

*‘Working Together to Strengthen
Governance across North Lincolnshire’*



Governor Development Offer

2017-2018

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Welcome

I am pleased to introduce our governor development offer for 2017/18.

North Lincolnshire is passionately committed to improving the wellbeing and educational outcomes of all our children and young people, and we recognise the vital role that effective school governance plays in achieving this aim.

We are therefore delighted that most schools and academies in North Lincolnshire have chosen to engage with both our governor development offer and clerking service - a great example of schools, academies and the local authority working together to strengthen governance across the area.

This booklet sets out our governor development offer for the coming academic year, and gives detailed information about the courses, programmes and bespoke training available to help you and your governing body to be the best that you can be. We hope that you find it useful.

In addition, we will continue to supplement our offer with additional CPD opportunities and meetings throughout the year, in order to reflect national developments and local issues as they arise – so look out for these! If there is anything that you would like to see on offer please contact Governor Services.

When asked, the vast majority of you tell us that our governor development offer and clerking service is supporting improvements in governance in your schools – and thus enabling you to make a significant contribution to ensuring good provision and outcomes for children and young people across North Lincolnshire.

Nevertheless, we want to ensure that you continue to receive a high quality service and would welcome further feedback.

On behalf of the Council I would like to thank you for your dedication and commitment as governors and look forward to working with you again in the coming year.

Tina Page

Head of Standards and Effectiveness

Booking Arrangements

Stage 1: How to book

You can book a place on any of the courses by:

- Logging on to: www.servicesforeducation.org.uk
- Email gov.bodies@northlincs.gov.uk for user guide
- Phone: 01724 297136/9

If you are interested in a course, please make sure you book a place well in advance as courses may be very popular and sometimes there is a waiting list. Whilst all bookings should ideally be made within 48 hours of the course start date, we will always endeavour to accommodate last minute arrangements. However, please do not arrive at a session without making prior arrangements as considerations like fire regulations or insufficient seating and resources may preclude attendance.

Stage 2: What happens after booking?

You will receive confirmation of your place on the course within five days of applying. Once you have requested a course, an acknowledgement will be emailed or, if applicable, posted to you. Attendance instructions are usually emailed about a week prior to the course. Should you not hear from us, please get in touch to confirm your place on the course prior to attending.

If you would like to cancel your place on a course, please give 48 hours' notice where possible, otherwise charges may apply. If there is insufficient demand for any particular course then the course may be cancelled. Therefore please inform us of your intention to attend and book early to avoid this situation from occurring.

Bespoke Governing Body Development

Individual governing body development can be arranged on request and delivered as a school-based session, for example:

- enhanced expectations of governors
- understanding data and asking the right questions
- succession planning
- preparing for Ofsted

Where possible, this will be tailored to the needs of your governing body, enabling governors to work together on a subject or theme of their choice. For an informal discussion on whole governing body development options, please ring the Governor Services Manager on 01724 297111.

Access and Charges

The governor development offer is available to all governors. The fees and charges are identified below. These relate to SLA costs and non-SLA costs.

All governing bodies have the option to purchase our governor development SLA at a cost of £678 per annum. This aims to enhance governors' skills and knowledge, thus enabling them to carry out their strategic role more effectively.

SLA costs: governing bodies that have purchased the SLA may attend unlimited scheduled sessions at a charge of £12 per person per session.

Pay as you go (PAYG): governing bodies that have not purchased the SLA may attend any training course on a PAYG basis; the charges are as follows:

- Pay as you go half day/evening session per delegate: £92
- Two-hour in-house/cluster session: £316

The charges referred to above relate to current SLAs; any changes will be amended accordingly.

Further details about purchasing the current SLA offer can be found at www.servicesforeducation.org.uk/Services/2978

Learning Links

The Learning Links e-learning package for governors complements the face to face training and is free of charge to any governing body which has purchased the training SLA. The e-learning is designed to be interactive and engaging, including a number of links to external documents. The material has been written by governors for governors and aims to lead you through what you need to know, give you an opportunity to test your knowledge and gain a certificate for an optional test at the end. Each topic takes between 30 minutes and 3 hours to complete (depending on the topic). There are 41 learning modules available.

How do you register for Learning Link?

It is a simple process:

1. Visit <https://nga.vc-enable.co.uk/Register> to find the online self-registration form.
2. Add your details to the self-registration form in the following order
 - Your first name
 - Your last name
 - Your email
 - Your phone number (optional)
 - Your governance role title (optional)
 - Your school or academy – use the search box
 - and make sure to select the right one using the address and postcode if necessary*
3. Read the statement in the large blue box at the bottom of the form and then click anywhere in the large blue box to submit your application for approval.
4. Approval is not immediate and you must wait for email confirmation of approval. It can take time to receive this email particularly if your application is submitted over a weekend or in the evening.
5. Your confirmation email will be sent to you. Once you receive your email confirmation, which includes your login details you can login to Learning Link and start to use it whenever you want to.

* If your school or academy is not listed, it may not be signed up to Learning Link. In this case please select the "My group has not been listed" box and an email will come through to us so that we can contact you.

If you find any difficulty registering or logging in, please contact your clerk for support.

Induction modules

- Governance: Your role, your responsibilities, your organisation
- Education: Your organisation - making sure children get the education they deserve
- Strategy: Living your values, reaching your vision, managing the risk
- Achievement: Understanding the power of data and improving outcomes
- Resources: Making the most of what you've got
- Collaboration: Working as a team to improve the organisation
- Compliance: Assuring your organisation, keeping it safe, secure and solvent
- Effectiveness: Governance making an impact and changing lives

Current learning modules

- Key Functions of the Governing Body
- Exclusions
- Head Teacher Recruitment and Succession Planning
- Monitoring Performance Data and Targets
- The Role of Governors in Safeguarding Children
- The Role of the Special Educational Needs and Disabilities (SEND) Governor
- Educational Visits
- E-Safety for Governors
- Understanding Schools Finance
- Managing Academy Finance
- Planning for Succession in the Governing Body
- Health and Safety
- Equality and Diversity

- Early Years Education
- Getting it Right as a Staff Governor
- Governors' Visit to School
- Monitoring and Evaluation – The Governing Body's Role
- School Teacher Appraisal and Capability
- Academies
- Governance of a Church School
- The Governors' Role in School Improvement
- Pupil Premium
- Headteacher Appraisal and Capability
- Different Models of Governance
- Looked After Children
- Ofsted Inspection of Schools
- Introduction to Clerking Maintained Schools
- Introduction to Clerking Academies
- Recording a Meeting
- Supporting the Governing Body in Raising School Standards
- The Constitution of the Governing Body
- Preparing for a Meeting
- Clerking a Trust or Local Governing Body
- Governors and Ofsted
- Getting to Know the Law
- The Clerk's Role in the Appointment of the Headteacher or Deputy
- Handling Delicate Situations
- Helping Struggling Governing Bodies
- Governing Body Duties on Compliance

Governors' Leadership Briefings 2017 - 18

Description

Governors' leadership briefings are held at the start of each school term, to ensure that chairs and vice chairs are well-informed about key issues affecting schools and well-prepared for the term ahead. They are led by the Head of Standards and Effectiveness, with individual items presented by both local authority officers and North Lincolnshire governors. Agenda items are linked to key issues put forward by governors at the start of each academic year.

Presentations are limited to 5-10 minutes to enable ample time for table discussions.

Aims

- To provide an update on recent developments affecting North Lincolnshire governors
- To explore how we can address current challenges facing chairs and vice-chairs
- To facilitate discussion and sharing of good practice between schools

Date	Time	Venue	Aimed at
Autumn			
6 September 2017	18.00 – 20.00	LDC	Chairs, vice chairs, headteachers and aspiring chairs/vice chairs
7 September 2017	10.00 – 12.00	LDC	
Spring			
3 January 2018	18.00 – 20.00	LDC	Chairs, vice chairs, headteachers and aspiring chairs/vice chairs
4 January 2018	10.00 – 12.00	LDC	
Summer			
18 April 2018	18.00 – 20.00	LDC	Chairs, vice chairs, headteachers and aspiring chairs/vice chairs
19 April 2018	10.00 – 12.00	LDC	

These briefings are free to all governing bodies, regardless of whether they have purchased an SLA.

HOW TO BE AN EFFECTIVE GOVERNOR

Options	Date	Time	Venue
All modules – 1, 2 & 3 combined	25 November 2017	09.15 – 15.30	LDC
Module 1	24 April 2018	18.00 – 20.00	LDC
Module 2	8 May 2018	18.00 – 20.00	LDC
Module 3	22 May 2018	18.00 – 20.00	LDC

Description

This course is designed to give all governors, especially new governors, the essential information they need to be effective in helping their school to provide the best possible education for its pupils. The course is based on the National Training Programme For School Governors developed by the DfE, and is built around the three key roles that governors must fulfil: setting the strategic direction, holding the headteacher to account and ensuring value for money. Whilst an essential course for new governors, it is also extremely useful for more experienced governors who wish to refresh their knowledge and understanding of governance in an ever changing educational landscape.

Topics covered include:

- Categories of schools and governors
- Effective governing bodies and meetings
- Vision and aims, including statutory and recommended policies
- Powers and duties of governing bodies
- The roles of the governing body, the head teacher and senior leaders

- The key roles and responsibilities of governors
- School development plan
- Working with the school community
- Getting to grips with education jargon
- Conduct at meetings and confidentiality
- Committee structures and terms of reference
- How to prepare for a visit to school linked to the school development plan
- Monitoring, including a basic introduction to using school performance data
- The head teacher's report
- Accountability to stakeholders – prospectus, school council, newsletters, complaints policy
- Ofsted framework and the expectation of the role of the governing body

The training includes a combination of information (including hand-outs), group and individual activities and plenty of

time for questions! The information is constantly reviewed to take into account current legislation and initiatives.

MEETING THE ENHANCED EXPECTATIONS OF GOVERNORS

	Venue	Aimed at
In House	School Setting	All governors

It is recommended that this course is delivered in your school to the whole governing body.

Description

The School Governance Regulations 2013 emphasise that the 'governing body' should operate at a strategic level, leaving the head teacher and senior school leaders responsible and accountable to the governing body for the operational day-to-day running of the school. The governors need a robust process and framework for setting priorities, creating accountability and monitoring progress. The regulations define the three core functions for the governing body:

- Ensuring clarity of vision, ethos and strategic direction
- Hold executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff and

- Overseeing the financial performance of the organisation and making sure its money is well spent.

This course will explore the expectations of governors and give practical examples of how a governing body can meet the enhanced requirements.

Aims

- To understand how expectations of governance are changing and increasing
- To consider how governors can best organise themselves to fulfil the monitoring and evaluation role effectively
- To identify what the staff of the school can do to support governors in fulfilling the above
- To clarify what good governance looks like and what governors need to do to achieve this

LOCALITY NETWORKS FOR CHAIRS AND VICE CHAIRS OF GOVERNORS

Locality	Date	Time	Venue
Scunthorpe North	31 October 2017	18.00 – 20.00	LDC
	30 January 2018	18.00 – 20.00	
Scunthorpe South	1 November 2017	18.00 – 20.00	LDC
	8 February 2018	18.00 – 20.00	
Brigg/Kirton	9 November 2017	18.00 – 20.00	The Vale Academy
	28 February 2018	18.00 – 20.00	
Barton	15 November 2017	18.00 – 20.00	Baysgarth School
	29 January 2018	18.00 – 20.00	
Isle of Axholme	6 November 2017	18.00 – 20.00	South Axholme Academy
	20 February 2018	18.00 – 20.00	

Description

As part of North Lincolnshire's aim of promoting sector-led improvement, we would like to help you to set up network meetings for chairs and vice chairs in each of the five localities.

The locality networks will cover:

- North Scunthorpe
- South Scunthorpe
- Isle of Axholme
- Brigg
- Barton

The first two meetings of each locality network will be supported by local authority officers.

Aims:

- To update each other on recent developments affecting governors
- To explore how we can address common issues
- To facilitate discussion and sharing of good practice between schools
- To promote sector-led improvement and governing body-to-governing body support

WHAT DOES OUTSTANDING GOVERNANCE LOOK LIKE – AN OFSTED PERSPECTIVE

Date	Time	Venue	Aimed at
January 2018	18.00 – 20.00	LDC	All governors

Description

This session will be led by an ex-HMI, who not only has experience of leading inspections in both primary and secondary schools - but also of being involved in the writing of a previous Ofsted inspection framework!

The September 2015 Ofsted common inspection framework introduced a number of significant changes, not least with regard to evaluating the effectiveness of governors and the governing body. This session will enable governors to understand their strategic role and responsibilities in this regard.

We will look at the inspection handbook and the grade descriptors. We will analyse the judgements made in sample Ofsted reports. What are the key factors? What does outstanding governance look like to an Ofsted inspector? Do governors accurately understand their school's strengths and weaknesses? Are they holding the head and other senior leaders to account effectively? Might the governing body be working in ways that may be judged as requiring improvement?

Course Aims

To learn and understand more about:

- What constitutes outstanding governance
- The Ofsted framework and Ofsted handbook – including grade descriptors

- Governors' duties in respect of raising standards and attainment
- The sources of pupil data and how it can be used to demonstrate improvement
- Raise awareness of the impact of teaching on learning and progress in different subjects and year groups and for different groups of pupils
- Governors' role in monitoring, quality assurance, self-evaluation and strategic planning
- Governors' duty to challenge and hold senior leaders to account for all aspects of the school's performance including pupils' achievement, behaviour and safety
- The importance of robust performance management systems and processes
- Ensure that the governors understand and can evidence the impact of pupil premium spending

LEARNING WALKS – EFFECTIVE MONITORING THROUGH FOCUSED VISITS TO SCHOOL

Date	Time	Venue	Aimed at
7 November 2017	17.30 – 19.30	St Peter and St Paul Church of England Primary School	All governors

Description

Learning walks are an effective and focused means of understanding the procedures and practices in school whereby governors can identify the impact of their decision making.

You will:

- develop your understanding of why governors should visit school
- have a clearer understanding of the governor monitoring role
- learn about best practice regarding governor visits to school
- learn how to report back following a visit

Aims

It is good practice to establish a yearly programme of governor visits or learning walks to your school to

help focus on gathering evidence to support school self-evaluation. The information gathered during these visits will enable you as governors to:

- Shape the direction of the school in partnership with senior leaders
- Have an enhanced understanding of areas of strength and weakness so that you can support and hold to account senior leaders effectively
- Improve pupil outcomes
- Enhance your understanding of the school's teaching and learning practice
- Help develop a continuous learning process through “observation, evaluation and reflection”
- Explore ideas with governors from other schools
- Agree protocols and aims of the visits.

UNDERSTANDING DATA AND ASKING THE RIGHT QUESTIONS – TWO PART WORKSHOP

Date	Time	Venue	Aimed at
Session One: 31 January 2018	18.00 – 20.00	LDC	All governors
Session Two: 6 March 2018	18.00 – 20.00	LDC	All governors who attended session one

Description

All governors are expected to have an understanding of the data available to schools to monitor and challenge the achievement of different cohorts and groups of children. Pupil performance data provides headteachers, teachers and governors with a wide range of analytical information for reviewing pupil achievement in depth. The objective of this course is to help governors understand how to access and use the data in a clear non-technical way. Training will include an overview of the DfE 'Analyse School Performance' feature which has replaced RAISEonline.

Please note: this training is intended for governors of primary schools and academies.

Aims

At the end of the course you will know:

- How data can be best used by governors to support their statutory monitoring, evaluation and target setting activities
- How to access the performance data you need
- What the key indicators are that can be used to evaluate performance
- What questions are appropriate to ask

HEAD TEACHER APPRAISAL

Date	Time	Venue	Aimed at
8 November 2017	18.00 – 20.00	LDC	All governors involved in performance management

Description

Headteacher appraisal is a key process in raising achievement. This course is essential for all governors responsible for carrying out the headteacher's appraisal and is open to any governor interested in this aspect of staff development. The session includes information on the 'appraisal cycle' – setting the objectives, monitoring progress, as well as reviewing and evaluating the outcomes.

Aims

- Awareness of the appraisal regulations
- Preparing for meetings and reviews
- Ability to make decisions on performance and link this to pay
- Assessing the quality of the headteacher's report to governors
- How you will know if it is making a difference? Links to school self-evaluation and the Ofsted framework.

SPECIAL EDUCATIONAL NEEDS & DISABILITY UPDATE – THE ROLE OF THE SEND GOVERNOR

Date	Time	Venue	Aimed at
21 February 2018	18.00 – 20.00	LDC	All governors

Description

This course is designed to provide governors with an introduction to their schools' duty in respect of the Children and Families Act 2014 and meeting the needs of children and young people with Special Educational Needs and Disabilities.

Aims:

- Extension to cover the 0-25 age range
- A clearer focus on views of children/young people and on their role in decision-making (and parents/carers)
- Guidance on joint planning and commissioning of services to ensure close co-operation between education, health and social care
- The merging of School Action and School Action Plus into one category – SEN Support
- To co-ordinate the assessment process and the new 0-25 Education, Health and Care (EHC) Plan for children/young people with more complex needs, to replace statements and Learning Difficulties Assessments (LDAs)
- New guidance on the support pupils and students should receive in education and training settings
- A greater focus on support that enables those with SEN to succeed in their education and make a successful transition to adulthood
- Personal budgets will be offered to families
- The 'Local Offer' published by local authorities and education settings.

'CLOSING THE GAP' PART 1 – AN INTRODUCTORY COURSE

Date	Time	Venue	Aimed at
7 February 2018	18.00 – 20.00	LDC	All new governors

Description

“The £2.5 billion of PP funding ... is a lot to put into schools for a single initiative. We saw these levels of funding for the national strategies in the post-1997 era, but this is different. Increasing social mobility is important for the health of our society and you, the schools, have a key role to play. So we are giving you significant extra funding for every deprived pupil on your roll. We will hold you to account for the impact you make with this money, but we won't tell you how to do it. Over to you.” Rarely has school autonomy seemed so big, so important or so scary.” Sir John Dunford, Pupil Premium Champion.

This introductory course will guide new governors through the changing world of FSM Pupil Premium. It will focus particularly on expectations and accountabilities of governors and examples of outstanding practice.

Aims

- Help understand and define what 'closing the gap' means
- Help governors understand their strategic role in closing the gap
- How to use data (benchmarking, monitoring, assessment and tracking) to identify the gap
- Learn which strategies and initiatives schools can employ to close the gap
- Learn about best practice and evidence based practice
- Learn about the expectation of Ofsted around use of Pupil Premium
- Identify how governors should record and monitor progress

'CLOSING THE GAP' PART 2 – AN EXTENSION COURSE

Date	Time	Venue	Aimed at
20 March 2018	18.00 – 20.00	LDC	All governors who have previously done the LA 'Closing the Gap' training

Description

Culture is particularly powerful in relation to Narrowing the Gap as it is likely to have the greatest impact on the most disadvantaged and vulnerable learners. If a commitment to success for all is undermined by shadow cultures – for example, groups of people or teams which label pupils entitled to FSM as less able, undeserving or lacking commitment, these pupils are likely to be further disadvantaged. By contrast, a culture which insists that everybody values individuals and personal opportunity builds self-belief and focuses on the core business of learning, is likely to increase success.”
Narrowing the Gaps – Leadership for Impact – DfE

The explicit development of a culture conducive to success is a key responsibility of governors and

senior leaders in school. This extension course will build on the information gained from the introductory course and will extend understanding of the Closing the Gaps agenda into a whole school priority.

Aims

- Help understand and define what a 'closing the gap' whole school culture means
- Help governors understand their strategic role in closing gaps
- Learn which strategies and initiatives schools can employ to close gaps
- Learn about best practice and evidence-based practice
- Understand the impact of poverty on children in school

TAKING THE CHAIR: BEING AN EFFECTIVE LEADER

Date	Time	Venue	Aimed at
5 June 2018	18.00 – 20.00	LDC	Chairs, vice chairs and aspiring chairs – whether committees or full governing body meetings

Description

There is increasing recognition nationally and locally of the difference that a good chair can make as they facilitate and lead the work of the governing body or a committee of governors. The government has made it absolutely clear that the profile of governance in our schools is being raised and is a vital component in the quality of leadership and management at the school. The governing body as a whole is expected to set the strategic direction and provide challenge, support and accountability, and ensure financial probity.

Taking the Chair is suitable for any governor who has a chairing role or who may wish to take on this role in the future. It is based on a national programme and provides a ‘toolkit’ of useful materials in addition to offering ample opportunities to discuss ideas and concerns and to share examples of best practice and experiences.

Aims

The session will:

- Identify the skills chairs need in order to carry out their roles effectively
- Focus on the leadership role of the chair
- Consider the importance of positive relationships and explore how these can be developed and sustained
- Investigate and consider ways of avoiding some of the possible pitfalls for chairs
- Identify and share good practice.

SUCCESSION PLANNING FOR SCHOOLS AND GOVERNING BODIES

Date	Time	Venue	Aimed at
16 May 2018	18.00 – 20.00	LDC	Chairs and head teachers

Description

A two-hour workshop for chairs of governing bodies and head teachers to consider the issues of effective succession planning and maximising the potential of the existing workforce. The focus of the session is to raise awareness of the importance for governing bodies to be proactive in their consideration of approaches and strategies to effective succession planning and leadership development across the schools’ workforce.

The interactive session will consider the current educational landscape and the issues faced by school leaders and their governing bodies in relation to the

recruitment and selection of high quality leaders, talent spotting and developing capacity to ensure the school has the most effective team in place to continually improve performance.

Objectives

- To develop a common understanding of the concept of succession planning
- To consider different models for building capacity
- To provide opportunities for colleagues to share best practice
- To enable the delegates to identify critical next steps.

SAFEGUARDING AUDIT TOOLKIT

Date	Time	Venue	Aimed at
17 October 2017	18.00 – 20.00	LDC	All governors

Description

The Education Act 2002, Section 175, gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to the guidance issued by the Secretary of State. Governors have a particular responsibility to maintain an overview and to ensure that the two key aspects of safeguarding arrangements are met.

- Safe learning environments, with reasonable steps taken to ensure risks of harm to children's welfare are minimised
- Child welfare concerns are responded to appropriately, working to agreed policies and procedures in partnership with other agencies.

This workshop is relevant to schools and academies and will re-introduce governors to the Safeguarding Audit Toolkit, which will help identify whether the school is compliant with safeguarding requirements.

Aims

Following attendance at the course and implementation of the Safeguarding Audit Toolkit, governors will understand:

- Their school's child protection policies and procedures

- Whether the school operates safer recruitment procedures, including checks on qualifications
- Whether the school has appropriate procedures for handling allegations of abuse against its staff, including if the allegation is against the head teacher where a nominated member of the governing body will take responsibility
- Whether a senior member of the leadership team is designated to lead on child protection issues; this person undertakes inter-agency working and refresher training at least every two years
- Whether other staff who work with children should have refresher training every three years
- How deficiencies brought to the governing body's attention must be dealt with
- The need to review policies annually.

SAFER RECRUITMENT

The LSCB recommends that any governor or staff member wishing to participate in safer recruitment training, does so via the NSPCC online provision which can be found on:

www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-training/

The site provides a range of online e-learning courses and face-to-face classroom-based courses to help you safely recruit staff and volunteers into roles working

with children and young people. The courses are suitable for a range of sectors and offer flexible options to suit a variety of learning styles and needs.

The safer recruitment courses have been developed in line with the Department for Education's statutory guidance for England 'Working together to safeguard children' and the NSPCC courses for schools and colleges with 'Keeping children safe in education'.

CHILD PROTECTION AND SAFEGUARDING FOR GOVERNORS

Date	Time	Venue	Aimed at
21 November 2017	18.00 – 20.00	LDC	All governors

“Safeguarding is Everyone’s Responsibility!”

Description

Safeguarding and Child Protection is an important subject for school governors. The governing body has a legal obligation to ensure that the school is run so that the welfare of the children and young people is safeguarded and promoted. The governing body should ensure that the school has in place the necessary infrastructure and arrangements to support this. It must ensure that there are procedures and policies for promoting and safeguarding the welfare of children.

Aims

- To have an understanding of appropriate legislation and guidance with respect to safeguarding and child protection in schools
- To be able to monitor and review safeguarding and child protection policies, procedures and practices within schools
- To gain an understanding of OFSTED expectations regarding safeguarding in schools
- To have a toolkit for undertaking governors’ responsibilities in respect of safeguarding
- To understand the role of the Local Safeguarding Children Board
- To understand your key responsibilities in keeping children safe
- To understand what to do if you are worried about a child
- To highlight the role and responsibilities of governors in school with regard to e-safeguarding
- To understand the importance of e-security in schools and the current trends around online abuse and cyber bullying.

STRATEGIC FINANCE FOR GOVERNORS

Date	Time	Venue	Aimed at
28 November 2017	18.00 – 20.00	LDC	All governors, particularly those who are members of the school's resources/finance committee and chairs/vice chairs

Description

The strategic role governors have within a school is of paramount importance. This course covers how effective financial planning, monitoring and evaluation can help you realise your strategic objectives. Within a financial context, it covers the importance of school self-evaluation and the need for strategic thinking, planning and management.

Course Aims

- To understand the requirements of the SFVS
- To learn about budgets, budget setting, income and budget monitoring
- To identify sources of funding for schools
- To understand about financial reports and benchmarking data available to governors
- To be aware of governing body's responsibilities relating to financial management and the requirements of the School Financial Value Standard.
- Strategic budget setting – alignment to strategic priorities over a 3 to 5 year period
- Discuss main causes of financial uncertainty and vulnerability
- What does a strategic finance plan look like?
- Finance as a strategic decision-making tool

PUPIL EXCLUSIONS

Date	Time	Venue	Aimed at
18 January 2018	18.00 – 20.00	LDC	All governors, but of particular interest to governors who may be members of pupil discipline committees.

Description

This session has been designed to provide governors with an understanding of the most recent legislation and guidance in relation to exclusions and it is good practice that all governors who are members of a pupil discipline committee attend. The course will explore the latest exclusion guidance, inclusive practice and give practical examples to support decision making.

Aims

The session will enable governors to:

- Develop an understanding of the law as it relates to exclusions
- Explore the different responsibilities of the head teacher/principal, the governing body and the local authority/academy trust
- Explore the function of the governors' pupil discipline committee and the role of governors in reviewing exclusions.
- Develop an understanding of the exclusions process and the latest government guidance

HR: TOP TIPS FOR GOVERNORS

Options	Date	Time	Venue
14 March 2018	18.00 – 20.00	LDC	All governors, but of particular interest to governors who are members of personnel/HR committees.
27 June 2018	18.00 – 20.00	LDC	

Description

HR issues are sometimes the most difficult and complex matters which governors have to deal with. This course aims to give governors a clear and easy to understand overview of the key HR policies and procedures that every governing body should have in place. The session will run like a workshop seeking key issues currently facing schools and recommending practical solutions to overcoming employment matters such as attendance, conduct and performance.

Aims

- To have a basic understanding of employment law and the responsibilities of governing bodies
- An overview of key HR policies and procedures and how they can be used to manage the workforce
- To enable governors as employers and strategic leaders to effectively support head teacher/principal in their role.

HR: INTRODUCTION TO RECRUITMENT AND SELECTION

Date	Time	Venue	Aimed at
2 May 2018	18.00 – 20.00	LDC	Governors who need to develop skills in recruitment and selection.

Description

This course is an ideal introduction for those new or with limited experience of recruitment and wanting to develop their skills and confidence. The course will cover the recommended good practice elements of recruitment, selection and appointments and offer good practice template documents.

Aims

- Recognise the importance of adopting a structured and transparent recruitment process and the use of relevant selection methods

- How to short-list candidate application forms using an agreed selection criteria for a job role and identify anomalies for further research
- To consider the methods and type of questions to use at an interview and scoring mechanisms to ensure fairness
- How to provide feedback to candidates.

EVERYTHING GOVERNORS NEED TO KNOW ABOUT INFORMATION GOVERNANCE

Date	Time	Venue	Aimed at
27 March 2018	18.00 – 20.00	LDC	All governors

Description

The role of the governing body is to ensure that schools have arrangements in place to ensure information is suitably managed. This is known as Information Governance and includes the management of records, the security of information and responding to requests for information.

Aims

This course provides governors with an understanding of the key principles and obligations of the Data Protection Act 1998, the Freedom of Information Act 2000 and Records Management and other national good practice. The course will also cover changes to Data Protection Legislation that will see the Data Protection Act 1998 replaced by the General Data Protection Regulation in May 2018. The course will cover:

- General Information Governance good practice
- Records management

- Records Retention
- Day to Day Management of records
- Disposal of Records
- Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR)
- Information Security
- Requests for Information
- Other Data Protection obligations
- Freedom of Information Act 2000 (FOIA)

MANAGING COMPLAINTS

Date	Time	Venue	Aimed at
23 May 2018	18.00 – 20.00	LDC	All governors, but of particular interest to governors who may be involved in a complaints panel

Description

From time to time schools have to handle complaints from parents and other service users on a wide range of subjects from admissions, exclusions and special educational needs to bullying or problems with a teacher. Usually such concerns can be resolved early on, but sometimes governors need to be involved.

Aims

- Identify which procedure is used for which type of complaint
- Consider the requirement to have a formal school complaints procedure and what an effective and fair procedure should cover
- Consider the concept of ‘reasonableness’
- What is a complaint? How is it defined? Consider a system to monitor and record complaints – should this be reported to governors?
- Identify good practice in holding a complaint hearing
- Consider the role of other bodies (eg Ofsted) in terms of parental concerns about schools.

Governor Services Contact Details

Governor Services Manager

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Please contact for any general queries or regarding bespoke development courses. For all other governing board queries, please liaise with your clerk.

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