

Governor Development Programme

September 2016 – August 2017

www.npw.uk.com

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Introduction

As a school governor or trustee you play an important role in the education system, making key decisions that will affect the future of school children in your local area and beyond. A wide variety of training and support is available to help you.

This booklet outlines the training on offer from the NPW Governor Development Service during the 2016/17 school year. It explains how you can get the help you need to be effective.

These services are available to governing boards who subscribe to the NPW Governor Development Programme.

Why do governors and trustees need training?

Governors and trustees require training to understand their responsibilities and how they can be carried out. Well trained and well informed governors and trustees help governing boards to work more efficiently and effectively.

Governing boards have significant responsibilities as part of the leadership and management of a school. They are responsible for making important strategic decisions on school improvement, finance and personnel – all of which affect the outcomes of the school's pupils.

Education is constantly changing. The training on offer can help you to keep up to date with all these changes. It will support you in dealing with practical issues such as managing budgets, appointing and retaining senior staff, exclusions or the headteacher's performance management review.

If you are a new governor or trustee, training will give you an overview, covering all you need to know about your roles and responsibilities as well as some practical tools for doing the job. If you are more experienced, training will help keep you up to date as well as developing your understanding of the role of governors and trustees in school improvement.

An effective governing board works as a team. If every governor and trustee attends just one training session a year, the whole governing board will gain in skills and knowledge.

You can contact the Governor Development Service by phoning 020 8249 6936 or by emailing edugov@npw.so

What's on offer?

For all governors and trustees

A programme of centrally run training sessions is available to governors and trustees. To give you a clearer indication of the aspect of governance each course covers, all sessions have one of the following classifications:

- ***Skills*** – which you need to fulfil statutory responsibilities, such as performance management, exclusions, chairing or staff selection
- ***Strategic*** – a better understanding of how governors and trustees can best fulfil their strategic role through development planning, being prepared for Ofsted and monitoring and evaluation
- ***Knowledge*** – providing the necessary information about the curriculum, changes in education and other current issues for schools.

We would encourage you to attend a range of different types of courses to give you a broader understanding of your role.

Conference

The annual Newham Governors' Conference will take place on Saturday 19th November 2016. The conference is open to all governors and trustees of governing boards that subscribe to the programme.

Chairs of Governing Boards

To support the vital role that chairs play, we provide training for both new and more experienced chairs. We provide targeted individual support for new chairs and offer an introduction to chairing every autumn term. For more experienced chairs we run an annual workshop on key themes linked to the chair's role in school improvement. The next workshop will take place in June 2017.

We also provide places for chairs on the National Chairs Development Programme. This programme is run once a year. Please contact the Governor Development Service for information about the programme and to book a place.

Governing board training

Training sessions can be arranged for individual governing boards at the request of the training link governor, chair or headteacher. Each term there is an item on the governing board agenda to discuss training requirements. This is a good opportunity for the board to discuss their training needs, select a topic and choose dates. We would encourage governing boards to try to arrange at least one session per year. Full governing board training can be offered in the following ways:

- ***Whole governing board training***

A governing board can request a two-hour training session on a specific topic to be held at their school.

To discuss a topic and/or make arrangements for a session, please contact the Governor Development Service.

- **Impact courses**

Impact courses are sessions lasting one hour which will be held as part of a governing board meeting. We offer impact courses on exclusions, data, safeguarding, performance management, finance and Ofsted.

- **Briefings**

Briefings are 30 minute sessions which take place at the start of a governing board meeting. They are a useful way of providing the governing board with a quick update or information on topics related to governance and education.

- **Away days**

Away days provide governing boards with the opportunity to meet away from the constraints of a normal meeting to work in more depth on a specific aspect of their role and to further develop the governing board as a team. We can help you develop a programme for the day and can also book a suitable venue for you. To discuss a topic and/or make arrangements for an away day please contact the Governor Development Service.

- **For individuals**

Governors and trustees are welcome to make an appointment with the co-ordinator to talk about their general duties or to discuss training needs. Please contact the Governor Development Service to arrange a suitable time.

- **E-learning**

Some governors and trustees have difficulties in attending centrally run sessions. To make sure that everyone can access training, we offer subscriptions to two different e-learning programmes: Governor e-learning (GEL) and Modern Governor. This way, all governors and trustees can have access to training which they can do at their own pace, where and when it suits them.

Registering with **GEL** is simple. You need to have access to an email account and follow these steps:

1. Go to www.gelregistration.co.uk and click on "sign up"
2. Enter your details in the "register for GEL" form
3. Select "Local Authority" and then London Borough Newham (even if your school isn't in Newham) from the drop down list
4. select your school from the drop down list
5. Click submit
6. Once your registration has been approved, you will receive email notification.

To access **Modern Governor**, you also need to register. You need to have access to an email account and follow these steps:

1. Visit www.moderngovernor.com
2. Click on the box labelled 'register' on the top right of the screen
3. Follow the instructions on the next page to register and click confirm
4. You will then be sent an email with a link – click on this and this will give you access to modern governor.

- ***The managed learning environment (MLE)***

All governors and trustees can access the governors' room on the Newham managed learning environment. Here you will find a wide range of useful information such as model policy documents, advice and information for link governors, web links, and course materials.

www.londonmle.net/newham/login

Username: newhamgovernor

Password: newhamgovernor

Central training programme

The programme of central training sessions for the current year can be found on page 7. Information on the content of each session is also available in the governors' newsletter and the briefing pack sent out each term and on the Governor Services' pages of the NPW website at www.npw.uk.com.

How to book

We have tried to make booking a session as simple as possible – you can book by:

1. sending an email to the Governor Development Service at edugov@npw.so
2. phoning us on 020 8249 6936
3. completing our booking form and returning it either by email or post. A booking form is emailed to everyone at the beginning of every term with the newsletter and can also be found in the governors' room on the MLE (www.londonmle.net/newham/login).

We will acknowledge receipt of your booking by email. We also send you an email reminding you that you have booked on a course 2 days before the course date. If you find yourself unable to attend a course you have booked, please let us know. We accept course bookings up until the last minute. However, very occasionally, we do have to cancel or reschedule training at short notice. **We cannot tell you if a course has been cancelled or rescheduled if we do not know that you were planning to attend!**

Childcare

A contribution to the cost of childcare is available – £10 per session for one child and £20 per session for two or more children. Terms and conditions apply and a contribution to childcare form can be requested from the Governor Development Service. The costs will be reimbursed after the training session.

Where are the training sessions held?

Unless otherwise stated, training sessions take place at:

**Francis House
760 Barking Road, Plaistow E13 9PJ**

Central training sessions 2016/2017

Autumn term 2016

Safeguarding Children	KNOWL	Tues 11 th Oct	10am – 12 noon or 7pm – 9pm
Introductory course for new governors		Thurs 13 th Oct	9am – 3pm
Always ready for Ofsted	STRAT	Tues 18 th Oct	10am – 12 noon or 7pm – 9pm
Head Teacher Performance Management	SKILLS	Thurs 20 th Oct	10am – 12 noon or 7pm – 9pm
Making the most of Data	SKILLS	Wed 2 nd Nov	10am – 12 noon or 7pm – 9pm
Selecting the Leadership Team 1	SKILLS	Mon 7 th Nov	10am -12 noon
Selecting the Leadership Team 1	SKILLS	Tues 8 th Nov	7pm – 9pm
Selecting the Leadership Team 2	SKILLS	Mon 14 th Nov	10am – 12 noon or 7pm – 9pm
Introduction to chairing (<i>evening only</i>)	SKILLS	Mon 21 st Nov	7pm – 9pm
Pupil assessment for governors	KNOWL	Tues 22 nd Nov	10am – 12 noon or 7pm – 9pm
Introductory course for new governors		Sat 26 th Nov	9am – 3pm
Diversity Role Models	SKILLS	Thurs 1 st Dec	10am – 12 noon or 7pm – 9pm

Spring term 2017

Understanding the budget 1	STRAT	Wed 25 th Jan	10am – 12 noon or 7pm – 9pm
What's new in the Secondary Curriculum?	KNOWL	Thurs 26 th Jan	7pm – 9pm
Understanding the budget 2	STRAT	Wed 1 st Feb	10am – 12 noon or 7pm – 9pm
What's new in the Primary Curriculum?	KNOWL	Tues 7 th Feb	10am – 12 noon or 7pm – 9pm
Dealing with Exclusions 1	SKILLS	Tues 21 st Feb	10am – 12 noon or 7pm – 9pm
Challenge and Support	SKILLS	Thurs 23 rd Feb	10am – 12 noon or 7pm – 9pm
Dealing with Exclusions 2	SKILLS	Tues 28 th Feb	7pm – 9pm
Promoting British values through the curriculum	SKILLS	Thurs 2 nd Mar	10am – 12 noon or 7pm – 9pm
Introductory course for new governors		Sat 4 th Mar	9am – 3pm
Keeping parents engaged and informed	KNOWL	Wed 8 th Mar	10am – 12noon or 7pm – 9pm
Religious Education & Collective Worship	KNOWL	Tues 14 th Mar	10am – 12 noon or 7pm – 9pm
From good to outstanding	SKILLS	Wed 22 nd Mar	10am – 12 noon or 7pm – 9pm
Statutory responsibilities of GB	KNOWL	Thurs 30 th Mar	10am – 12 noon or 7pm – 9pm

Summer term 2017

Self-evaluation –Setting strategic direction	STRAT	Thurs 27 th Apr	10am - 12 noon or 7pm – 9pm
Pupil Premium for governors	STRAT	Tues 9 th May	10am - 12 noon or 7pm – 9pm
SEND / Inclusion	KNOWL	Tues 16 th May	10am – 12 noon or 7pm – 9pm
Introductory course for new governors		Fri 19 th May	9am – 3pm
Positive behaviour management	SKILLS	Thurs 25 th May	10am – 12 noon or 7pm – 9pm
What's new in the EYFS?	KNOWL	Wed 7 th June	10am – 12 noon or 7pm – 9pm
Introductory course for new governors		Sat 1 st July	9am – 3pm

Please note that training dates may be subject to change due to unforeseen circumstances. Please check the termly programme to confirm final details or contact the Governor Development Service on 020 8249 6936 or by email to edugov@npw.so

Introductory Course

New governors and trustees are strongly encouraged to attend the Introductory course, which provides an introduction to the key areas of school governance. The course is based on a national training programme for new governors. It outlines the legal responsibilities of the governing board and how you can contribute effectively to the board's work. The course is run at least once every term. On completion of the Introductory course, you will receive a ***Level 1 - Certificate in Governance***.

After the Introductory Course

We have introduced an accreditation process to follow on from the Introductory course. This recognises and acknowledges that a governor and trustee has attended a number of training sessions, building on their skills and knowledge of the powers and responsibilities of the governing board.

To qualify for the ***Level 2 - Skilled Governor*** certificate, Governors and trustees must have completed Level 1 as well as

- + one skills course
- + one knowledge course
- + one strategic course
- + one free choice course
(this can include a GEL course)

To qualify for the ***Level 3 - Advanced Governor*** certificate, governors and trustees must have completed Levels 1 and 2 as well as

- + two skills courses
- + two strategic courses
- + two knowledge courses
- One of these can be a GEL course

For more information about the accreditation, please contact the Governor Development Service on 0208 249 6936.

Whole governing board training

The following topics can be delivered as whole governing board training sessions. Most can be delivered either as two hour sessions or 30/45 minute briefings. You can also request topics related to school governance that are not included on the list. We will try our best to arrange this for you.

Strategic

- the effective governing board
- being ready for Ofsted
- developing the governing board
- understanding data
- from good to outstanding
- understanding self evaluation
- governors and school development planning
- monitoring and evaluation
- understanding/managing the budget

Skills

- performance management
- dealing with exclusions
- selection of the leadership team
- dealing with complaints
- managing a skills audit
- visiting the school
- effective meetings
- chairing

Knowledge

- safeguarding children
- health and safety
- equality duty
- special educational needs/inclusion
- positive behaviour management
- E-safety
- governors and the curriculum
- engaging with parents
- role of link governors
- keeping your governors
- staff grievance and discipline

Training link governors

Each governing board appoints a link governor (or trustee) for training. Their role is to act as a link between the governing board and the Governor Development Service. Whole governing board training sessions, impact courses, briefings and away days should be booked by the training link governor on behalf of the governing board.

The training link governor:

- helps the governing board to decide on its training needs and encourages governors to attend training
- attends a meeting with Governor Services at the start of each term to receive updates on training available to governors
- receives an annual record of the training completed by governors and the governing board.

How to use training to be a more effective governor

New governors and trustees

If you are a new governor or trustee, you should start your training with the Introductory course. This will provide you with a good overview of school governance and your role as a governor or trustee. You can then select additional courses from the central programme which will provide you with more in-depth information. Once you have attended some governing board meetings you will have a better idea of which areas you would like to find out more.

Experienced governors and trustees

As an experienced governor or trustee, you may feel you know all there is to know about school governance. However, guidance, legislation and educational policy are constantly changing and it is imperative that you ensure your knowledge is completely up to date.

Remember, learning is a life-long process!

Report back about your training

Following your attendance at a training course, it is important to share the key messages from the training with the rest of your governing board. The learning log which you receive at every training session is designed to help you to provide useful feedback. This can be done at your board meeting through the training item on your agenda.

What should I do if I would like training on a topic that is not on offer?

If a subject that you would like to know more about is not on the programme, please speak to the Governor Development Service.

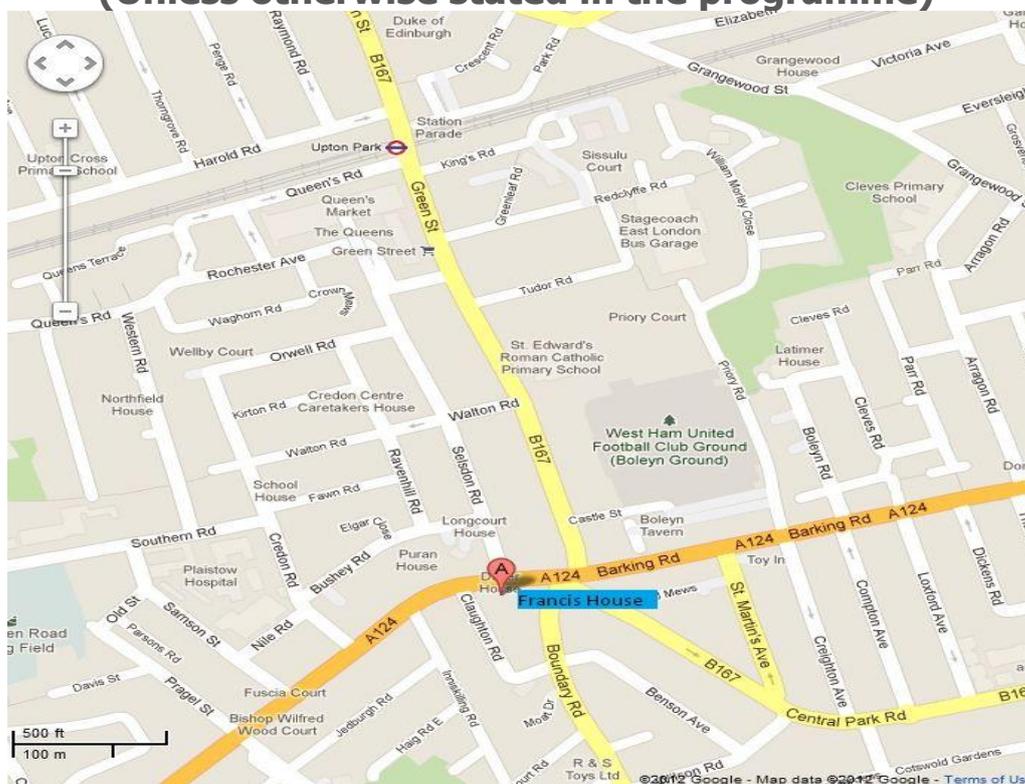
Time off work to attend training

Under employment law, employers must give employees who are school governors "reasonable time off" to carry out their duties. The employee and employer have to agree on what this might mean. Employers do not have to give time off with pay.

Venue and contact details

**Central training takes place at
Francis House
760 Barking Road,
Plaistow
E13 9PJ**

(Unless otherwise stated in the programme)



Nearest tube stations

Upton Park (District Line)

There is street parking. Francis House also is close to a number of bus routes.

Bus routes 5, 58, 104, 115, 147, 330, 376.

The Governor Development Service is part of Governor Services within NPW.

The Governor Development Service is the responsibility of:

Dorothea Schulz
Governor Development Co-ordinator
760 Barking Road
London E13 9PJ

Tel: 020 8249 6931

Email: Dorothea.schulz@npw.so

If you are unhappy

We try to make sure our services work well.

If you are unhappy with your training session, please let your tutor know. If you are still not satisfied, please contact the governor development co-ordinator (see below for contact details).

If you are still dissatisfied with the outcome, please contact Paul Baglee, Head of Governance and NPW Operations, on 020 8249 6930.

Information and course bookings

To book a course or obtain further information, please contact the Governor Development Service.

Telephone: 020 8249 6936

Post: Francis House, 760 Barking Road, Plaistow E13 9PJ

Email: edugov@npw.so