

SOLIHULL GOVERNOR SERVICES

TRAINING PROGRAMME



April 2018 – March 2019

**Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019**

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Introduction

Welcome to the Solihull Governing Training Programme for April 2018 – March 2019. Solihull Governor Services are committed to providing a high quality service to help support school governors across the Borough.

Service Details

Development Programmes, Information and Advice

Governor Services offers the following services:

- A programme of relevant seminars and courses throughout the year.
- Briefing meetings for governing body clerks each term.
- Operation of the 'Chair to Chair' network
- A helpline service to deal with individual governing body problems and concerns.
- Access to on-line training programmes.
- Access to education information services.
- Assistance with recruiting governors and clerks.

Instruments of Government and Articles of Association

In relation to governing body constitutions, Governor Services:

- Provides advice on the regulations related to governing body constitutional matters and offers support in drawing up instruments of government for standard maintained schools and relevant sections of articles of association for academies.
- Prepares and confirms draft instruments of government for legal approval by the Authority and for agreement by the Cabinet Member Education and Children's Services.
- Maintains a record of all instruments of government for maintained schools in Solihull.

Governor Appointments

Governor Services maintains a database of all governor appointments. In particular, it:

- Maintains records of governors, their dates of appointment and term of office expiry.
- Issues a welcome pack to all categories of new governor.
- Monitors and reports on LA governor appointments.
- Conducts DBS checks on LA governors
- Arranges LA governor appointments through Cabinet Member Education and Children's Services.
- Liaises with the School Governor One Stop Shop on governor recruitment.
- Provides advice on governor recruitment, election and appointment processes.
- Conducts service satisfaction surveys

Service Development

- Services are reviewed annually as part of the People Division planning process.
- Governors are given the opportunity to evaluate the development courses they attend and these will be used to identify improvement opportunities.
- Feedback and suggestions for new services are welcomed at all times.
- Governor Services welcomes the opportunity to discuss the individual needs of governing bodies at any time.

Service Standards

All services are provided by suitably trained staff from within Governor Services and across Council departments. All courses are evaluated and actioned accordingly.

General Service standards are:

- If contacted for advice or information Governor Services will make an initial response within 2 working days and a fuller response if required within 5 working days.
- Update the governor database within 2 working days following the receipt of new information.
- Send a welcome pack to new governors within 3 working days of notification of an appointment.

- Provide governors with accurate and up to date advice and information of consistent quality, in accessible forms.
- At least 95% of development events to be graded satisfactory or better by attendees.
- Service standards are monitored through the Council's planning and performance management processes.

Service Charges

Solihull Governor Services offers its services to governing bodies on a rolling annual buy-back basis. Charges are designed only to reflect the costs of providing the services and no more. Details of current charges for support packages are available to governing bodies on request. At least one complete term's notice must be given prior to change of service package or cancellation of the service.

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SERVICE PACKAGE DETAILS

Service Package	1	2	3
Governing body information, advice, guidance and good practice	✓	✓	X
Centralised governor training programme	✓	<i>PAYG</i>	PAYG
Induction training for new governors	✓	PAYG	PAYG
Training for Clerks	✓	PAYG	PAYG
Briefing seminars for Clerks	✓	✓	PAYG
Briefing Seminar for Chairs of governing bodies and committees	✓	PAYG	PAYG
Individual whole governing body seminars	PAYG	PAYG	PAYG
Package Cost	£610	£400	0
Additional Charges:			
Governor charge per seminar	Included	£65	£150
Clerks'/chairs' briefing	Included	Included	£65
Optional Services: (Please tick those that you would like to sign up to)			
NGA Learning Link online training:	£65	£65	£65
Education Document Summary Service	£30	£30	£30
Head teacher performance management: <ul style="list-style-type: none"> • ½ day to include meeting and preparation (where further time is required for follow up, this will be negotiated separately and charged accordingly). 	£250	£250	£250
Review of governance	£1000-£1500		
Your selected package total cost			

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SUPPORTING THE GOVERNING BODY CHAIRPERSON

The Role of the Governing Body Chairperson is recognized as being very important. Solihull Governor Services is fully committed to supporting Chairs in their role. Regular contact is made with Chairs, keeping them informed of any information we may have that will assist them. Governor Services are always willing to answer any queries Chairs may have about any aspect of their role or any issues relating to governance they require assistance on. This can be either via telephone or by e-mail. We will endeavor to answer any queries as soon as possible.

A termly briefing will continue to be held. Governing Body Chairs have a wealth of knowledge and expertise but we were aware that there are very few opportunities for Chairs to share this with others. The termly briefing will give them the chance to get together to discuss topical items of interest and to share good practice. The content of the briefings will be determined by the Chairs.

Chair to Chair Network

Solihull Governor Services co-ordinate a scheme entitled "Chair to Chair Network". We have a pool of 15 Governing Body Chairpersons who are willing to assist in helping other Chairs where they have a problem or query they have not encountered before. Our role is to provide the confidential link between Chairs. When a query is sent through to us, we circulate it (without naming the originator) to the governors on the Chair-to-Chair network. They then send their responses to us, which we then send to the originator (confidentially). We also keep a record of any query plus responses on a general file which we can circulate to all Chairs if we feel it would be helpful.



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SUPPORTING THE GOVERNING BODY CLERK

It is a statutory requirement for all governing bodies to have an appointed Clerk to the Governors. Solihull Governor Services is fully committed to supporting clerks in their important role. Regular contact is made with clerks, keeping them informed of any information we may have that will assist them.

A termly meeting is held to which all clerks are invited. This meeting is of importance to clerks as it gives a valuable opportunity to meet and interact with other clerks, to find out how other Governing Bodies operate and deal with situations that may arise and for Governor Services to distribute and discuss any up-to-date information we may have relevant to their role.

We hold “Good Practice Meetings” on a termly basis for clerks. These are designed to give Clerks a clear understanding of their role and responsibilities to their governing bodies. The content of each meeting will be determined by the Clerks.

Training seminars for new clerks are also held. These are two seminars held on consecutive weeks designed to give an overview of the role for Clerks who are new to the post.

Governor Services are always willing to answer any queries Clerks may have about any aspect of their role or any issues relating to governance they require assistance on. This can be either via telephone or by e-mail. We will endeavor to answer any queries as soon as possible.



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GOVERNOR SERVICES TRAINING PROTOCOL

When attending Governor Training:

1. If you are unable to attend please ensure you send apologies well in advance. If possible, contact your clerk to see if another governor can take your place.
2. Seminars are scheduled for two hours, either 12.30-2.30pm or 7.00-9.00pm. Please ensure you arrive promptly.
3. Ensure you sign the attendance sheet provided. The information from this sheet is recorded on our database and included in the termly training records sent to Clerks. These can be used as evidence in Ofsted Inspections. If you do not sign in, we have no record of your attendance.
4. Complete the evaluation sheet. The information on this is used to reflect on future training events. The marks and comments are input onto an Evaluation Report Sheet sent to the tutor also so that they can amend their presentations where appropriate.
5. Due to the time constraint of each seminar, tutors plan their training to cover the two hours. The majority of tutors will have a Question and Answer session at the end of their training seminar. Please can you refrain from asking lots of questions throughout the session unless the tutor specifically asks. Attendees will be given a copy of the slides in a format suitable for note taking. Jot your question down as you think of it. If the answer is not given later during the seminar, you can then ask it during the Q&A session. If you have any questions you would like to raise with the tutor after the seminar, please email them to Governor Services on governorservices@solihull.gov.uk. We will ensure an answer is sent to you as soon as possible.

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COURSE DETAILS

Attached are details of all seminars being offered by Solihull Governor Services this year. Each page gives details of dates, timings, venue and content information for the seminar. Several seminars will be held twice during the year. Some will also be held at different venues and times. We hope that this will enable all governors to attend training to suit their own circumstances.

Additional “ad hoc” seminars may also be held throughout the year. These will be responsive to the changing education landscape to ensure that all seminar content is both current and timely. They will be advertised separately and circulated to all governors at the time.

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Alternative Provision

This seminar will provide governors with an update on the Local Authority findings from a Borough wide evaluation of alternative provision. It will show the work being done to produce coherent solutions to the issues identified within that report.

The seminar will cover the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy. ✓
- Accountability** that drives up educational standards & financial performance.
- People** with the right skills, experience, qualities and capacity. ✓
- Structures** that reinforce clearly defined roles and responsibilities. ✓
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Summer Term Thursday, 15th November 2018 Civic Suite, 7.00-9.00pm

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Governing Board Chair's Briefing Sessions

The role of the governing board chairperson is recognised as being very important. Governing board chairs have a wealth of knowledge and expertise but we are aware there are very few opportunities for chairs to share this with others. These termly briefing sessions have been arranged to give chairs an opportunity to get together to discuss topical items of interest and to share good practice. The content of the briefings will be determined by the chairs with local and national updates shared by Governor Services.

Chairs will have an opportunity to:

- Meet and interact with other chairs;
- Find out how other governing boards operate and deal with situations;
- Receive and discuss local and national updates;
- Share good practice.

The briefing is an informal meeting designed for chairs to talk about any aspect of their increasing and challenging role.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements.
Evaluation to monitor and improve the quality and impact of governance.

The briefings will be held on the following dates:

Summer Term:	Thursday, 14 th June 2018	Civic Suite, 7.00-9.00pm
Autumn Term:	Thursday, 11 th October 2018	Civic Suite, 7.00-9.00pm
Spring Term	Tuesday, 7 th March 2019	Civic Suite, 7.00-9.00pm

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Child Sexual Exploitation
Educating and Safeguarding Children and Young People

This seminar will include:

- An introduction to Child Sexual Exploitation (national and local context);
- Awareness raising of the indicators for and impact of CSE;
- The role of education in empowering children and young people to recognise safe, healthy relationships and to understand that everyone deserves positive, non-abusive relationships;
- The role of schools in safeguarding children and young people from CSE and responding to those identified as being at risk of CSE;
- The role of the school governors in supporting and developing best practice within their setting.

The intended learning outcomes are that governors will:

- Understand what CSE is
- Have thought about their own role as Governors and that of schools with regard to CSE
- Be aware of some of the risk indicators
- Know that CSE is abuse and should be referred as a Child Protection issue
- Have begun to explore how PSHE at all ages and stages can support children and young people's learning to enable them to keep safe and minimise risk

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity.
Structures that reinforce clearly defined roles and responsibilities. ✓
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Spring Term Thursday, 7th February 2019 7.00-9.00pm, Civic Suite

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Clerks Briefing Sessions

This termly briefing session is designed to keep Governing Body Clerks informed of up-to-date information from the DfE and Local Authority that we feel may have relevance to their role. It gives Clerks a valuable opportunity to:

- Meet and interact with other clerks
- Find out how other Governing Bodies operate and deal with situations
- Share good practice.

The briefing is an informal meeting designed for clerks to listen and talk about any aspect of their increasing and challenging role. Clerks are encouraged to add to the agenda if they wish.

The briefings will be held on the following dates:

<i>Summer Term:</i>	<i>Wednesday, 13th June 2018</i>	<i>Sans Souci Centre, Shirley</i> <i>9.30am – 12.00 noon</i>
<i>Autumn Term:</i>	<i>Thursday, 18th October 2018</i>	<i>Sans Souci Centre, Shirley</i> <i>9.30am – 12.00 noon</i>
<i>Spring Term</i>	<i>Tuesday, 26th February 2019</i>	<i>Sans Souci Centre, Shirley</i> <i>9.30am – 12.00 noon</i>

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Data Protection & Freedom of Information

In May 2018, the General Data Protection Regulations will replace the Data Protection Act, bringing some significant changes to how organisations, such as Schools and Academies process personal information. To help governors understand the changes and how this will affect their responsibilities, we are holding two separate seminars.

The first will outline the proposed changes and give governors:

- An overview of the Freedom of Information Act;
- An overview of the new General Data Protection Regulations;
- An understanding of the school's main responsibilities.

The intended learning outcomes are that governors will:

- Have a broad understanding of the Freedom of Information and relevant Data Protection law;
- Understand the school's main responsibilities under the Freedom of Information Act including information requests;
- Understand the school's main responsibilities under the General Data Protection Regulations;
- Understand the importance of keeping information secure.

The second seminar will be a recap on the changes and discuss things that have occurred under the new Data Protection law including lessons learned from practical application.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards and financial performance.
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

The seminars will be held on the following dates:

Summer Term:	Tuesday, 1 st May 2018	Civic Suite, 7.00-9.00pm
Spring Term:	Thursday, 24 th January 2019	Civic Suite, 7.00-9.00pm

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Dealing with Complaints
(Maintained Schools)

This seminar will advise governors on the current regulations regarding school complaints and provide practical guidance on their implementation. It will give an overview of the various documents that support managing complaints successfully.

The intended learning outcomes are that governors will:

- Have increased confidence in dealing with the school complaints;
- Understand where you can get help to support you in dealing with school complaints;
- Be aware that they need to ensure the Complaints Policy is up-to-date, accessible and reviewed frequently;

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities. ✓
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Summer Term Wednesday, 18th July 2018 12.30-2.30pm, The Loft

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Delivering the Careers Strategy
The Governor's Role

This seminar will provide governors with an overview of the latest national policy on careers advice and update them on the local Life Ready programme currently being rolled out to schools and colleges across the Borough. It will equip governors with some practical 'next steps'.

The intended learning outcomes are that participants will:

- Understand the governor's role in careers education, information, advice and guidance (using the DfE Statutory Guidance);
- Have knowledge of national policies and developments in this area including the recently published Careers Strategy and an overview of the Careers and Enterprise Company (CEC) and its Enterprise Adviser Network;
- Understand how to deliver good careers advice through the implementation of Life Ready – Solihull's local delivery for the CEC Enterprise Adviser Network;
- Knowledge of where to find further information and resources

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy.
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance. ✓

This seminar will be held on the following date:

Summer Term Tuesday, 24th April 2018 Civic Suite, 7.00-9.00pm

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English as an Additional Language

There are an increasing number of children and young people entering education for whom English is not their first language. These pupils come from a variety of backgrounds – culturally, linguistically and educationally - and are not a homogenous group.

This seminar will give governors the opportunity to see how the EAL Service works with schools to assist with assessment, monitoring and support of pupils with English as an additional language.

The intended learning outcomes are that governors will understand:

- the needs of children with EAL
- how the EAL Service within Solihull MBC operates
- how they as governors, can assist the school

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance. ✓
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities. ✓
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Autumn Term Wednesday, 3rd October 2018 Civic Suite, 7.00-9.00pm

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Early Years Foundation Stage
Ensuring Settings meet the Statutory and Best Practice
Requirements

This seminar will give governors the opportunity to:

- Reflect on the Early Years Foundation Stage (EYFS) statutory welfare and safeguarding requirements;
- Explore the EYFS care, learning and development requirements;
- Discuss the evaluative use of schools EYFS profile data.

The intended learning outcomes are that governors will:

- Know the key EYFS documents which outline legal requirements;
- Understand the statutory requirements;
- Be more confident in their “critical friend” role in relation to the EYFS (nursery and reception classes and school run provision on school sites).

The seminar will cover the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy. ✓
- Accountability** that drives up educational standards & financial performance. ✓
- People** with the right skills, experience, qualities and capacity. ✓
- Structures** that reinforce clearly defined roles and responsibilities. ✓
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance. ✓

This seminar will be held on the following date:

Autumn Term Tuesday, 13th November 2018 Civic Suite, 7.00-9.00pm

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Introduction to Equality and Diversity

This seminar will provide Governors with an understanding of how the values, opinions and prejudices of an individual can influence those around them, and how this can lead to discrimination. Delegates will gain awareness of the value of equality and diversity, and will be encouraged to promote equal opportunities in the workplace.

The intended learning outcomes are that governors will:

- Understand the meaning of equality and diversity
- Realise why equality and diversity important
- Understand the laws and legislations surrounding equality and diversity in schools.
- Understand how they, as governors, can assist the school.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Summer Term

Tuesday, 12th June 2018

Civic Suite, 7.00-9.00pm

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Fraud Awareness

The fraud awareness session will focus on Governor's roles and responsibilities regarding fraud within their schools. This session will also raise awareness of:

- what fraud is;
- what SMBC does to prevent and detect fraud;
- anti-fraud policies and procedures;
- what fraud might look like in schools (including case studies and examples);
- how Governors can help prevent fraud; and
- how to report a fraud concern

At the end of the session, Governors will have a better understanding of fraud in schools, their role in fraud prevention and who to contact if they have a concern about fraud or irregularities.

The seminar will cover the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy. ✓
- Accountability** that drives up educational standards & financial performance. ✓
- People** with the right skills, experience, qualities and capacity.
- Structures** that reinforce clearly defined roles and responsibilities. ✓
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance.

This briefing will be held on the following dates:

Autumn Term: Tuesday, 11th December 2018 Civic Suite, 7.00-9.00pm

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Governance of the Pupil Premium

This seminar is intended to give governors an understanding of pupil premium allocations and how to challenge effectively in their role as a governor. Examples of best practice will be shown.

The intended learning outcomes are that governors will:

- Have an increased understanding of the pupil premium and its use;
- Know how to challenge effectively around pupil premium;
- Identify and share best practice.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy.

Accountability that drives up educational standards & financial performance. ✓

People with the right skills, experience, qualities and capacity. ✓

Structures that reinforce clearly defined roles and responsibilities.

Compliance with statutory and contractual requirements. ✓

Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Summer Term Thursday, 5th July 2018

Civic Suite, 7.00-9.00pm

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Governance of the Sports Premium

This seminar is intended to give governors an understanding of Sports Premium allocations and how to challenge effectively in their role as a governor. Examples of best practice will be shown.

The intended learning outcomes are that governors will:

- Have an increased understanding of the sports premium and its use;
- Know how to challenge effectively around sports premium;
- Identify and share best practice.

The seminar will link to the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy.

Accountability that drives up educational standards & financial performance. ✓

People with the right skills, experience, qualities and capacity. ✓

Structures that reinforce clearly defined roles and responsibilities.

Compliance with statutory and contractual requirements. ✓

Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Summer Term Thursday, 29th November 2018 Civic Suite, 7.00-9.00pm

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Health and Safety in Schools

Governors have a vital role to play in health and safety issues in schools. The aim of the presentation is to highlight the key responsibilities of governors and the support available to assist them in their health and safety role including guidance and specialist training.

The intended learning outcomes are that governors will:

- Have a better understanding of the Health and Safety issues in schools;
- Be aware of their responsibilities;
- Be aware of and know how to access the support available;

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity.
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Spring Term Tuesday, 5th March 2019 Civic Suite, 7.00-9.00pm

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Holding a Compliant Governing Body Panel
(Exclusions, Attendance and Disciplinary)

This seminar will provide governors with guidance regarding their legal obligations, roles and responsibilities when sitting on an exclusions, attendance or disciplinary panel representing their school.

The intended learning outcomes are that:

- Governors will have increased confidence in sitting on Panels
- Governors will understand their individual roles and responsibilities
- Governors will understand the potential legal risks and other implications of their decisions
- Governors will be able to provide learning points from the process that can feedback in to the school

The seminar will link to the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy.

Accountability that drives up educational standards & financial performance. ✓

People with the right skills, experience, qualities and capacity. ✓

Structures that reinforce clearly defined roles and responsibilities. ✓

Compliance with statutory and contractual requirements. ✓

Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Spring Term Wednesday, 13th March 2019 Civic Suite, 7.00-9.00pm

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Introduction to Financial Management

This seminar will equip maintained school governors with the information they need to support their understanding of school financial management.

The intended learning outcomes are that governors will:

- Have an awareness of the responsibilities of governors for financial management in maintained schools, and what this looks like in practice;
- Be better equipped to fulfil their role in supporting the effective financial management of the school;
- Understand the key elements of the financial cycle;
- Have an understanding of the financial documentation, and how to use it effectively.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance. ✓
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities. ✓
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Autumn Term Tuesday, 27th November 2018 Civic Suite, 7.00-9.00pm

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New Clerk's Training Programme

Part 1 – Overview and Agendas

Part 2: - Minutes and Other Duties

This two-session course is aimed at clerks who are new to their role. The intended learning outcomes are that clerks will have increased their understanding of:

- Why schools have Governing Bodies;
- The key roles and responsibilities of the Governing Body Clerk;
- How to be effective in their own governing bodies;
- The importance of sound working relationships;
- How to access further support and training.

The seminars will cover the following Ofsted Links: The behaviour and safety of pupils and the quality of leadership and management.

These two seminars will be held every term on the following dates:

Summer Term: Part 1 – Tues, 8th May 2018 Sans Souci, 9.00-12.00
Part 2 – Thurs, 17th May 2018 Sans Souci, 9.00-12.00

Autumn Term: Part 1 – Wed, 12th September 2018 Sans Souci, 9.00-12.00
Part 2 – Wed, 19th September 2018 Sans Souci, 9.00-12.00

Spring Term: Part 1–Thurs, 10th January 2019 Civic Suite, 7.00-9.00pm
 Part 2–Thurs, 17th January 2019 Civic Suite, 7.00-9.00pm

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New Governor Training Programme

Part 1 - Strategic Focus

Part 2: - Critical Friend

Part 3 – Accountability

This three-session course is aimed at governors who have had at least one term's experience with their governing board and is recommended as an essential grounding in school governance. The intended learning outcomes are that governors will have increased their understanding of:

- The characteristics of effective schools;
- The key roles and responsibilities of governing bodies in improving schools;
- The different and complementary roles of governors and head teachers;
- How to be effective in their own governing bodies;
- The importance of sound working relationships;
- How to access further support and training.

The seminar will link to the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓

Accountability that drives up educational standards and financial performance. ✓

People with the right skills, experience, qualities and capacity. ✓

Structures that reinforce clearly defined roles and responsibilities. ✓

Compliance with statutory and contractual requirements. ✓

Evaluation to monitor and improve the quality and impact of governance.

These three seminars will be held every term on the following dates:

Summer Term:	Part 1 – Thurs, 19 th April 2018	Civic Suite, 7.00-9.00pm
	Part 2 – Thurs, 26 th April 2018	Civic Suite, 7.00-9.00pm
	Part 3 – Thurs, 10 th May 2018	Civic Suite, 7.00-9.00pm
Autumn Term:	Part 1 – Thurs 6 th September 2018	Civic Suite, 7.00-9.00pm
	Part 2 – Thurs, 13 th September 2018	Civic Suite, 7.00-9.00pm
	Part 3 – Thurs, 20 th September 2018	Civic Suite, 7.00-9.00pm
Spring Term:	Part 1–Wed, 9 th January 2019	The Loft, 12.30–2.30pm
	Part 2–Thurs, 17 th January 2019	The Loft, 12.30–2.30pm
	Part 3–Wed, 23 rd January 2019	The Loft, 12.30–2.30pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

Preparing for Ofsted

This seminar is intended to give governors an overview of the Ofsted Inspection and what their role in the process comprises. The course will:

- Discuss the key Ofsted expectations for governors;
- Outline Ofsted criteria and how they are used in inspections;
- Describe the process of inspection;
- Discuss how governors can effectively prepare for Ofsted inspections.

The intended learning outcomes are that governors will:

- Have an overview of the Ofsted criteria and how it is applied;
- Understand Ofsted criteria for judging an effective governing body;
- Understand how governors can support schools in the preparation for inspection;
- Identify strategies to prepare for Ofsted interviews with governors.

The seminar will cover the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy. ✓
- Accountability** that drives up educational standards & financial performance. ✓
- People** with the right skills, experience, qualities and capacity. ✓
- Structures** that reinforce clearly defined roles and responsibilities. ✓
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance. ✓

This seminar will be held on the following date:

- | | | |
|---------------------|--|-------------------------------|
| Summer Term | Tuesday, 5 th July 2018 | Civic Suite, 7.00-9.00pm |
| Autumn Term: | Wednesday, 26th September 2018 | The Loft, 12.30–2.30pm |

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

Refresher Course for Experienced Governors

This session serves as a reminder of the key elements of an effective governor and effective Governing Boards. In all types of schools, Governing Boards should have a strong focus on three core strategic functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the Head teacher to account for the educational performance of the school and its pupils, and the performance management of staff
- Overseeing the financial performance of the school and making sure its money is well spent.

This session will review the role of a governor and generally act as an update for new legislation and initiatives as well as giving experienced governors an opportunity to meet and share good practice.

The intended learning outcomes are that governors will:

- Increase governors' knowledge and understanding of the changing context within which schools/ governing boards operate;
- Explore the core strategic functions of the governing board and associated activities;
- Identify how governors/ governing boards can improve their effectiveness and impact.

The seminar will link to the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy. ✓
- Accountability** that drives up educational standards & financial performance. ✓
- People** with the right skills, experience, qualities and capacity. ✓
- Structures** that reinforce clearly defined roles and responsibilities. ✓
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance. ✓

This seminar will be held on the following date:

Spring Term Thursday, 21st March 2019 The Loft, 12.30-2.30pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

Relationships and Sex Education
Governors Statutory Responsibilities

This session will provide an up-date for governors around their statutory duties regarding relationship and sex education (RSE). It will look at what should be taught in the statutory and non-statutory curricula, the links between safeguarding and RSE and what Ofsted will be looking for during inspection. The session will explore how schools can work with their key stakeholders to ensure that their voices are heard and that the needs of children and young people are met.

The intended learning outcomes are that governors will:

- Increase their knowledge and understanding of the legal requirements upon schools pertaining to RSE;
- Recognise what good practice looks like in RSE in terms of policy development and teaching & learning;
- Have a better understanding of how schools can ensure that its provision for RSE meets the needs of its' community
- Have explored the role of governors with regard to relationships and sex education

The seminar will link to the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy.
Accountability that drives up educational standards & financial performance.
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Spring Term: Wednesday, 27th February 2019 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

Special Educational Needs and Disabilities

This seminar is aimed at SEND Link Governors and Chairs of Governors. The content of the seminar will cover topical issues and precise details will be notified to delegates nearer the date of each seminar.

The intended learning outcomes of the seminar is that governors will have:

- An increased understanding of the governing body's responsibilities with regard to provision and support for children with SEND;
- Improved understanding of the SEND Code of Practice and all expectations with regard to the legislative changes from September 2014;
- An increased understanding of the expectations about the use of funding to support children with SEND;
- An increased understanding of the topic presented.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓

Accountability that drives up educational standards & financial performance. ✓

People with the right skills, experience, qualities and capacity. ✓

Structures that reinforce clearly defined roles and responsibilities. ✓

Compliance with statutory and contractual requirements. ✓

Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Autumn Term Wednesday, 21st November 2018 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

The Governor's Role in Monitoring

This seminar will provide governors with details of:

- Ways in which governors can demonstrate that they know their school well;
- Examples of models for implementing systems for monitoring and evaluating the school's performance in a range of areas;
- Practical ideas for monitoring the effectiveness of the governing board.

The intended learning outcomes are that governors will have considered:

- The key areas they need to monitor sources of information available to support them in that;
- How governor monitoring can contribute to the school's self-evaluation and development processes;
- Ways in which boards can monitor their own effectiveness.

The seminar will link to the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy.
- Accountability** that drives up educational standards & financial performance. ✓
- People** with the right skills, experience, qualities and capacity. ✓
- Structures** that reinforce clearly defined roles and responsibilities.
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance. ✓

This seminar will be held on the following date:

Summer Term Thursday, 12th July 2018

Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

The Role of the SEND Link Governor

This Briefing is aimed at SEND Link Governors and Chairs of Governors.

Although the role of a Special Educational Needs and Disabilities Link Governor is not a statutory requirement, it is a recommend post within the Governing Body. Being a SEND Link Governor is about doing your best to make sure pupils with SEND get the help they need to access the curriculum and to participate fully in the life of the school. As an SEND Link Governor, you are the link between the Governing Body and the school in relation to pupils with SEN.

The intended learning outcomes of the seminar is that governors will have:

- An understanding of their role as SEND Governor;
- An increased understanding of the governing body's responsibilities with regard to provision and support for children with SEND;
- Improved understanding of the SEND Code of Practice and all expectations with regard to the legislative changes from September 2014; An increased understanding of the expectations about the use of funding to support children with SEND;
- Opportunities to discuss and share ways or working with and supporting the SENCO in their schools.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance. ✓
People with the right skills, experience, qualities and capacity. ✓
Structures that reinforce clearly defined roles and responsibilities. ✓
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance. ✓

This briefing will be held on the following dates:

Summer Term	Wednesday, 11 th July 2018	Civic Suite, 7.00-8.00pm
Spring Term	Tuesday, 12 th February 2019	The Loft, 1.00-2.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

**Understanding Leadership and Headteacher/Teacher
Performance Management**

This seminar will provide governors with details of:

- STPCD provisions and the LA's regulations and the model pay policy for schools;
- The Appraisal and Capability Framework underpinning performance management;
- Governor responsibilities under these policies
- The relevance of the Headteachers' Standards in the appraisal arrangements

The intended learning outcomes are that governors will know how to:

- Agree appropriate objectives for Headteachers;
- Monitor and appraise performance
- Respond to identified development needs;
- Fully utilise the policies and tools available in managing performance.

The seminar will cover the following features of effective governance:

Strategic leadership that sets and champions vision, ethos and strategy. ✓
Accountability that drives up educational standards & financial performance. ✓
People with the right skills, experience, qualities and capacity.
Structures that reinforce clearly defined roles and responsibilities.
Compliance with statutory and contractual requirements. ✓
Evaluation to monitor and improve the quality and impact of governance.

This seminar will be held on the following date:

Summer Term Tuesday, 26th June 2018

Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019

Understanding School Data

This seminar will enable governors to develop an understanding of achievement data. It will link Ofsted's achievement judgement criteria with ASP. Analyse school performance (ASP) is the replacement to RAISEonline - this is a secure system where DfE users, schools, Academies, MATs, LAs, Ofsted and governors can access detailed performance data to help support school improvement. The course is generic to primary and secondary maintained schools with key principles regarding progress and attainment examined.

The intended learning outcomes are that governors will begin to make judgements using Ofsted criteria regarding the achievement of pupils in their school. This triangulates judgements of the quality of teaching. Governors will be equipped to ask challenging questions about the achievement of pupils in the school that will support them to fulfil their role of challenge and support for the leadership and management of the school.

The seminar will cover the following features of effective governance:

- Strategic leadership** that sets and champions vision, ethos and strategy. ✓
- Accountability** that drives up educational standards & financial performance. ✓
- People** with the right skills, experience, qualities and capacity.
- Structures** that reinforce clearly defined roles and responsibilities.
- Compliance** with statutory and contractual requirements. ✓
- Evaluation** to monitor and improve the quality and impact of governance. ✓

This seminar will be held on the following dates:

- | | | | |
|--------------------|---|---------------------|-----------------|
| Autumn Term | Thursday, 8 th November 2018 | 7.00-9.00pm | Civic Suite |
| Autumn Term | Wednesday, 28th November 2018 | 12.30-2.30pm | The Loft |

**Solihull Governor Services
Solihull School Governors' Training Programme
April 2018 – March 2019**

BOOKING INFORMATION

Booking forms for individual or governing body requests are attached. We advise that governors contact their governing body clerk to discuss their training requirements.

Clerks' briefings and training (marked in red) will be held at Sans Souci Centre, Tanworth Lane, Shirley 9.30-12.00

Seminars marked in bold print will be held at The Loft, Bluebell Centre, Chelmsley Wood, 12.30-2.30pm

All other seminars will be held in the Civic Suite of the Council House, Solihull, 7.00-9.00pm

Please return the forms to Governor Services via e-mail on governorservices@solihull.gov.uk or via post to:

**Governor Services
3rd Floor, Council House
Solihull
West Midlands
B91 3QB**

Solihull Governor Services
School Governors' Training Programme
April 2018 – March 2019

INDIVIDUAL BOOKING FORM

Title	Client Group	Lead Tutor	Dates	Attendance Please Tick
New Governor Training Programme (3-seminar programme) Part 1 – Strategic Focus Part 2 – Critical Friend Part 3 – Accountability	New Governors	Natasha Chamberlain, Adviser, Solihull Education Improvement Service	1. 19/04/2018 2. 26/04/2018 3. 10/05/2018 1. 06/09/2018 2. 13/09/2018 3. 20/09/2018 1. 09/01/2019 2. 17/01/2019 3. 23/01/2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Delivering the Careers Strategy - The Governor's Role	All Governors	Leeanne Parker, Employment and Skills Lead Office	Tuesday 24/04/2018	<input type="checkbox"/>
Data Protection and Freedom of Information	All Governors	Elizabeth Bird, Assistant Records Manager, Information Governance Team	Tues. 01/05/18 Thurs 24/01/19	<input type="checkbox"/> <input type="checkbox"/>
New Clerks Training Programme (2 seminars) Summer & Autumn Term training – 9.00am-12.00 Sans Souci Spring 7.00-9.00pm Civic Suite	New Clerks	Alison Jarvis, Training Co-ordinator, Governor Services	1. 08/05/2018 2. 17/05/2018 1. 12/09/2018 2. 19/09/2018 1. 10/01/2019 2. 17/01/2019	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Preparing for Ofsted	All Governors	Susan Hickerton, Adviser, Solihull Education Improvement Service	Tuesday, 05/06/2018 Wednesday, 26/09/2018	<input type="checkbox"/> <input type="checkbox"/>
Equality and Diversity	All Governors	Karen Grant, Head of Equality and Diversity	Tuesday 12/06/2018	<input type="checkbox"/>
Clerks' Briefing Sessions (9.30am-12.00 Sans Souci)	All Clerks	Alison Jarvis, Training Co-ordinator, Governor Services	Wed 13/06/18 Thurs 18/10/18 Tues 26/02/19	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Chairs' Briefing Sessions	All Chairs or prospective Chairs	Natasha Chamberlain, Adviser, Solihull Education Improvement Services	Thurs 14/06/18 Thurs 11/10/18 Thurs 07/03/19	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Title	Client Group	Lead Tutor	Dates	Attendance Please Tick
Understanding Leadership and Headteacher/Teacher Performance Management	All Governors	TBC, Adviser, SEIS/Hilary Hargrave, HR Adviser	Tuesday, 26/06/2018	<input type="checkbox"/>
Governance of the Pupil Premium	All Governors	Natasha Chamberlain, Adviser, Solihull Education Improvement Service	Thursday 05/07/2018	<input type="checkbox"/>
The Role of the SEND Governor 1 hr Briefing Session	All or prospective SEND Link Governors	Clair McNeill, Adviser, Solihull Education Improvement Service	Wednesday, 11/07/2018 Tuesday, 12/02/2019	<input type="checkbox"/> <input type="checkbox"/>
The Governor's Role in Monitoring	All Governors	Natasha Chamberlain, Adviser, Solihull Education Improvement Service	Thursday, 12/07/2018	<input type="checkbox"/>
Dealing with Complaints (Maintained Schools)	All Governors Maintained Schools	Natasha Cooke, Complaints Officer, & Alison Jarvis, Training Co-ordinator	Wednesday 18/07/2018	<input type="checkbox"/>
English as an Additional Language	All Governors	Helen Rowe, Advisory Teacher, EAL	Wednesday, 03/10/2018	<input type="checkbox"/>
Understanding School Data		Donna Wright, Adviser, Solihull Education Improvement Service & Kate Sirrett, Senior Information Officer	Thursday, 08/11/2018 Wednesday, 28/11/2018	<input type="checkbox"/> <input type="checkbox"/>
Early Years Foundation Stage (EYFS) – ensuring settings meet the statutory and best practice requirements	Governors in Infant, Primary & Primary Special	Lisa Morris, Early Years and Childcare Adviser, Solihull Education Improvement Service	Tuesday 13/11/2018	<input type="checkbox"/>
Alternative Provision	All Governors	Bev Petch, Head of Alternative Provision	Thursday, 15/11/2018	<input type="checkbox"/>
SEND	All Governors <i>particularly those with a SEN lead</i>	Clair McNeill, Adviser, Solihull Education Improvement Service	Wednesday, 21/11/2018	<input type="checkbox"/>
Understanding School Finance (Maintained Schools)	All Governors Maintained Schools	Linda Sheridan, Schools Finance Accountant	Tuesday, 27/11/2018	<input type="checkbox"/>

Title	Client Group	Lead Tutor	Dates	Attendance Please Tick
Governance of the Sports Premium	All Governors	Natasha Chamberlain, Adviser, Solihull Education Improvement Service & Jim Morris, CSW Sport	Thursday, 29/11/2018	<input type="checkbox"/>
Fraud Awareness	All Governors	Zoe Covington, Audit Manager, Solihull Audit Services	Tuesday, 11/12/2018	<input type="checkbox"/>
Child Sexual Exploitation	All Governors	Bev Petch, Head of Alternative Provision	Thursday, 07/02/2019	<input type="checkbox"/>
Relationships and Sex Education	All Governors	Natasha Chamberlain, Adviser, Solihull Education Improvement Service	Wednesday, 27/02/2019	<input type="checkbox"/>
Health and Safety in Schools and the Role of the Governor	All Governors	James Gorton, Health and Safety Adviser	Tuesday, 05/03/2019	<input type="checkbox"/>
Holding a Compliant Governing Body Panel (Disciplinary/Exclusions/Attendance)	All Governors	Deana Leonard, HR Business Partner, Julie Fitton, Education Welfare Officer, Natalie Jones, Children Missing Education Officer & Natasha Chamberlain, Adviser, SEIS	Wednesday, 13/03/2019	<input type="checkbox"/>
Refresher Course for Experienced Governors	All Governors	Natasha Chamberlain, Adviser, Solihull Education Improvement Service	Thursday, 21/03/2019	<input type="checkbox"/>

Seminars marked in **bold print** will be held at The Loft, Bluebell Centre, Chelmsley Wood, 12.30-2.30pm

Seminars marked in **red** will be held at the Sans Souci Centre, Shirley, 9.00am -12.00 noon.

All other seminars will be held in the Civic Suite of the Council House, Solihull, 7.00-9.00pm

Please return this form to Governor Services on: governorservices@solihull.gov.uk

NAME: _____

SCHOOL: _____

**Solihull Governor Services
School Governors' Training Programme
April 2018 – March 2019**

GOVERNING BODY BOOKING FORM

TITLE	DATES	* NAMES OF GOVERNORS ATTENDING *	ATTENDED
New Governor Training Programme (3-seminar programme) Part 1 – Strategic Focus Part 2 – Critical Friend Part 3 – Accountability	Part 1. 19/04/2018 Part 2. 26/04/2018 Part 3. 10/05/2018 Part 1. 06/09/2018 Part 2. 13/09/2018 Part 3. 20/09/2018 Part 1. 09/01/2019 Part 2. 17/01/2019 Part 3. 23/01/2019		
Delivering the Careers Strategy - The Governor's Role	Tuesday, 24/04/2018		
Data Protection and Freedom of Information	Tuesday, 01/05/2018 Thursday, 24/01/2019		
New Clerks Training Programme (2 seminars) Summer & Autumn Term training – 9.00am-12.00 Sans Souci Spring 7.00-9.00pm Civic Suite	Part 1. 08/05/2018 Part 2. 17/05/2018 Part 1. 12/09/2018 Part 2. 19/09/2018 Part 1. 10/01/2019 Part 2. 17/01/2019		
Preparing for Ofsted	Tuesday, 05/06/2018 Wednesday, 26/09/2018		
Equality and Diversity	Tuesday, 12/06/2018		

TITLE	DATES	* NAMES OF GOVERNORS ATTENDING *	ATTENDED
Clerks' Briefing Sessions (9.30am-12.00 Sans Souci)	Wednesday, 13/06/2018 Thursday, 18/10/2018 Tuesday, 26/02/19		
Chairs' Briefing Sessions	Thursday, 14/06/2018 Thursday, 11/10/2018 Thursday, 07/03/2019		
Understanding Leadership and Headteacher/Teacher Performance Management	Tuesday, 26/06/2018		
Governance of the Pupil Premium	Thursday 05/07/2018		
The Role of the SEND Governor 1 hr Briefing Session	Wednesday, 11/07/2018 Tuesday, 12/02/2019		
The Governor's Role in Monitoring	Thursday, 12/07/2018		
Dealing with Complaints (Maintained Schools)	Wednesday 18/07/2018		
English as an Additional Language	Wednesday, 03/10/2018		
Understanding School Data	Thursday, 08/11/2018 Wednesday, 28/11/2018		
Early Years Foundation Stage (EYFS) – ensuring settings meet statutory & best practice requirements	Tuesday 13/11/2018		
Alternative Provision	Thursday, 15/11/2018		
SEND	Wednesday, 21/11/2018		
Understanding School Finance (Maintained Schools)	Tuesday, 27/11/2018		

TITLE	DATES	* NAMES OF GOVERNORS ATTENDING *	ATTENDED
Governance of the Sports Premium	Thursday, 29/11/2018		
Fraud Awareness	Tuesday, 11/12/2018		
Child Sexual Exploitation	Thursday, 07/02/2019		
Relationships and Sex Education	Wednesday, 27/02/2019		
Health and Safety in Schools and the Role of the Governor	Tuesday, 05/03/2019		
Holding a Compliant Governing Body Panel (Disciplinary/Exclusions/ Attendance)	Wednesday, 13/03/2019		
Refresher Course for Experienced Governors	Thursday, 21/03/2019		

- Please
- a) complete the sections with asterisks;
 - b) keep the second copy to monitor the actual attendance for the following term's meeting.
 - c) note the venue for seminars is the Civic Suite, Council House, Solihull commencing 7.00 p.m.
 - d) note the venues marked in bold will be held in The Loft, Bluebell Centre, Chelmsley Wood commencing 12.30pm
 - e) note the venues marked in red will be held in the Sans Souci Centre, Shirley, commencing 9.00am

Please return this form to Governor Services by email to governorservices@solihull.gov.uk