Health and Safety.

Clerks to Governors

Good, professional clerks to governing bodies are essential to the smooth and efficient running of the governing body and its meetings. Derby City Council encourages all schools to value their clerk and provides training for new clerks, termly networking/training sessions and an annual conference.

Clerk's fact sheets are provided to those schools who have bought into the **Governor Support and Improvement** or **Clerks' Helpline** packages.

New clerks can request a mentor by contacting Elaine McLean,
Email: elaine.mclean@derby.gov.uk or Jayne Hadfield, Email: jayne.hadfield@derby.gov.uk

Governor Support in Derby City

In addition to training, support is available for all governors and clerks to governing bodies across Derby City. This includes:

- Regular emails to clerks and chairs of governors with local and national information
- Termly briefings for chairs of governors from representatives from the LA including People Services Directorate
- Resources which are regularly updated for example: Clerks Fact sheets, NGA Governor Handbook and NGA Chairs Handbook
- Recruitment materials
- Clerks' Networking Sessions
- Telephone helpline for governors and clerks
- Mentoring scheme for new chairs of governors
- Mentoring scheme for new clerks of governors
- Monthly newsletters and e-newsletters
- Termly model agendas
- Support for governors with dealing with complaints
- Access to Governor Support Team Members who are based within the School Improvement Team, have school and Local Authority knowledge
- Access to expert knowledge on DfE Governance Handbook
- Training is delivered by Senior LA Officers, Senior School Improvement Officers with experience of inspections, LA Officers, Head teachers, experienced governors, external Educational consultants
- Ability to network and share good practice with other governing boards and clerks
- Access to NLGs and External Reviews of Governance brokered
- On-site visits to new Clerks are available..

Governor Feedback

After each training session governors are invited to complete an evaluation sheet, also throughout the year, governors, chairs of governors and clerks of governors offer their feedback and suggestions. We value your comments and appreciate the time you give.

Testimonials

What do governors, clerks and head teachers say about Derby City Governor Support and Improvement Team?

Samples below taken from our testimonials page on the School Information Portal <https://sip.derby.gov.uk/governor-support/testimonials/>

I have worked with Governor Services Unit for 2.5 years and I have always found them helpful and efficient. You can always rely on sound advice on any Governance issue you may have. I would recommend any Governing Board buy into this service to help provide them with a strong support system.

Pam Miles - Clerk to Governors at six Derby City Council Maintained Schools

As a school, and under current financial constraints, we have explored alternative provision providers. After very careful consideration, and fundamentally based upon the excellent service that we have received for many years and hopefully will continue to do so into the future, have continued to buy into a number of service packages which includes the Governor Support and Improvement Package.

I have always felt that the service received is both professional and of a high quality, especially from my direct interface with the Governor Support Team who are always eager to assist. Any queries raised are always responded to both quickly and with sound advice offered.

In my role, efficient responses are highly important to ensure that we are able to discharge our duties promptly.

Brad Ames - Chair of Governors, Chellaston Infant School

Derby City Governor Support Services offer well informed advice and support for our school. Training sessions provide governors with a wide variety of courses covering all the key aspects of governance. Sessions are led by experienced and knowledgeable trainers keeping our governors up to date with current guidance and legislation. This is an excellent service and value for money.

Jonathan Gallimore, Executive Head teacher, St Chad's Church of England (VC) Nursery and Infant School, St James' Church of England (VA) Federation and Hardwick Primary School

Governor Helpline

If you need advice or assistance on matters of governance or training do not hesitate to contact:

- Jayne Hadfield, Governor Support Manager
Tel: 01332 640364, Email: jayne.hadfield@derby.gov.uk
- Elaine McLean, Governor Support Officer
Tel: 01332 640345, Email: elaine.mclean@derby.gov.uk
- Sally Stirland, Governor Support Assistant
Tel: 01332 640897, Email: sally.stirland@derby.gov.uk

Academies/Free Schools/Independent Schools/Out of Authority Schools

Derby City Council invites all academies, free schools, independent schools and out of authority schools to buy back Governor Support and Improvement. Most services and training can also be accessed on the PAYG (Pay As You Go) system. **New for 2018/19** we are offering to build a tailored package for Multi Academy Trusts to suit your requirements please contact Jayne Hadfield to discuss jayne.hadfield@derby.gov.uk Packages can be bought by MATs for all Academies or for individual Academies.

Package benefits GovernorHub membership:

As a school governor you know that expectations are high. The demands on you are greater than ever. GovernorHub was invented by school governors to make life as a school governor as simple as possible. We give you the **information** and **tools** that you need - online and instantly.

- Keep up to date with the latest **news** and **announcements** from local and national sources.
- Have private **online discussions** with your fellow governors.
- Plan and book your meetings and school events in a **shared calendar** and link this to your personal diary on PC, tablet or phone.
- Store all of your governing body **documents** in one place.
- Find **key data** about your school via links to local and national sources. Look at data for similar schools or search for other schools.
- Browse and book **training courses** from your Local Authority Governor Support team

Benefits of GovernorHub:

- Governing body noticeboard and discussion page
- Shared storage for all your GB documents, minutes and policies
- Events calendar for GB members, at your fingertips or linked to your smartphone
- Latest national news for schools and governors
- Your GB membership list, committee membership and key roles
- Governing Body constitution record and vacancy report
- Quick Governing Body healthcheck for key Ofsted criteria
- iPad app for viewing your documents offline enabling your meetings to be paperless
- Latest local news for schools and governors
- Integrated support from your Local Authority Governor Support team
- Ability to book training courses online with the LA.

GovernorHub for MATs:

GovernorHub also has built in support for Multi-Academy Trusts, offering support for Trust Boards and Local Governing Boards. In particular it provides:

- A private area to store and track Trust Board members, meetings and documents.
- Access but Trustees and Members to all LGB documents and details.
- An area for MATs to share documents and news across all their LGBs.

Nb: access for the LGB is included but an extra charge is incurred for the MAT Trust Board.

NGA Membership Benefits (Standard or Gold option):

This year we are again offering Governing Bodies the choice to upgrade to the NGA Gold membership or to stay with the NGA Standard membership included with this package (*select GOLD if you wish to upgrade NGA membership*). All Chairs will receive a copy of the NGA Chairs Handbook.

The NGA **Standard** Membership entitles all governors in your governing body to:

- Receive the weekly e-newsletter
- Access the members' area of the website
- 1 free place at all NGA member events
- 5 copies of the NGA magazine *Governing Matters*
- Member discounts on NGA Guides

The NGA **Gold** Membership entitles the whole governing body to:

- Access the members' area of the website
- Receive a copy the NGA magazine *Governing Matters*
- Get a free pack and member discount on NGA Guides
- Three free places at member events
- Access the NGA GOLDline – legal advice service

Bolt-on – Learning Link e-learning:

Learning Link offers bespoke training on all aspects of school governance and offers a catalogue of high-quality content to develop your skills and knowledge on key topics including: strategy, team work, assessment, staffing, financial oversight, elements of effective governance, compliance and collaboration. It currently hosts over 50 governor e-learning modules which have been updated to reflect changes in legislation, the new Governance Handbook and the Competency Framework. There are also eight new induction modules for governors and trustees.

The modules will provide interactive and engaging e-learning with next steps guidance for further development and links to essential resources. New content will be released throughout the year. <https://www.nga.org.uk/ConsultancyandTraining/NGA-Learning-Link-e-learning.aspx>

Cost:

Governor Support and Improvement	Price (<i>15% discount to schools less than 100 pupils</i>)
Clerks Helpline	£450
Basic (no NGA)	£600
Standard (with NGA Standard)	£670
Gold (with NGA Gold membership)	£830
Bolt-on: e-learning	£65
MATs Tailored Package	To be arranged

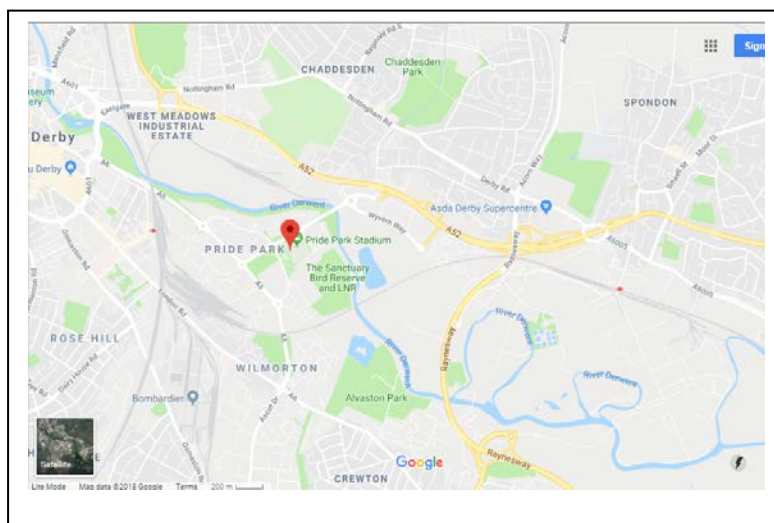
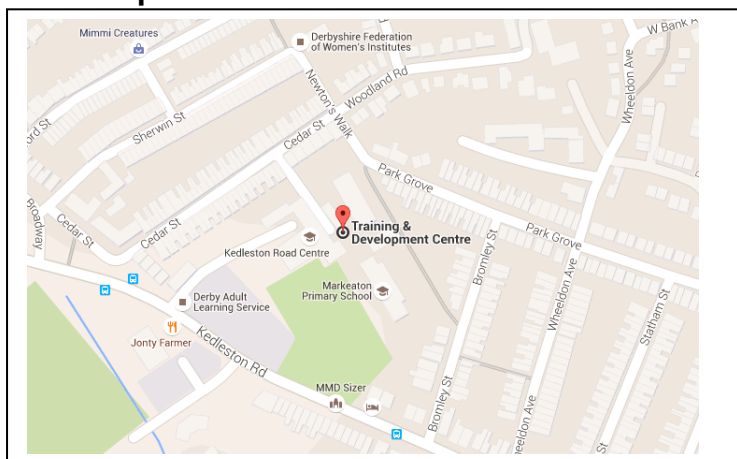
Venues for Training

Governor training for the Annual Training Programme will be held at Kedleston Road Training and Development Centre or at Club DCFC, Pride Park Stadium. Occasionally other venues will be used, when this occurs clear directions and maps will be available.

Please check the venue for the training you wish to attend.

Kedleston Road Training and Development Centre

184 Kedleston Road
Derby
DE22 1GT
Tel: 00332 641181



Club DCFC
Pride Park Stadium
Pride Park
Derby
DE24 8XL
Tel: 01332 667525

NEW! Closing date for bookings

To ensure courses are viable to run we have a minimum number for each course and we have to give between 2 and 4 weeks notice to the venues we have booked to meet their cancellation policies. We will therefore be introducing closing dates for bookings where possible. If we need to change venue at short notice we will communicate this to all participant who are booked on the courses.

Quality, Standards & Performance
School Improvement, Governor Services & NQTs
Charging and Cancellation Policy
March 2017 v1

Introduction

A review of our course charges/cancellation and non-attendances has been undertaken and the following changes will be implemented from 1 April 2017.

Charges are made to all organisations and internal staff for non-attendance unless adequate notice has been given as outlined below.

The demand for places on training events and the cost to Derby City Council in providing training means that every place booked needs to be a place used. Some of our training courses are purchased from external suppliers and we need to ensure that we recoup this cost and the venue costs to enable us to provide the training.

We hold a waiting list for courses that are oversubscribed and would like to offer a place that isn't going to be used to somebody on this list where possible. It is the organisation/delegate responsibility to ensure that booked places are used or cancelled

Cancellations/Non-Attendance

A cancellation/non-attendance charge of the full amount will be applied if:

- Notification of non-attendance is not received **within 10 working days** of the date of the course or briefing session. The re-charge will apply even if the delegate re-books onto the same course scheduled at a later date.
- When the delegate is off sick and notification is **not** received before or on the day of the course/briefing session.
- No one attends in the place of the delegate.

nb: all cancellations must be received in writing/email.

What you can expect from us

A decision will be made 10 working days before the course/briefing session/event start date about cancellation if sufficient bookings have not been taken for a course/briefing session/event to run as advertised. Where less than 50% of the minimum number of places have been booked then we will either relocate to a smaller venue if possible or the course/briefing session/event will be cancelled. We will notify all delegates of cancellations or changes to venue due to low numbers and where possible we will reserve a place on the next available course/briefing session/event.

Cancellations may occur after 7 working days in exceptional circumstances only, due to trainer illness for example. Where possible we will reserve a place on the next available course/briefing session/event.



A competency framework for governance

The framework begins with the principles and personal attributes which, alongside the commitment of time and energy to the role, underpin effective governance. Following on from this, the knowledge and skills required for effective governance are organised into those which are essential for everyone on the board; those which are required of the chair and those which at least someone on the board should have. In this way, the knowledge and skills required for chairs build on and complement the skills for everyone.

The framework is made up of 16 competencies underpinned by a foundation of important principles and personal attributes. The competencies are grouped under the headings of the six features of effective governance, which are set out in the DfE Governance Handbook: strategic leadership; accountability; people; structures; compliance and evaluation.



The Governance Handbook and Competency Frameworks can be found <https://www.gov.uk/government/publications/governance-handbook>

Skills Audits can be found [http://www.nga.org.uk/Services/Clerking-Matters/Clerk-to-governors/Skills-Audit-\(1\).aspx](http://www.nga.org.uk/Services/Clerking-Matters/Clerk-to-governors/Skills-Audit-(1).aspx)

Principles and personal attributes taken from the Competency Framework

The principles and personal attributes that individuals bring to the board are as important as their skills and knowledge. These qualities enable board members to use their skills and knowledge to function well as part of a team and make an active contribution to effective governance.

All those elected or appointed to boards should fulfil their duties in line with the seven principles of public life (the Nolan principles). They should also be mindful of their responsibilities under equality legislation, recognising and encouraging diversity and inclusion. They should understand the impact of effective governance on the quality of education and on outcomes for all children and young people. In addition, all those involved in governance should be:

Committed Devoting the required time and energy to the role and ambitious to achieve best possible outcomes for young people. Prepared to give time, skills and knowledge to developing themselves and others in order to create highly effective governance.

Confident Of an independent mind, able to lead and contribute to courageous conversations, to express their opinion and to play an active role on the board.

Curious Possessing an enquiring mind and an analytical approach and understanding the value of meaningful questioning.

Challenging Providing appropriate challenge to the status quo, not taking information or data at face value and always driving for improvement.

Collaborative Prepared to listen to and work in partnership with others and understanding the importance of building strong working relationships within the board and with executive leaders, staff, parents and carers, pupils/students, the local community and employers.

Critical Understanding the value of critical friendship which enables both challenge and support, and self-reflective, pursuing learning and development opportunities to improve their own and whole board effectiveness.

Creative Able to challenge conventional wisdom and be open-minded about new approaches to problem-solving; recognising the value of innovation and creative thinking to organisational development and success.

Courses at a glance

Matched to Competency areas from the DfE Competency Framework for Governance Jan 2018

Ref No	Course Title	Date	Time From	Time To	Venue	Competency area
18/15	Dealing with Complaints in School	17/04/2018	10:00	12:30	Kedleston Road, T&DC	3,5
18/81	New Governor Induction - Daytime Session 1	26/04/2018	10:00	13:30	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/82	New Governor Induction - Daytime Session 2	03/05/2018	09:30	12:30	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/83	New Governor Induction - Evening Session 1	08/05/2018	18:00	21:00	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/01	Equality: Making it Happen – Innovative ideas for school leaders	09/05/2018	13:00	15:30	Riverside Centre	
18/64	Safeguarding – Role of the Link Governor	10/05/2018	18:30	20:30	Toyota Box, Pride Park Stadium	4, 5
18/27	Managing Health & Safety in Schools Awareness Training	14/05/2018	18:00	20:30	To be confirmed	4, 5
18/84	New Governor Induction - Evening Session 2	15/05/2018	18:00	21:00	Igors, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/80	Importance of Careers Education Guidance – The Governor Role	16/05/2018	18:00	20:00	Executive Box 19, Pride Park Stadium	
18/25	Governor Visits to School - Good Practice	22/05/2018	18:00	20:00	Igors, Pride Park Stadium	1, 2, 6
18/65	Skills Audits	05/06/2018	10:00	11:00	Kedleston Road T&DC	
18/11	Clerk to Governors Networking Session	07/06/2018	18:00	20:00	Toyota Box, Pride Park Stadium	
18/08	Chairs Briefing Session	11/06/2018	19:00	21:00	Avensis Lounge, Pride Park Stadium	
18/51	Preparing for Ofsted - What Governors Need to Know	14/06/2018	10:00	12:00	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/53	Pupil Premium – How to Ensure Impact	18/06/2018	18:30	20:30	Toyota Box, Pride Park Stadium	2, 5
18/58	Managing Health & Safety in Schools Education Visits/ Stress Awareness	25/06/2018	18:00	20:30	Toyota Box, Pride Park Stadium	1,5

Ref No	Course Title	Date	Time From	Time To	Venue	Competency area
18/23	Effectively Challenging the Head Teacher and Senior Leadership Team	28/06/2018	18:00	20:00	Toyota Box, Pride Park Stadium	1, 2, 5
18/31	Leading Governance for New and Aspiring Chairs – Session 1	03/07/2018	18:00	20:30	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/32	Leading Governance for New and Aspiring Chairs – Session 2	10/07/2018	18:00	20:30	Toyota Box, Pride Park Stadium	2, 5
18/19	Effective Head Teacher Appraisal	12/07/2018	18:00	20:30	Toyota Box, Pride Park Stadium	2, 4, 5
18/69	Self-Review Strategy for Governors - How Well Are We Doing?	17/07/2018	18:00	20:30	Toyota Box, Pride Park Stadium	1, 2, 5, 6

Autumn Term 2018

18/85	New Governor Induction - Evening Session 1	11/09/2018	18:00	21:00	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/86	New Governor Induction - Evening Session 2	18/09/2018	18:00	21:00	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/21	Effective Minute Writing	02/10/2018	13:00	15:00	Executive Box 19, Pride Park Stadium	3
18/16	Dealing with Complaints in School	02/10/2018	18:30	21:00	Executive Box 19, Pride Park Stadium	3, 5
18/87	New Governor Induction – Daytime Session 1	04/10/2018	10:00	13:30	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/14	Corporate Parenting and the roles of the Designated Governor and Teacher for Children in Care	09/10/2018	18:30	20:30	Toyota Box, Pride Park Stadium	1,2,5
18/88	New Governor Induction – Daytime Session 2	11/10/2018	09:30	12:30	Kedleston Road, T&DC	1,2,3,4,5,6
18/09	Chairs Briefing Session	11/10/2018	19:00	21:00	Avensis Lounge, Pride Park Stadium	
18/20	Effective Head Teacher Appraisal	15/10/2018	10:00	12:30	Kedleston Road, T&DC	2,4,5

Ref No	Course Title	Date	Time From	Time To	Venue	Competency area
18/12	Clerk to Governors Networking Session	17/10/2018	13:00	15:00	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/60	Role of the SEN Governor	18/10/2018	10:00	12:00	Kedleston Road, T&DC	1, 2, 5
18/61	Role of the SEN Governor	23/10/2018	18:30	20:30	Executive Box 19, Pride Park Stadium	1,2,5
18/48	Introduction for New Clerks	23/10/2018	10:00	12:00	Executive Box 19, Pride Park Stadium	
18/33	Leading Governance for New and Aspiring Chairs	06/11/2018	10:00	15:30	Kedleston Road, T&DC	2,5
18/56	Responding to the Phonics Check	08/11/2018	18:30	20:30	Toyota Box, Pride Park Stadium	1,2,5
18/54	Pupil Premium – How to Ensure Impact	12/11/2018	10:00	12:00	Kedleston Road, T&DC	2,5
18/76	Ofsted 'Inspection dashboard replacement' training for Primary phase Governors and SLT	19/11/2018	18:30	20:30	Avensis Lounge, Pride Park Stadium	1, 2, 5
18/28	Managing Health and Safety in Schools Awareness Training	23/11/2018	10:00	12:30	Kedleston Road, T&DC	4, 5
18/77	Ofsted 'Inspection dashboard replacement' training for Primary phase Governors and SLT	26/11/2018	18:30	20:30	Avensis Lounge, Pride Park Stadium	1, 2, 5
18/52	Preparing for Ofsted - What Governors Need to Know	04/12/2018	18:30	20:30	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/59	Managing Health & Safety in Schools Education Visits/Stress Awareness	07/12/2018	10:00	12:30	Kedleston Road, T&DC	1,5
18/79	Exclusion Training for Governors	11/12/2018	18:30	20:30	Toyota Box, Pride Park Stadium	1, 2, 5
Spring Term 2019						
18/89	New Governor Induction - Evening Session 1	15/01/2019	18:00	21:00	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/26	Governor Visits to School – Good Practice	17/01/2019	10:00	12:00	Kedleston Road, T&DC	1,2,6

Training places can be booked via GovernorHub or email governortraining@derby.gov.uk

18/90	New Governor Induction - Evening Session 2	22/01/2019	18:00	21:00	Toyota Box, Pride Park Stadium	1, 2, 3, 4, 5, 6
18/15	Corporate Parenting and the roles of the Designated Governor and Teacher for Children in Care	23/01/2019	10:00	12:00	Kedleston Road, T&DC	1, 2, 5
18/91	New Governor Induction - Daytime Session 1	24/01/2019	10:00	13:30	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/70	Self-Review Strategy for Governors - How Well Are We Doing?	28/01/2019	10:00	12:30	Kedleston Road, T&DC	1, 2, 5, 6
18/92	New Governor Induction - Daytime Session 2	31/01/2019	09:30	12:30	Kedleston Road, T&DC	1, 2, 3, 4, 5, 6
18/67	Safeguarding – Role of the Link Governor	05/02/2019	10:00	12:00	Kedleston Road, T&DC	4, 5
18/13	Clerk to Governors Networking Session	07/02/2019	10:00	12:00	Kedleston Road, T&DC	
18/94	Understanding your new School IDSR and ASP – Secondary Performance Data	11/02/2019	18:30	20:30	Toyota Box, Pride Park Stadium	1, 2, 5
18/24	Effectively Challenging the Head Teacher and Senior Leadership Team	12/02/2019	10:00	12:00	Kedleston Road, T&DC	1, 2, 5
18/10	Chairs Briefing Session	12/02/2019	19:00	21:00	Avensis Lounge, Pride Park Stadium	
18/17	Dealing with Complaints in School	05/03/2019	10:00	12:30	Kedleston Road, T&DC	3, 5

Courses awaiting dates to be confirmed are:

- Measuring Progress in Special Schools
- Governor Checks on the Single Central Record
- Safer Recruitment in Children's Services

More courses may be added throughout the year – look out for emails and the Training Newsletter.

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Annual Governors' Conference

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/03	Details To Be Confirmed			

Full details of the conference will be published in the Governor Newsletter and Training Link Governor Newsletter.

Would you like to join the Governors' Conference Working Group?

Our aim is to grow an active group, drawing on the skills and knowledge of an effective number of interested school governors, representing the range of schools and academies within the city. **This is your Governors' conference – shaped by governors for governors.** If you are interested in joining please contact Jayne Hadfield, Tel: 01332 640364, Email: jayne.hadfield@derby.gov.uk

Annual Clerks' Conference

Target audience: All clerks to governors

Ref No	Date	Time From	Time To	Venue
18/04	Details To be Confirmed			

Full details of the conference will be published in the Governor Newsletter and Training Link Governor Newsletter.

Would you like to join the Clerks' Conference Working Group?

Our aim is to grow an active group, drawing on the skills and knowledge of an effective number of interested clerks to governors, representing the range of schools and academies within the city. **This is your Clerks' conference – shaped by Clerks for Clerks.** If you are interested in joining contact Elaine McLean, tel: 01332 640345, Email: elaine.mclean@derby.gov.uk

Chairs Briefing Sessions

Target audience: All Chairs and/or Vice Chairs of Governors

Ref No	Date	Time From	Time To	Venue
18/08	11/06/2018	19:00	21:00	Avensis Lounge, Derby County Pride Park Stadium
18/09	11/10/2018	19:00	21:00	Avensis Lounge, Derby County Pride Park Stadium
18/10	12/02/2019	19:00	21:00	Avensis Lounge, Derby County Pride Park Stadium

Meeting Description:

The purpose of the meeting is to enable Chairs of Governors to:

- Receive local and national updates on School Governance
- Have the chance to network with other Derby City Chairs
- Share good practice
- Have the opportunity to meet and question LA staff

Facilitators:

Senior Officers, Derby City Council Quality, Standards and Performance

Jayne Hadfield, Derby City Council Governor Support Manager

Cost:

DCC Governor Support and Improvement Package Schools:	PAYG:
unlimited free places	£10 each per meeting

I find these meetings really useful to get up-to-date information from LA staff.

Glad to have other LA departments here to answer questions.

Very informative. Would recommend all Chairs come along to these.

Good to be able to work with other Chairs.

Clerk to Governors Networking Session

Target audience: All Clerk to Governors

Ref No	Date	Time From	Time To	Venue
18/11	07/06/2018	18:00	20:00	Toyota Box, Derby County Pride Park Stadium
18/12	17/10/2018	13:00	15:00	Kedleston Road, Training & Development Centre
18/13	07/02/2019	10:00	12:00	Kedleston Road, Training & Development Centre

Meeting Description:

The purpose of the meeting is to enable Clerks to Governors to:

- Receive local and national updates on School Governance
- Share good practice
- Have the chance to network with other Derby City Clerks

Facilitators:

Jayne Hadfield, Derby City Council Governor Support Manager

Elaine McLean, Derby City Council Governor Support Officer

Cost:

DCC Governor Support and Improvement Package Schools:	DCC Clerks' Helpline and Support Package	PAYG:
unlimited free places	unlimited free places	£20 each per meeting

Excellent – best Clerks training I have been on – Jayne and Elaine are very knowledgeable

A very informative and friendly team – thank you

As a new Clerk I found this most useful – essential

Everything was useful – so much to learn and take in!

Training Link Governor Forum

Target audience: All Training Link Governors

Ref No	Date	Time From	Time To	Venue
18/73	19/06/2018	18:00	19:30	Room G, The Council House
18/74	04/10/2018	18:00	19:30	To be confirmed
18/75	06/02/2019	18:00	19:30	To be confirmed

Nb: public parking is available at The Council House from 5.30pm the cost is £2.30 per evening rate.

Meeting Description:

This purpose of the forum is to enable Training Link Governors to:

- Be part of the consultation process for setting the training requirements for Derby City School Governors
- Discuss local training needs and issues
- Receive local and national updates on School Governance
- Have the chance to network with other Derby City Training Link Governors
- Share good practice.

Facilitator: Jayne Hadfield, Derby City Council Governor Support Manager

Cost

DCC Governor Support and Improvement Package Schools:

PAYG:

free places

free places

Very informative, positive experience speaking to others. Felt confident asking questions.

Learning how other governing bodies address their training needs.

We covered lots of areas that we as a governing body are covering at the moment.

I value getting up-to-date information. Very useful.

Corporate Parenting and the roles of the Designated Governor and Teacher for Children in Care

Competency areas 1, 2, 5

Target audience: All governors and clerks to governors, particularly the Link governor for Children in Care

Ref No	Date	Time From	Time To	Venue
18/14	09/10/2018	18:30	20:30	Toyota Box, Derby County Pride Park Stadium
18/15	23/01/2019	10:00	12:00	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to enable governors to:

- Understand the law, policy and practical responsibilities related to the role of Governors as a Corporate Parent
- Enable governors to meet their responsibilities as a Corporate Parent
- Understand the roles and responsibilities of the Designated Governor and Designated Teacher for Children in Care
- To consider the auditing, monitoring and reporting of the progress of Children in Care cohort to Governors

Please bring, if you can, a copy of the Designated Teacher Guidebook to this session. This can be obtained from your school's Designated Teacher.

Trainer: Sarah Parkman, Lead Designated Teacher, Derby City Virtual School for Children in Care

Cost

DCC Governor Support and Improvement Package Schools: £40 each	PAYG: £50 each
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*Not yet practically undertaken the role but feel I have some good starting information.
Thank you*

A very enjoyable, relaxed course. It was nice to have the opportunity to share information with other governors.

Dealing with Complaints in School

Competency area 3, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/15	17/04/2018	10:00	12:30	Kedleston Road, Training & Development Centre
18/16	02/10/2018	18:30	21:00	Executive Box 19, Derby County Pride Park Stadium
18/17	05/03/2019	10:00	12:30	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to enable governors to gain a better understanding of:

- the Schools Complaints procedure
- the difference between a concern and a complaint
- managing and recording complaints
- ways to resolve complaints

This course will also encourage governors and schools to use the complaints they receive effectively.

Please bring a copy of your School's Complaint policy to the session.

Trainer: Christine Gibbs, Derby City Council Complaints Officer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Enjoyable course, particularly appreciated the brought in biscuits! That was above and beyond.

The interactive activities and the questions/answers were useful

I found Christine's knowledge and advice brilliant. Also the interactive discussion

A very effective training highlighting major issues regarding complaints procedure. I feel more comfortable now.

Effective Head Teacher Appraisal

Competency area 2, 4, 5

Target audience: All governors involved in the Appraisal (Performance Management) of Head Teachers

Ref No	Date	Time From	Time To	Venue
18/19	12/07/2018	18:00	20:30	Toyota Box, Derby County Pride Park Stadium
18/20	15/10/2018	10:00	12:30	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to enable governors to:

- Have an opportunity to review current practice, raise concerns and issues
- Consider appropriate succession planning systems in relation to this role
- Strengthen the working partnership between performance management governors and the external adviser
- Consider the implications of the 2012 Performance Management (Appraisal) Policy regulations for the governing body and performance management governors
- Enhance their objective setting and monitoring role by working through a practical activity.

Trainer: Brian Richards, Independent Trainer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

A very useful and enjoyable course.

An excellent presentation of a very tricky subject.

First governors' training I've attended for some time. Plenty of new information. I won't need to be so reliant on external adviser/SSIO.

A relaxed and comfortable forum to ask questions and build knowledge.

Effective Minute Writing

Competency area 3

Target audience: All clerk to governors

Ref No	Date	Time From	Time To	Venue
18/21	02/10/2018	13:00	15:00	Executive Box 19, Derby County Pride Park Stadium

Course Description:

By the end of this course you will be able to:

- Describe how agendas and minutes are related
- Identify the role of the minute taker
- Understand the need for effective communications between the minute taker and the chair
- Write minutes in an easy to read style
- Write minutes that show evidence of the Governing Body's holding the Head Teacher to account for the educational performance of the school and its pupils
- Take complete and accurate minutes of a meeting at the required level of detail and using the appropriate format

To look at sample minutes judged by Ofsted to be good minutes

Please take a copy of your last GB minutes with you.

Trainer: Elaine McLean, Derby City Council Governor Support Officer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each
<i>Very knowledgeable trainer – thank you</i>	<i>This was a very enjoyable, relaxed course.</i>
<i>Learnt an effective way to start writing minutes</i>	<i>Enjoyable, fantastic training!</i>

Effectively Challenging the Head Teacher and Senior Leadership Team

Competency area 1, 2, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/23	28/06/2018	18:00	20:00	Toyota Box, Derby County Pride Park Stadium
18/24	12/02/2019	10:00	12:00	Kedleston Road, Training & Development Centre

Course Description:

The Governing Board has three key core functions one of which is holding the Head Teacher to account for the educational performance of the school and its pupils, and the performance management of staff.

This course aims to provide governors with practical ideas and examples illustrating what is meant by 'holding to account', and how to provide effective challenge whilst maintaining a positive relationship with the Head Teacher and all school staff.

- Participants will be provided with an opportunity to explore and consider aspects of effective governance
- Time to be clear about understanding your role and responsibilities as a governor
- How to use effective questions and other strategies to explore accountability
- Opportunity to reflect on current practice

Trainer: Julie Ash, Derby City Council Senior School Improvement Officer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Really enjoyed this session which has helped me increase my confidence in challenging effectively.

Good session made me realise whilst not perfect we are still getting there

It has given me ideas and strategies to take back

It was very useful to see how to support school even more – sharing of ideas

Equality: Making It Happen – Innovative ideas for school leaders

Target Audience: the SENCO or another member of the senior leadership team within the school with responsibility for equality and the SEND Governor.

Date: Wednesday 9 May 2018 1pm to 3.30pm **Venue:** Riverside Centre, Pride Park

Trainer: Dr Artemi Sakellariadis – Director, The Centre for Studies on Inclusive Education (CSIE)

Cost: £40 per school which covers 2 places per school.

To book places contact: Sally Stirland governortraining@derby.gov.uk

This workshop will be of interest to senior leaders and governors of primary and secondary schools. It will address key issues of equality in education and provide simple and practical ideas to help schools raise achievement, address prejudice and reduce bullying through attending to equality holistically. Over and above helping schools fulfil their legal duties, this is a practical, "hands on" workshop designed to be engaging and constructive. Participants are encouraged to bring examples of equality challenges from their own school, for consideration during the workshop.

After the workshop, participants will have strengthened their ability to:

- empower all children and young people to learn;
- recognise instances of institutional discrimination;
- identify stereotypes and prejudices facing children and young people in schools;
- describe the different ways in which disability is understood;
- reduce barriers to learning and participation for children and young people in their school;
- have confidence and language for challenging any indication of prejudice;
- identify ways to better promote equality in their school;
- plan and take action on any equality issue which may arise in their school.

The workshop is framed around CSIE's go-to guide "*Equality: Making It Happen – a guide to help schools ensure everyone is safe, included and learning*"

(www.csie.org.uk/resources/current.shtml). In its 36-year history, CSIE has established an excellent track record of providing resources and training that support the development of inclusive settings. School leaders have said of our equality guide: "*This should be part of every teacher's toolkit*" and "*An absolutely amazing resource that is easy to use and extremely well designed*" and of our training: "*Clear and concise. Able to tailor to our needs*", "*Very useful, thought-provoking & well presented*" and "*Engaging, enthusiastic, informative.*"

The Centre for Studies on Inclusive Education (CSIE) is a national charity (327805), founded in 1982, working to promote equality and eliminate discrimination in education. CSIE seeks to transform education so that everyone can be safe, included and learning in school, regardless of age, disability, gender, gender identity, sexual orientation, culture/ethnicity, socioeconomic background, religion or belief. Activities include: equality workshops for pupils, educators, parents and governors; talks, training & consultancy nationally and internationally; and a wide range of resources for schools, local authorities, academy chains, parents and students, including student teachers.



Exclusion Training for Governors

Competency area 1, 2, 5

Target audience: All governors and clerks

Ref No	Date	Time From	Time To	Venue
18/79	11/12/2018	18:30	20:30	Toyota Box, Derby County Pride Park Stadium

Course Description:

By the end of this course you will have:

- ❖ an understanding of the new regulations and guidance concerning exclusions issued by the Department of Education which came into force on 1 September 2017
- ❖ consideration of the changes from previous guidance
- ❖ the opportunity to discuss them with the trainers and fellow delegates
- ❖ an understanding of Illegal Exclusions

Trainer: Chris Orme, Derby City Council Advisory Teacher for Exclusions

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Governor Visits to School – Good Practice

Competency area 1, 2, 6

Target audience: All governors

Ref No	Date	Time From	Time To	Venue
18/25	22/05/2018	18:00	20:00	Igors, Derby County Pride Park Stadium
18/26	17/01/2019	10:00	12:00	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to enable governors to:

- Highlight expectations of school monitoring by the Governing Board including roles and responsibilities, with a particular focus on its monitoring and evaluation function (Governor Visit good practice and protocols;)
- explore practical ways to enable governing boards to review their current governor visit systems;
- ensure a focused and strategic approach is in place that reflects the school improvement priorities.

Trainer: Julie Ash, Derby City Council Senior School Improvement Officer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Great course, makes more sense now.

I have learnt a lot. Very interesting and useful.

Appreciated the small cohort on this occasion

The discussions and answers to specific queries were very useful to me.

Importance of Careers Education Guidance – The Governor role

Importance of Careers Education Guidance – The Governor Role

Competency area 1, 5

Target audience: Secondary Schools

Ref No	Date	Time From	Time To	Venue
18/80	16/05/2018	18:00	20:00	Executive Box 19, Derby County, Pride Park Stadium

Course Description:

- Updates Governors on the new Careers Strategy including Governor responsibilities
- Details the Statutory Guidance to ensure that there is effective Careers Education Information Advice and Guidance
- Outlines the importance of the role of governors, employers and education providers

Trainer: Jacqui Kinch, Derby City Council Senior School Improvement Officer 14-19

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Introduction for New Clerks

Target audience: All new clerks to governors

Ref No	Date	Time From	Time To	Venue
18/48	23/10/2018	10:00	12:00	Executive Box 19, Derby County Pride Park Stadium

Course Description:

- An introduction to being a clerk to governors
- What happens in a meeting? What do I need to do before and after?
- Opportunity to ask questions
- Opportunity to meet other new clerks.

Trainer:

Elaine McLean, Derby City Council Governor Support Officer

Cost

DCC Governor Support and Improvement Package Schools: unlimited free places	PAYG: £10 each
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I found the presence of an existing Clerk to Governors to be very effective.

All was useful as new to the role

It was useful to meet somebody from the LA Governor Support Team and go through things with them.

Leading Governance for New and Aspiring Chairs

Competency area 1, 2, 3, 4, 5, 6

Target audience: All new chairs, vice-chairs and aspiring chairs of full governors and committees

Ref No	Date	Time From	Time To	Venue	Session
18/31	03/07/2018	18:00	20:30	Toyota Box, Derby County Pride Park Stadium	1 of 2
18/32	10/07/2018	18:00	20:30		2 of 2
18/33	06/11/2018	10:00	15:30	Kedleston Road, Training & Development Centre	

Offered as a one day course or over two evenings. Lunch is included on the one day course.

Course Description

The session aims to enable chairs and aspiring chairs to:

- Have a better understanding of, and be better prepared for, the role of Chair
- Have increased confidence and skills
- Explore the relationship between the Chair and the Head Teacher and consider ways of developing this to further strengthen overall leadership capacity within the school/academy.
- Explore the relationship between the Chair and the Clerk to the governing body
- Explore ways to effectively motivate and inspire members of the governing body team
- Explore the role of Chair as a team leader and how this can be made more effective
- Consider how the skills and expertise of governors might be more effectively employed
- Identify and share good practice

Trainer: Angela Dunkerley, Independent Trainer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£60 each	£100 each

Really well planned and delivered training. Very informative.



**Course
feedback**

A lot of valuable information and resources opportunity to gain some ideas from other governors.

Vast amount of knowledge contained within the day will enable me to be strategic and develop personal action plan as Chair.

Discussions with other governors, materials and discussions with trainer – all very useful.

Angela encouraged discussion between others on the course which was of great use. Confident in asking questions.

I found the course very useful and appreciate the handouts to make reference to later.

Managing Health & Safety in Schools Awareness Training

Competency area 4, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/27	14/05/2018	18:00	20:30	To be confirmed
18/28	23/11/2018	10:00	12:30	Kedleston Road, Training & Development Centre

Course Description:

- To provide a better understanding of the role and responsibilities of the governing body in managing health and safety issues in their school
- To raise governors' awareness of developing a positive health and safety culture in their schools
- To enable governors to focus on specific health and safety issues, for example health and safety inspections, risk assessments, school visits etc.
- Participants will have increased their school-based health and safety knowledge
- Develop appropriate strategies to ensure governors fulfil their legal roles and responsibilities
- Enabling governors to establish appropriate and effective health and safety monitoring strategies

Trainer: Alison Woodhouse, Derby City Council Health and Safety Adviser

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£45 each	£60 each

This was an eye opener with regards to the depth and breadth of requirements for the Governing Body.

The video we watched was interesting and had a good impact. Very informative.

It was useful to learn who is responsible for each area.

A very eye opening course and was useful to gain knowledge on how to challenge the school.

Managing Health & Safety in Schools Education Visits/Stress Awareness

Competency area 1, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/58	25/06/2018	18:00	20:30	Toyota Box, Derby County Pride Park Stadium
18/59	07/12/2018	10:00	12:30	Kedleston Road, Training & Development Centre

Course Description:

The course covers three main subject areas:

- A general introduction to the risk assessment process
- How we manage stress
- Educational visits and their benefit

The course condenses the information provided in three of the school health and safety courses and will act as a general introduction for school governors.

Course Aim:

To enable governors to make an effective contribution in the management of health and safety.

Course Objectives:

By the end of the course, governors will:

- Be familiar with the broad process of risk assessment and relevant terminology
- Understand the Council's approach to assessing and managing stress
- Have an understanding of the Council's management of Educational Visits

Trainer: Alison Woodhouse, Derby City Council Health and Safety Adviser

Cost

DCC Governor Support and Improvement Package Schools:

PAYG:

£45 each

£60 each

I found Alison a very knowledgeable and a great trainer.

I enjoyed finding out about the balance between risk assessment and risk benefit

Measuring Progress in Special Schools

Competency area 1, 2, 5

Target audience: All governors and clerks from Special schools.

Ref No	Date	Time From	Time To	Venue
To be confirmed				

Course Description:

The purpose of the session is to enable governors to look at:

- P scale progress
- Progress 8 for more able special school students
- Rochford Review - implications

Trainer: Jo Ward, Derby City Council Senior School Improvement Officer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Good ideas on how to challenge and progress

All interesting – Both in my work life and Governor role.

Great to have special School specific training. Explanation of Progress 9, Attainment 8 and value of looking at Inspection Dashboard and RAISE.

New Governor Induction – Daytime

Competency area 1, 2, 3, 4, 5, 6

Target audience: All new governors and any governor or clerk wishing to have a refresher

Ref No	Date	Time From	Time To	Venue	Session
18/81	26/04/2018	10:00	13:30	Kedleston Road, Training & Development Centre	1 of 2
18/82	03/05/2018	09:30	12:30		2 of 2
18/87	04/10/2018	10:00	13:30	Kedleston Road, Training & Development Centre	1 of 2
18/88	11/10/2018	09:30	12:30		2 of 2
18/91	24/01/2019	10:00	13:30	Kedleston Road, Training & Development Centre	1 of 2
18/92	31/01/2019	09:30	12:30		2 of 2

Participants should attend both session.

Modules covered – The Governing Body Roles and Responsibilities and Funding and Finance management.

By the end of the course (2 modules) participants will have:

- Developed a better understanding on the governing boards two core roles and three core responsibilities
- Develop a better understanding of the governing boards practical application of its roles and responsibilities
- Clarified the importance of an effective working relationship between Head Teachers/Principals and governors
- Developed understanding of school funding and implications on school budgets
- Developed confidence in understanding financial requirements, governor financial responsibilities
- Developed confidence in challenge and scrutiny of school financial performance and the impact on student outcomes

Trainers: Brian Richards, Independent Trainer
Janet Bowlzer, Derby City Council Finance Team

Cost

DCC Governor Support and Improvement Package Schools:	PAYG: (out of authority schools please contact Jayne Hadfield for Price)
two free places then £50 each	£120 each

The information on the role of a governor and what the roles expectations are was most useful.

*A very useful 2 days of training.
Thank you.*

Day one was a great overview of the roles and responsibilities of a governing body, accountability and Ofsted expectations.

Day two – interested to hear about how school budgets are calculated.

Feedback



All trainers very knowledgeable

We will certainly be planning school visits now linked to the school development plan.

New Governor Induction – Evening

Competency area 1, 2, 3, 4, 5, 6

Target audience: All new governors and any governor or clerk wishing to have a refresher

Ref No	Date	Time From	Time To	Venue	Session
18/83	08/05/2018	18:00	21:00	Toyota Box, Derby	1 of 2
	15/05/2018	18:00	21:00	County Pride Park Stadium	2 of 2
18/84				Igor, Derby County Pride Park Stadium	
18/85	11/09/2018	18:00	21:00	Toyota Box, Derby	1 of 2
	18/09/2018	18:00	21:00	County Pride Park Stadium	2 of 2
18/86					
18/89	15/01/2019	18:00	21:00	Toyota Box, Derby	1 of 2
	22/01/2019	18:00	21:00	County Pride Park Stadium	2 of 2
18/90					

Participants should attend both sessions

Modules covered – The Governing Body Roles and Responsibilities and Funding and Finance management.

By the end of the course (2 modules) participants will have:

- Developed a better understanding on the governing boards two core roles and three core responsibilities
- Develop a better understanding of the governing boards practical application of its roles and responsibilities
- Clarified the importance of an effective working relationship between Head Teachers/Principals and governors
- Developed understanding of school funding and implications on school budgets
- Developed confidence in understanding financial requirements, governor financial responsibilities
- Developed confidence in challenge and scrutiny of school financial performance and the impact on student outcomes

Trainer: Brian Richards, Independent Trainer
Janet Bowlzer, Derby City Council Finance Team

Cost

DCC Governor Support and Improvement Package Schools:	PAYG: (out of authority schools please contact Jayne Hadfield for Price)
two free places then £50 each	£120 each



Brian was very enthusiastic and passionate. Really enjoyed the session

I learnt a lot about what we can and can't do as governors

The trainers made the lessons very interesting

Lots of techniques we can use to help the school

I cannot identify anything that was not useful to me

Very friendly trainers made everyone feel at ease and also made it fun

Ofsted Inspection Data Summary Report Training for Primary phase Governors, Head Teachers and SLT

Competency area 1, 2, 5

Target audience: All Primary governors and SLT

Ref No	Date	Time From	Time To	Venue
18/76	19/11/2018	18:30	20:30	Avensis Lounge, Derby County Pride Park Stadium
18/77	26/11/2018	18:30	20:30	Avensis Lounge, Derby County Pride Park Stadium

The chance to stay until 21:00 is available for an optional workshop to look at your data with the trainer

Course Description:

This course is suitable for governors and SLT members from Infant, Junior and Primary Schools. (The course is **not** suitable for Nursery, Special or Secondary Schools)

- The course will enable governors and SLT members to gain a secure understanding of the 2018 pupil performance data report that will be used by Ofsted inspectors when inspecting Primary phase schools. (Inspection Data Summary Report)
- The course will assist participants in beginning to analyse their school's 'Ofsted IDSR' and in planning how they might support colleagues to understand it.

Participants are invited to bring a copy of their school's 'Ofsted IDSR' to the event.

Do not hesitate to contact the LA data team in should you need help in locating the 'Ofsted IDSR' for your school.

Trainer: Chris Tilley , Derby City Council Senior School Improvement Officer

Cost:

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 per governor £45 per non-governor	£50 each

I thought it would be a 'dull' data training – it was actually really useful & well presented

A very knowledgeable and enthusiastic trainer. Excellent delivery.

Clear explanation of data and safe environment to ask questions

Thank you. Very useful - A much better understanding now

In-depth explanation of data. No question was unanswered

Very good explanation of how data gathered / interpreted

Preparing for Ofsted – What Governors Need to Know

Competency area 1, 2, 3, 4, 5, 6

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/51	14/06/2018	10:00	12:00	Kedleston Road, Training & Development Centre
18/52	04/12/2018	18:30	20:30	Toyota Box, Derby County Pride Park Stadium

Course Description:

The purpose of the session is to enable governors to:

- Have an understanding of the impact the current framework will have on the role of governors
- Gain an insight into how Ofsted inspectors use evidence in order to make judgements about provision and outcomes
- Develop an understanding of the main changes in the current inspection framework

Trainer: Jo Ward, Derby City Council Senior School Improvement Officer

Cost:

DCC Governor Support and Improvement Package Schools:

£40 each

PAYG:

£50 each

Grateful for the pleasant manner of the trainer and clarity of explanation.

It is very worthwhile. This training will help assist me on Ofsted visit to my school.

All of the course was invaluable. Very detailed slides too.

Brilliant course offering condensed information on a large subject.

Pupil Premium – How to Ensure Impact

Competency area 2, 5

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/53	18/06/2018	18:30	20:30	Toyota Box, Derby County Pride Park Stadium
18/54	12/11/2018	10:00	12:00	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to enable governors to:

- Discuss the moral imperative for closing the gap for vulnerable groups
- Identify current challenges and opportunities
- Share approaches and strategies that work well
- Understand Ofsted's expectation of schools and governing bodies
- Clarify the role of governing bodies in assisting the school to close their gaps.

Trainer: Sue Vasey, Derby City Council Senior School Improvement Officer

Cost:

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Really interesting advice on how to use Pupil Premium funding to help other deprived children.

*What was most useful to you?
Understanding how Pupil Premium money can be used to help disadvantaged children.*

Really useful and inspirational. One of the most useful training courses I have been on.

Open, honest and enthusiastic really comes across!

Responding to the Phonics Check

Competency area 1, 2, 5

Target audience: Infant and Primary schools with year 1 and 2 pupils. Also Nursery and Junior schools who wish to gain further information regarding the phonics check taken in years 1 and 2. Particularly relevant to lead governors for literacy or standards of attainment.

Ref No	Date	Time From	Time To	Venue
18/56	08/11/2018	18:30	20:30	Toyota Box, Derby County Pride Park Stadium

Course Description:

- What is the phonics check?
- How is phonics linked to National Curriculum?
- Examples of resources – a look at schemes available
- What are the statutory duties for a head teacher and governing body regarding the phonics check?
- How are the results reported? What do governors need to know?
- How can results be monitored and evaluated? How do results compare to the national and LA picture?
- Opportunities to ask questions relevant to your own school and network with others.

Trainer:

Maxine Bull, Derby City Council Senior School Improvement Officer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Role of the SEN Governor

Competency area 1, 2, 5

Target audience: All SEN Governors and any governors or clerks to governors with an interest in SEN.

Ref No	Date	Time From	Time To	Venue
18/60	18/10/2018	10:00	12:00	Kedleston Road, Training & Development Centre
18/61	23/10/2018	18:30	20:30	Executive Box 19, Derby County Pride Park Stadium

Course Description:

The purpose of the session is to enable governors to:

- Have an overview of the management of Special Educational Needs in schools
- Understand SEND Support and the graduated response to supporting children with SEND
- Highlight the statutory processes for assessment for SEN
- Understand the role of the SEND Governor

Please bring your school's SEN policy.

Trainer:

Eleanor Moore, Team Manager and Senior Educational Psychologist

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Safeguarding – Role of the Link Governor

Competency area 4, 5

Target audience: All governors

Ref No	Date	Time From	Time To	Venue
18/64	10/05/2018	18:30	20:30	Toyota Box, Derby County Pride Park Stadium
18/67	05/02/2019	10:00	12:00	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to enable governors to:

- Understand their legal duty to ensure that all the functions of the educational establishment are carried out with a view to safeguarding and promoting the welfare of all pupils
- Understand the role of the Designated Senior Person for Child Protection
- Understand Ofsted Safeguarding Inspections arrangements for schools.

Trainer: Sue Vasey, Senior School Improvement Officer, Derby City Council

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

I have worked in education for a long time and thought I was quite 'savvy' about safeguarding but I have learned a lot.

Very clear, well presented information. Trainer very knowledgeable and able to provide direct relevant answers.

The trainer had a lot of personal experience and was able to use that to make the training more relevant.

One of the best presented training sessions I have ever attended. All very useful information.

Safer Recruitment in Children's Services

Competency area 1, 2, 4, 5

Target audience: All governors and clerks to governors in particular those involved with staff recruitment

Ref No	Date	Time From	Time To	Venue
To be confirmed				

Lunch is included in this course

Course Description:

A training opportunity that addresses the key role that recruitment and selection plays in keeping children safe in educational settings and the role of Governors' in promoting best practice in this aspect of safeguarding children. At the end of the training, governors will have:

- Examined the context of safeguarding children in schools and the role of the Governor within the recruitment and selection process
- Used a model of offender behaviour to inform our understanding of perpetrators, so as to make children safer
- Examined the key elements of the recruitment process for possible areas of weakness and identified potential areas for improvement
- Looked at the selection process and identified approaches that increase the likelihood of a safe appointment
- An understanding of the importance, and limitations, of the checks used in the appointment process
- Recognised their roles and responsibilities in exercising a duty of care to children and contributing to the maintenance of a culture that promotes their wellbeing and keeps them safe in educational settings.

Trainer: John Gordon, Independent DSCB verified Safeguarding Trainer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£60 each	£100 each

Minimum number for this course	Maximum number for this course
13	20

Many thanks John – very clear and excellent knowledge – useful and informative - thank you

It was useful; John linked the emphasis on safeguarding through recruitment rather than the process itself

Self Review Strategy for Governors – How well are we doing?

Competency area 1, 2, 5, 6

Target audience: All governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/69	17/07/2018	18:00	20:30	Toyota Box, Derby County Pride Park Stadium
18/70	28/01/2019	10:00	12:30	Kedleston Road, Training & Development Centre

Course Description:

The purpose of the session is to provide governors:

- With an opportunity to become familiar with the "twenty questions governors should ask" self-review strategy
- With ways to use existing school based support tools to measure how well the governing board is doing
- With the confidence to challenge and question its own practice
- With an opportunity to consider appropriate actions to decide when and how improvements can be made
- With ways to support the governing board to prepare for an Ofsted inspection

Trainer: Brian Richards, Independent Trainer

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Inspiring ideas of how to help governing bodies move forward.

A very enjoyable and thought provoking training course. Thank you.

The materials and advice to empower the governing body to do their job properly was brilliant.

The course was very relevant to us as governors and how we can improve our governing body.

Skills Audits

Competency area 1, 2, 3, 4, 5, 6

Target audience: All governors, training link governors and clerks to governors

Ref No	Date	Time From	Time To	Venue
18/65	05/06/2018	10:00	11:00	Kedleston Road, Training & Development Centre

In January 2017, the DfE released a new Competency Framework for Governance, structured around the DfE’s newly identified “six features of Effective Governance”. The governance handbook 2017 states that “Boards should carry out regular audits of the skills they possess in the light of the skills and competences they need, taking account of the department’s Competency framework for governance”.

This session will provide:

- A chance to network and discuss the NGA Skills Audits
- Examples of reviewing the Governor Skills Audit forms
- Training Link Governors with an opportunity to develop confidence in analysing Governor Skills Audit forms
- Training Link Governors with the opportunity to process, interpret and analyse Governor Skills Audit forms.

Trainer: Jayne Hadfield, Derby City Council Governor Support Manager

Cost

DCC Governor Support and Improvement Package Schools:	PAYG:
£40 each	£50 each

Lots of different sample audits but advice on which is recommended.

It was good to be able to listen to other governors and their experiences.

Practical examples of tools were brilliant – thank you.

Information on including and using transferable skills.

Understanding Your New School IDSR and ASP – Secondary Performance Data

Competency area 1, 2, 5

Target audience: All governors and clerks from Secondary Schools

Ref No	Date	Time From	Time To	Venue
18/94	11/02/2019	18:30	20:30	Toyota Box, Derby County Pride Park Stadium

Course Description:

The purpose of the session is to look at your School's IDSR (Inspection Data Summary Report) and ASP (Analyse School Performance) enabling governors to:

- Establish an understanding of performance data available to schools
- Look at and interpret the way in which school data is presented
- Discuss the interpretation and evaluation of performance data
- Examine ways in which data can be used to inform school improvement and might inform inspection questioning trails.

Please note – data is expected to be released January 2018

Trainer: Jo Ward, Derby City Council Senior School Improvement Officer

Cost

DCC Governor Support and Improvement Package Schools:

PAYG:

£40 each

£50 each

Breaking down each graph, understanding the detail and context was really helpful.

It was good to have an insight into what Ofsted inspections may look like. Forces us to look at reports more closely.

Understanding the data dashboard and how to interpret some of the graphs.

The direct and indirect ("underpinning") questions provided were brilliant

Governor Contacts

If you need advice or assistance on matters of governance or training do not hesitate to contact:

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