



**MIDDLESBROUGH**

**GOVERNOR DEVELOPMENT SERVICE**

**ANNUAL TRAINING AND DEVELOPMENT**  
**PROGRAMME**

**2018 - 2019**

We will try to make a summary of this document available in other languages, brail or large print on request.

Dear Governor

Welcome to the 2018-19 Governors Training and Development Programme.

As a governor, you play a key role in the success of our schools and the achievement of pupils throughout Middlesbrough; we value the contribution, energy and commitment you bring.

The Governor Training and Development Programme is designed to support you in acquiring the knowledge and skills needed to respond to the ever changing challenge of governance.

We hope you find this Training and Development Programme helpful as the content reflects the feedback we have received and will support governing boards who are the key strategic decision makers accountable for ensuring the best possible education for every child. Governing Boards also play an important role in maintaining a successful and stable workforce and for sound financial management and efficiency.

Safeguarding and wellbeing remains, rightly, at the forefront of governors' accountabilities. Governors have a duty to support and protect vulnerable children whilst preparing young people for adult life by building character and resilience and enabling them to access high quality work or study options.

Our training is facilitated by experienced and knowledgeable tutors with a wealth of experience. Governing boards that buy into our service level agreement are able to access as many courses as they wish; other governors and staff are also very welcome to partake in any of the courses on a pay-as-you-go basis.

**Please note we require a minimum of 6 to make a workshop viable and will only cancel a course if this number cannot be reached.**

**To book a place on any of the courses please contact:**

**Jamie Fryett**

Admin Support Officer

Tel: 01642 201986

Email: [jamie\\_fryett@middlesbrough.gov.uk](mailto:jamie_fryett@middlesbrough.gov.uk)

We thank you for all you do for your school we look forward to working with you over the coming year and seeing you at one of our training/development events soon.

***Jackie White***

Governor Development Service Manager

## 2018-2019 TRAINING PROGRAMME AT A GLANCE

FULL DETAILS AVAILABLE TO VIEW ON

[www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk) (Schools/School Governors)

**AVOID DISAPPOINTMENT BOOK YOUR PLACE EARLY**

<b>AUTUMN TERM 2018</b>		
Tuesday 16 October	9.30 – 3.00pm	Combined Induction M1-M3
Wednesday 7 November	5.30 - 7.30pm	Induction M1
Wednesday 14 November	5.30 - 7.30pm	Induction M2
Wednesday 21 November	5.30 – 7.30pm	Induction M3
Wednesday 26 September	5.30 – 7.30pm	Governors Use of Data
Tuesday 16 October	5.30 – 7.30pm	Leading the Team
Wednesday 17 October	5.30 - 7.30pm	Pupil Exclusion Training
Thursday 18 October	5.30 – 7.30pm	What does PREVENT Mean?
Tuesday 23 October	5.30 – 7.30pm	Poverty Proofing You School
Monday 15 October	5.30 – 7.30pm	Financial Reporting Maintained Schools/Academies
Tuesday 20 November	5.30 – 7.30pm	Safeguarding Children
Tuesday 27 November	5.30 – 7.30pm	Ofsted Readiness
Date to be confirmed	5.30 – 7.00pm	Performance Management - Governors Role
Date to be confirmed	5.30 – 7.30pm	Send Governors role linked to send/EHCP
Wednesday 28 November	9.30am-3.00pm	Safer Recruitment Training
<b>Tuesday 6 November</b>	<b>5.00 – 7.30pm</b>	<b>Termly Governors' Forum</b>
Date agreed with GB		Governor Development Sessions
<b>SPRING TERM 2019 - TO BE CONFIRMED</b>		
Wednesday 27 February	9.30 - 11.30am	Induction M1
Wednesday 6 March	9.30 - 11.30pm	Induction M2
Wednesday 13 March	9.30 – 11.30pm	Induction M3
Tuesday 12 February	5.30 – 7.30pm	Financial Monitoring for Maintained Schools and Academies
TBC	5.30 – 7.30pm	Ofsted Readiness (repeat)
TBC	5.30 – 7.30pm	Governors use of Data
Wednesday 27 March	9.30 -3.00pm	Safer Recruitment Training
<b>Wednesday 20 March</b>	<b>5.00 – 7.30pm</b>	<b>Termly Governors' Forum</b>
Date agreed with GB		Governor Development Sessions
<b>SUMMER TERM 2019 - TO BE CONFIRMED</b>		
TBC	5.30 – 7.30pm	Ofsted Readiness (repeat)
TBC	5.30 – 7.30pm	Safeguarding Children
<b>Wednesday 12 June</b>	<b>5.00 – 7.30pm</b>	<b>Termly Governors' Forum</b>
Date agreed with GB		Governor Development Sessions

### KEY

- Induction Training a **MUST** for New Governors
- Essential Courses for all Governors
- Governors' Termly Forums
- Governor Development Sessions
- Safer Recruitment Training

## INDUCTION TRAINING

Target Audience: A **MUST** for all new governors or recently appointed governors in maintained schools and academies.

Duration: three evenings/mornings/one full day

New governors are expected to attend induction training as soon as possible after appointment as it covers the key information needed to be an effective governor. These informal and supportive sessions will enable governors to gain confidence and knowledge of their three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head Teacher to account for the educational performance of the school/academy and its pupils
- Overseeing the financial performance of the school/academy and making sure its school budget is well spent.

The training is over three weekly sessions or 1 full day. Course objectives are:

**Getting Started:** The legal framework, partnership with school and others, the Governing Body/Trust Board structure and responsibilities

**Being Effective:** How governors work in practice.

**The way forward:** Understanding your role in School Improvement Planning, how to monitor and evaluate school performance, ask the right questions and how to ensure accountability.

**Session Leader: Jackie White, Governor Development Service Manager (GDSM)**

Code	Module	Day	Date	Time
M1/31610	All 3	Tuesday (full day)	16 October 2018	9.30am – 3.00pm
M10711	1	Wednesday	7 November 2018	5.30 – 7.30pm
M21411	2	Wednesday	14 November 2018	5.30 – 7.30pm
M32111	3	Wednesday	21 November 2018	5.30 – 7.30pm
M12702	1	Wednesday	27 February 2019	9.30 – 11.30am
M20603	2	Wednesday	6 March 2019	9.30 – 11.30am
M31303	3	Wednesday	13 March 2019	9.30 – 11.30am

# ESSENTIAL COURSES FOR ALL GOVERNORS

## GOVERNORS USE OF DATA

In order for the Governing Body to successfully hold school leaders to account they need to be able to:

- Judge the progress the school is or is not making;
- Examine trends over time;
- Compare the school's performance with similar schools

Learning Outcomes:

- Explore the range of data available to governors in school and academies
- Understand how school data can be used to support and challenge school improvement
- Develop skills to interpret key data and ask the right questions of school leaders.
- Become familiar with the Analyse School Performance (ASP) Data
- Understanding the different ways governors can monitor the school

**Session Leader Karen Smith LA Senior Adviser**

Code	Day	Date	Time
GUD2609	Wednesday	26 September 2018	5.30 – 7.30 pm

## LEADING THE TEAM

Target Audience: New Chairs, Vice Chairs and prospective Chairs

Having an effective chairs leads to more effective governing bodies and the more effective governing bodies mean better outcomes for our children. The aim of the session is to support the development of chairs and establish a Chairs network for future support.

Learning Outcomes:

- Understand the role of the chair in the context of managing and building the team
- Understand the role of the chair in managing and building relationships with senior leaders
- Increase knowledge on effective structures and delegations
- How to work with the Clerk to support effective meetings.

**Session Leader: Jackie White, GDSM**

Code	Day	Date	Time
LTT1610	Tuesday	16 October 2017	5.30 – 7.30pm

## EXCLUSIONS – ROLE OF THE GOVERNING BOARD/TRUST BOARD

Essential for all governors/trustees likely to sit on a pupil exclusion panel. It is highly recommended that panel members are re-trained every 2 years.

Learning objectives:

- Develop an understanding of the exclusion process and latest statutory guidance on when a fixed term or permanent exclusion s appropriate.
- Explore the different responsibilities of the head teacher/principal, governing body and LA/Academy trust in the exclusion process.
- Role of the Independent Review Panel

**Session Leader: Mr D Lister CME and Exclusions Manager, Ms S Bowman Exclusions Officer**

Code	Day	Date	Time
PX1710	Wednesday	17 October 2018	5.30 – 7.30pm

## PREVENT AND GOVERNORS/TRUSTEES ROLE

Target Audience: All governors

Learning Outcomes:

- Understand how school fulfils their PREVENT duties and support the wellbeing of pupils
- Consider how governors can monitor the impact of their school's actions
- Be aware of national policies that contribute to pupil wellbeing.

**Session Leaders: Andrew Shippey, LA Community Safety Officer**

Code	Day	Date	Time
PD	Thursday	18 October 2018	5.30 – 7.30pm

## POVERTY PROOFING YOUR SCHOOL

Target Audience: Governors linked to Pupil Premium Funding

Learning Outcomes:

- Understand what is meant by child poverty
- The links between child poverty/disadvantaged and educational outcomes
- Background and purpose of pupil premium funding
- Explore how pupil premium funding is working in schools to remove barriers to learning

**Session Leaders: Karen Smith, LA Senior Advisor**

Code	Day	Date	Time
PPS2310	Tuesday	23 October 2018	5.30 – 7.30pm

## FINANCE, BUDGETS AND MONITORING FOR SCHOOLS/ACADEMIES

Essential for members of finance committees and for governors/trustees who would like to enhance their understanding of their school/academy finance systems

The Governing Body or Trust Board has a key strategic role for the financial management of schools/academies and for in ensuring financial systems and procedures are correctly managed. This session will support Governors, Trustees, School Bursars and School Business Managers in understanding their financial responsibilities.

The INTERACTIVE session will cover:

- Understanding how your school budget is made up and where the funding comes from
- The key difference between maintained schools and academies
- Strategic responsibility in setting and monitoring the budget
- Roles and responsibilities for the Trust Board/Governing Body
- Statutory reporting
- Forward Planning and financial forecasting
- Benchmarking

- Questions to ask to ascertain how well your budget is being spent.

**Session leaders: Wendy Pattison, Specialist Leader in Education (SLE) through Harton Teaching School Alliance, South Shields**

Code	Day	Date	Time
FIN1510	Monday	15 October 2018	5.30 – 7.30pm
FIN1202	Tuesday	12 February 2019	5.30 – 7.30pm

## SAFEGUARDING CHILDREN

Target Audience: All governors and **essential** for those with responsibility for child protection and safeguarding. It is strongly recommended that governors attend **every year** to refresh and update their knowledge.

Learning Outcomes:

- Understand their statutory responsibilities in relation to safeguarding children
- Access guidance and up-to-date information about safeguarding
- Know the expectations around safeguarding in an Ofsted inspection.
- How governing bodies can hold the senior leadership team to account for safeguarding
- Quality assure the schools safeguarding arrangement

**Session Leaders: Pete Davies, Education Safeguarding Consultant**

Code	Day	Date	Time
SG2011	Tuesday	20 November 2018	5.30 – 7.30pm

## OFSTED READINESS

Target Audience: Governors due an inspection and those aspiring to outstanding governance

Learning Outcomes:

- Understanding the Ofsted Inspection Handbook
- Address weaknesses identified in previous inspections
- Selecting the right evidence
- Understanding clear governance arrangements particularly in Multi Academy Trusts (MATs)
- Make sure the school website is inspection-ready
- Use governing body minutes to show your impact

**Session Leaders: Karen Smith, LA Senior Advisor**

Code	Day	Date	Time
OR2711	Tuesday	27 November 2018	5.30 – 7.30pm

## PERFORMANCE MANAGEMENT IN SCHOOL AND OF THE HEAD TEACHER

Essential for all governors are aware of their responsibility with regard to Performance Management in Schools and particularly those governors who serve on the Head Teacher performance management committee. Recommended governors are retrained every 3 years.

Setting objectives for the head teacher and assessing their performance and professional development needs supported by an external adviser, are not only statutory duties for governing bodies/trust boards but an essential part of driving up school improvement.

Learning objectives:

- Understand governor's role in the appraisal process and decisions on all staff pay.
- Be equipped to fulfil their role as a reviewer of the Head Teachers performance
- Understand the role of the external adviser in the process

**Session Leader: Karen Clarke, HR Adviser and Jackie White, GDSM**

Code	Day	Date	Time
PM2009	TBC	TBC	5.30 – 7.00pm

## SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Target Audience: Governors with responsibility for monitoring SEND

Governing bodies and trust have important statutory duties towards pupils with special educational needs/disabilities (SEND).

Learning objectives:

- Develop an understanding of SEND and how the school's vision helps to shape SEN provision
- Understand the role of governors in helping school fulfil their responsibilities
- Understand how Educational Healthcare Plans (EHC) are assessed
- Raise awareness of the LA role in SEND

**Session leader: Mr D Ball, Principal Officer SEND**

Code	Day	Date	Time
TBC	TBC	TBC	5.30 – 7.30pm

## SAFER RECRUITMENT TRAINING

Target Audience: Governors or members of the Senior Leadership Team who are involved in recruiting staff

One person on an interview panel **must have** completed the Safer Recruitment Training. These sessions are open to all governors, Head Teachers and school staff. **Other school staff are very welcome to undertake this training along with governors however there would be an additional charge of £110 per head which includes lunch.**

**The Safer Recruitment Workshop consists of the following aspects:**

- Safer Recruitment and the wider context of safeguarding
- Planning the recruitment exercise/making the right decisions
- Ongoing vigilance and safer organisational culture

**Session Leader: Jackie White, GDSM**

Code	Day	Date	Time
SR2811	Wednesday	28 November 2018	9.30 – 3.00pm
SR2703	Wednesday	27 March 2019	9.30 – 3.00pm

## TERMLY FORUMS

Our termly forums offer governors an ideal opportunity to keep up to date with initiatives in governance both nationally and within the local authority. It is an excellent way of meeting other governors, share best practice and keep up to date with the partnership working taking place

through Middlesbrough Schools Teaching Alliance (MSTA) and Middlesbrough Achievement Partnership (MAP).

Information about the content of our termly governors' forum which reflects the most current topics will be circulated closer to the dates which are as follows:

Code	Day	Date	Time
TF0611	Tuesday	6 November 2018	5.00 – 7.30pm
TF2003	Wednesday	20 March 2019	5.00 – 7.30pm
TF2305	Wednesday	12 June 2019	5.00 – 7.30pm

If governors would like anything particular discussed at a termly forum please contact Jackie White GDSM on [jackie\\_white@middlesbrough.gov.uk](mailto:jackie_white@middlesbrough.gov.uk). A light tea will also be provided so please advise on booking if you have any special dietary requirements

## **GOVERNING BOARD/TRUST BOARD DEVELOPMENT SESSIONS**

Charges for in-house sessions will be negotiated individually and are not part of the service level Agreement

Research has shown that training for individual governing bodies, involving all governors has a significant impact on the effectiveness of the governing body as a whole. Any of the sessions in the programme can be delivered as an in-house session for a whole governing body or two or more governing bodies in a cluster, subject to availability of the tutor. Alternatively, tailor-made sessions can be provided on specific subjects requested by the governing body or on any of the following:

### **How to Become Outstanding – and Stay There**

Based on national research, this session will explore the key characteristics of Outstanding schools and examine the comparative criteria for Good and Outstanding judgements in the Ofsted evaluation schedule. It will also provide the opportunity to reflect on your own school's position and governors' role in driving school improvement.

### **Preparing for Ofsted**

Governors need to understand the process of an Ofsted inspection in order for them to support their school effectively. They also need to make sure they are meeting their statutory obligations and fulfilling their duties, this is an ideal opportunity to ask questions and to reflect on your own preparation for inspection.

### **Succession Planning – Getting a Head Start**

Successful governing bodies are clear about how they see the school moving forward. Where do you see your school in five years' time and what type of Head Teacher will be right to help you achieve this. At the end of the session you will have a clear vision for your school, the type of Head Teacher you want to work with, an understanding of the different styles of leadership and an overview of the recruitment process.

### **Understanding Progress**

Governors, working with school leaders, are responsible for the achievement of all pupils, with a firm focus on disadvantaged children. This session ensures governors can interpret their own

school's performance data, understand how this informs the steps that can be taken to improve, and explores with the senior leadership team how pupil progress can be monitored.

## **Governing Body Self-Review: How well does your Governing Body Know Itself?**

A facilitated session which will give governing bodies an opportunity to assess their strengths and weaknesses: resulting in an action plan for their own development. This course offers you a valuable opportunity to take a step back from busy meetings and evaluate the effectiveness of your governing body.

All in house sessions will be subject to the availability of a tutor, please contact Jackie White on 01642 201988 to discuss further.

# TERMS AND CONDITIONS

## Booking Arrangements

- Governing Bodies that have bought our full package can attend as much training as they wish. This is allocated on a first come first served basis so please ensure you **book your own place early to avoid disappointment.**
- **On receipt of your booking we will email you a booking confirmation.**
- Staff and governors (not part of our buy back) are also welcome to attend any of the training on a pay as you go basis. All day sessions will be charged at £110 per person per day and £80 for sessions up to 3 hours.

## To book a place on any of the courses please contact:

### Jamie Fryett

Admin Support Officer

Tel: 01642 201986

Email: jamie\_fryett@middlesbrough.gov.uk

- Book on training sessions at least three weeks before the date of the session. We will endeavour to ensure all courses as advertised are delivered but can only do so if we have a **minimum number of 6**. A decision to cancel a course will be made 14 days before the course date. Applications may still be accepted up until the course date, if the course is proceeding.
- **PLEASE DO NOT turn up to courses without prior booking, as they may find that a course has been cancelled.**
- Governors who book a place on a course but subsequently find that they are unable to attend are asked to contact the Governor Development Service to submit apologies as soon as possible but as a minimum FIVE working days' notice is required. Failure to do so may result in an administration charge of £30 per governor where five days' notice has not been given. Non-attendance is also charged at £30. (Schools will be invoiced at the end of the term)

## Access to courses

- If you require support of any kind to enable you to participate fully in our training courses i.e. wheelchair access, large print documentation or specific dietary requirements please let us know when you book your place and we will make suitable arrangements for you.

## Governors' expenses for training

- The School Governance (Roles, Procedures and Allowances) (England) Regulations 2013 make provision for allowances to be paid to governors or associate members for out-of-pocket expenses incurred in the context of carrying out their duties. Academies are free to set their own policy
- Any claim for expenses has to be met from the school's delegated budget. All Governing bodies should have a policy to cover governor expenses. You may find you are able to claim for childcare, other carer expenses and travel which may assist you in attending training so please refer to your governing body for further details.