

SOLIHULL GOVERNOR SERVICES

TRAINING PROGRAMME



April 2019 – March 2020

**Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020**

CONTENTS

Introduction and Service Details

Service Package Details

Supporting the Governing Body Chairperson

Supporting the Governing Body Clerk

Course Details

Booking Information

Maps



Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

Introduction

Welcome to the Solihull Governing Training Programme for April 2019 – March 2020. 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 including coverage of the national training courses for chairs, governors and clerks.
- Support to governing boards on the development of formal partnerships between schools such as collaborations and federations.
- Briefing meetings for governing board clerks each term.
- Operation of the 'Chair to Chair' network
- A helpline service to deal with individual governing board problems and concerns.
- Access to on-line training programmes.
- Access to Governor Hub.
- 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 maintained school governor appointments, which is held on GovernorHub. 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 and Section 128 checks on LA governors
- Arranges LA governor appointments through Cabinet Member Education and Children's Services.
- Liaises with the Governors for Schools and Inspiring Governance on LA governor recruitment.
- Provides advice on governor recruitment, election and appointment processes.

Service Development

- Services are reviewed annually as part of the Children's Services and Skills 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, across council departments and where appropriate, external providers such as National Leaders of Governance. 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 3 working days.
- Update GovernorHub within 2 working days following the receipt of new information.
- Send a welcome pack to new governors within 5 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.

Unfortunately, we have had to make the decision to introduce a charge for non-attendance at seminars. We are currently experiencing around 35% of governors registered not attending training, of which 17% do not send apologies. I am sure you will appreciate that a high number such as this also means wasted resources in terms of refreshments and printed documentation. Where 24 hours notice of non-attendance is not given, a charge of £25 will now be levied.

Data protection

It is a legal requirement for the local authority to hold details of governors in maintained schools. Governor Services' database for this purpose fully complies with data protection and related law. Access to the database is restricted to staff within Governor Services. The personal information we hold is governor's name, email address and telephone number. The information is used to contact governors regarding training seminars and forwarding advice and guidance on school governance. The information is kept securely and is only shared with appropriate officers within the local authority (i.e. audit, HR). We aim to keep this information accurate and up-to-date with help from governing board clerks.

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

SERVICE PACKAGE DETAILS

Service Package	1	2	3
Governing body information, advice, guidance and good practice	✓	✓	X
Centralised governor training programme	✓	PAYG	PAYG
Induction training for new governors	✓	PAYG	PAYG
Training for clerks	✓	PAYG	PAYG
Briefing seminars for clerks	✓	✓	PAYG
Briefing seminar for chairs of governing boards and committees	✓	✓	PAYG
Package Cost	£610	£400	0
Additional Charges:			
Governor charge per seminar	Included	£65	£150
Clerks'/chairs' briefing	Included	Included	£65
PLEASE TICK FOR THE OPTION REQUIRED			

PLEASE COMPLETE DEDUCATION AUTHORISATION BOX OVERLEAF

OPTIONAL EXTRA SERVICES ARE ALSO LISTED OVERLEAF

Attendance at centralised seminars is subject to a maximum of 4 governors per governing body unless by separate arrangement.

A fee of £25 will be charged where cancellation is not received in advance of 24hrs.

PAYG = Pay as you go

Optional Services: (Please tick those that you would like to sign up to)		Please Tick those required
NGA Learning Link online training:	£67	
Document Summary Service	£30	
Head teacher performance management: <ul style="list-style-type: none"> • ½ day to include meeting and preparation or follow-up (where further time is required this will be negotiated separately and charged accordingly). 	£250	
GovernorHub: <ul style="list-style-type: none"> • Subscription to GovernorHub for 2019-20 (academic year) 	£120	
Your optional services total cost		

TOTAL COST	
Service package option cost	
Optional services total cost	
Your total cost	

I authorise the deduction of £_____ as the charge for the above option choice from Budget Code no:

(Academies will be invoiced separately)

Signature :(Authorised Person) Date:

School:.....

Attendance at centralised seminars is subject to a maximum of 4 governors per governing body unless by separate arrangement.
A fee of £25 will be charged where cancellation is not received in advance of 24hrs.
PAYG = Pay as you go

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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.



Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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 regular 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.



Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

GOVERNOR SERVICES TRAINING PROTOCOL

When attending Governor Training:

1. If you are unable to attend please ensure you send apologies or cancel your booking on GovernorHub 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 training records on GovernorHub. 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.

Solihull Governor Services

Service Standards

Non-attendance charge

There will be a charge of £25 per session per governor (to your school/ academy) for any course where 24 hours notice of non-attendance is not given.

This charge applies to all governors and clerks regardless of whether they are subscribing or pay-as-you-go schools. This is necessary as a result of costs incurred for venues, refreshments, trainers and printing where delegates do not honour arrangements made. However, if you are able to arrange for another governor/clerk to attend in your place, a cancellation charge will not apply.

Our course cancellation policy

In order for courses to be effective and financially viable, we need a minimum of 10 governors enrolled. We keep a constant watch on all course bookings. If the numbers are low, e.g. below 10, we make a decision as soon as possible before the course date, whether to cancel or postpone. This means that any governor or clerk that tries to make a late booking may find it is cancelled. If a course is cancelled we inform all delegates by email and post the information on GovernorHub.

Unfortunately, there are occasions when, due to circumstances beyond the control of Governor Services, courses have to be cancelled e.g. extreme weather, trainer illness, and other extenuating events. We will inform all delegates by email, post the information on GovernorHub and enquire as to whether delegates would like to be re-enrolled on the rescheduled date where appropriate.



**Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020**

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.

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

Governing Board Chair's Briefing Sessions

The role of the governing board chairperson is recognized 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, 6 th June 2019	Civic Suite, 7.00-9.00pm
Autumn Term:	Thursday, 3 rd October 2019	Civic Suite, 7.00-9.00pm
Spring Term	Tuesday, 27 th February 2020	Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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>Tuesday, 21st May 2019</i>	<i>Sans Souci Centre, Shirley</i> <i>9.30am – 12.00 noon</i>
<i>Autumn Term:</i>	<i>Tuesday, 1st October 2019</i>	<i>Sans Souci Centre, Shirley</i> <i>9.30am – 12.00 noon</i>
<i>Spring Term</i>	<i>Thursday, 5th March 2020</i>	<i>Sans Souci Centre, Shirley</i> <i>9.30am – 12.00 noon</i>

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

Data Protection & Freedom of Information

This seminar is aimed at new governors or governors who have not attended a session within the last 3 years to help them understand how the legislation affects their school or academy's responsibilities.

The seminar will give governors:

- An overview of the Freedom of Information Act;
- An overview of the General Data Protection Regulations and Data Protection Act 2018;
- 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 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 seminar will be held on the following date:

Spring Term Tuesday, 11th February 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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:

Spring Term Wednesday, 25th March 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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:

Autumn Term Wednesday, 25th September 2019 The Loft, 12.30-2.30pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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:

Spring Term Wednesday, 18th March 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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, 19th November 2019 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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 Wednesday, 5th June 2019 The Loft, 12.30-2.30pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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, 13th June 2019

Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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:

Autumn Term Tuesday, 8th October 2019 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

How to be an effective committee chair

This session is aimed at governors new to chairing committees and those that aspire to do so in the future.

The intended learning outcomes are that governors will:

- Explore the effective organisation and management of meetings;
- Understand how the governing body and committees work together to agree the strategic direction for the school;
- Recognise the contribution committees make to providing high quality challenge and support as the critical friend whilst ensuring accountability for the standards achieved and the quality of education provided.

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 seminar will be held on the following date:

Summer Term: Thursday, 27th June 2019 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

Supporting Looked After Children

This seminar is aimed at the Link Governor with responsibility for supporting Looked After Children or Safeguarding. The seminar will provide governors with an overview of:

- National and local facts and figures;
- The challenges facing Looked After Children including the barriers to and the impact on education;
- Responsibility of the Governing Body
- Looked After Children and the Ofsted framework;
- Good practice in schools supporting Looked After Children;
- Resources available in Solihull;

The intended learning outcomes are that participants will:

- Have an increased understanding of governors' responsibilities relating to supporting Looked After Children and raising educational achievement;
- Be able to contribute to the school's self-evaluation by understanding its strengths and areas for development, pertaining to well-being and achievement for LAC in school.

The seminar will also refer to the new duties and responsibilities for virtual schools, schools and designated teachers to also promote the educational attainment of previously looked after children. These came into force from Sept 2018. This will include:

- The revised statutory guidance on promoting the education of looked after children.
- The revised statutory guidance on the roles and responsibilities of the designated teacher for looked after and previously looked after children.
- Implications of the statutory guidance for schools.

This seminar will be held on the following date:

Spring Term Thursday, 26th March 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
School Governors' Training Programme
April 2019 – March 2020

Making the most of GovernorHub

In September Solihull LA installed a new software system entitled GovernorHub for all Solihull Schools and Academies. GovernorHub is an online service designed to help governing boards run efficiently and is already used by thousands of schools and tens of thousands of governors across the country. It helps trustees, governors and clerks to communicate and store documents, membership details, meeting schedules and other information in one secure and accessible place. This should help to reduce significantly the amount of paper that needs to be printed for meeting documents and save you and your clerk time. GovernorHub brings together the key things you need online as a governing board in a single, GDPR-compliant system.

Over 90% of Solihull Schools have purchased subscription to GovernorHub for 2018-19. This seminar is to help you make the most of GovernorHub. Governors will be shown how to:

- Up-date their individual records
- Book on training, add external training and download training certificates and records
- Exchange messages and emails
- Upload and access documents
- Access and amend the shared calendar of meetings
- Manage membership, roles, committees and organise meetings quickly and easily.
- Install the Apps for iPad, iPhone and Android which can be used to download documents to use in meetings even if there's no Internet access.

The aim of the session is to show governors the variety of things they can do on GovernorHub and give them more confidence when using it in their role.

Summer Term Wednesday, 19th June 2019 7.00-9.00pm, Civic Suite

Autumn Term Tuesday, 8th October 2019 12.3-2.30pm, The Loft

If you would like to register for this session, please book via GovernorHub or email governorservices@solihull.gov.uk

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

New Clerk's Training Programme

Part 1 – Overview and Agendas

Part 2: - Minutes and Other Duties

This 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 seminars will be held as required. They can be one day session, or two evening sessions as appropriate. One day session is scheduled on the following date:

Autumn Term: Thursday, 14th November 2019 Sans Souci, 9.30-2.30

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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, 9 th May 2019	Civic Suite, 7.00-9.00pm
	Part 2 – Thurs, 16 th May 2019	Civic Suite, 7.00-9.00pm
	Part 3 – Thurs, 23 rd May 2019	Civic Suite, 7.00-9.00pm
Autumn Term:	Part 1 – Thurs 12 th September 2019	Civic Suite, 7.00-9.00pm
	Part 2 – Thurs, 19 th September 2019	Civic Suite, 7.00-9.00pm
	Part 3 – Wed, 25 th September 2019	Civic Suite, 7.00-9.00pm
Spring Term:	Part 1–Wed, 15 th January 2020	The Loft, 12.30–2.30pm
	Part 2–Wed, 22 nd January 2020	The Loft, 12.30–2.30pm
	Part 3–Wed, 29 th January 2020	The Loft, 12.30–2.30pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

On-line Safety in Schools and the Role of the Governor

Children and young people need to be empowered to keep themselves and others safe. This involves recognising and managing risks, both in the real world and in the virtual world. On-line safety is part of governors' safeguarding duties. This seminar will provide information and guidance to governors on:

- The opportunities, potential risks and safe use of modern communication technologies
- Solihull's e-safety policy for schools
- Solihull's code of conduct for staff

The intended learning outcomes are that governors will:

- Understand some of the issues faced by children and young people when using ICT
- Know how schools and Solihull Council address e-safety issues
- Be empowered to ask questions about on-line safety in their school
- Be able to contribute to the school's self-evaluation and understand its strengths and areas for development pertaining to on-line safety

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.

This seminar will be held on the following date:

Autumn Term Wednesday, 27th November 2019 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

Preparing for Ofsted

This seminar is intended to give governors an overview of the new Ofsted school inspection framework, what their role in the process comprises and how this impacts upon the school.

The intended learning outcomes are that governors will:

- Understand the Ofsted framework and evaluation schedule;
- Consider the expectations of governors as described in the Ofsted handbook;
- Consider the types of questions about the school to which governors would be expected to know the answer
- Explore some of the factors which make governing bodies effective;
- Provide governors with the opportunity to reflect on their current strengths/areas for development/next steps.

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. ✓

This seminar will be held on the following date:

Autumn Term Wednesday, 9th October 2019 Civic Suite, 7.00-9.00pm

Spring Term: **Tuesday, 17th March 2020** **The Loft, 12.30–2.30pm**

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

Quality of the Curriculum

The curriculum is at the heart of Ofsted's proposals for the new education inspection framework. The evidence from their recently published study will play a prominent part in how Ofsted will inspect the quality of education in schools. The aim of the session is to highlight the key responsibilities of governors and the support available to assist them in their role of scrutiny and monitoring.

The intended learning outcomes are that governors will:

- Have a better understanding of the context of the new Ofsted framework;
- Have a knowledge of what is expected when Ofsted inspectors meet governors;
- Be aware of the importance of 'the curriculum' and the Ofsted inspection framework 2019;
- Understand the indicators around curriculum intent, implementation and impact.

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.

This seminar will be held on the following date:

Summer Term Wednesday, 3rd July 2019

Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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: Thursday, 6th February 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
School Governors' Training Programme
April 2019 – March 2020

School Finance – Part 1

Introduction to Solihull LA 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 their school funding, including the National Funding Formula factors which determine their budget share, SEN, Nursery and Pupil Premium grant;
- Understand the standard financial accounting documentation, and how to interpret and use it effectively;
- Have an understanding of what Governors should do when faced with a challenging budget position;
- Be better equipped to fulfil their role in supporting the effective financial 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 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.

This seminar will be held on the following date:

Autumn Term Thursday, 17th October 2019 Civic Suite, 7.00-9.00pm

Solihull Governor Services
School Governors' Training Programme
April 2019 – March 2020

School finance – part 2
The role of the governor on finance committees

This seminar will help school governors in both maintained schools and academies to understand their roles and responsibilities on finance committees. This session will be delivered by a National Leader of Governance (NLG).

The intended learning outcomes are that governors will:

- Have an understanding of what is expected of them if they are appointed to the finance committee;
- Understand what being strategic looks like when it comes to finance;
- Know how to interpret the data and monitor expenditure;
- Explore pertinent questions to ask and know what the expected answers should be;
- Understand the operational importance of delegation schemes.
- Have an understanding of potential actions when faced with a challenging budget position;
- Be better equipped to fulfil their role in supporting the effective financial 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 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.

This seminar will be held on the following date:

Autumn Term	November 2019 (date to be confirmed)	Civic Suite, 7.00-9.00pm
-------------	---	--------------------------

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

School Finance – Part 3
Fraud Awareness – The Governor's Responsibilities

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 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.

This briefing will be held on the following dates:

Spring Term: Thursday, 16th January 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

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.

These seminars will be held on the following dates:

Summer Term	Tuesday, 18 th June 2019	Civic Suite, 7.00-9.00pm
Autumn Term	Wednesday, 13th November 2019	The Loft, 12.30-2.30pm
Spring Term	Wednesday, 4 th March 2020	Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

**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 Wednesday, 10th July 2019 Civic Suite, 7.00-9.00pm

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

Understanding the Inspection Data Summary Report (IDSR)
(Infant Schools)

The Inspection Data Summary Report is a document produced by DfE and is available to schools, academies, MATs, LAs, Ofsted and governors. The aim of this seminar to enable primary governors to develop an understanding of the key independent data available to them to assess attainment and progression outcomes for children and young people in their school(s).

Using your own IDSR, you will be guided through the key performance measures used for accountability. You will also be directed to other more detailed sources of data which will be beneficial in helping you fulfil your role of challenge and support for the leadership and management of the school.

We will cover:

- Context of your school
- Key stage one attainment
- Phonics attainment
- Early year foundation stage profile outcomes
- Attendance and exclusions

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. ✓

This seminar will be held on the following dates:

Autumn Term Thursday, 2nd November 2019

Civic Suite, 7.00-8.00pm

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

Understanding the Inspection Data Summary Report (IDSR)
(Junior Schools)

The Inspection Data Summary Report is a document produced by DfE and is available to schools, academies, MATs, LAs, Ofsted and governors. The aim of this seminar to enable primary governors to develop an understanding of the key independent data available to them to assess attainment and progression outcomes for children and young people in their school(s).

Using your own IDSR, you will be guided through the key performance measures used for accountability. You will also be directed to other more detailed sources of data which will be beneficial in helping you fulfil your role of challenge and support for the leadership and management of the school.

We will cover:

- Context of your school
- Key stage two achievement
- Attendance and exclusions

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. ✓

This seminar will be held on the following dates:

Autumn Term Thursday, 28th November 2019 Civic Suite, 7.00-8.00pm

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

Understanding the Inspection Data Summary Report (IDSR)
(Primary Schools)

The Inspection Data Summary Report is a document produced by DfE and is available to schools, academies, MATs, LAs, Ofsted and governors. The aim of this seminar to enable primary governors to develop an understanding of the key independent data available to them to assess attainment and progression outcomes for children and young people in their school(s).

Using your own IDSR, you will be guided through the key performance measures used for accountability. You will also be directed to other more detailed sources of data which will be beneficial in helping you fulfil your role of challenge and support for the leadership and management of the school.

We will cover:

- Context of your school
- Key stage two achievement
- Key stage one attainment
- Phonics attainment
- Early year foundation stage profile outcomes
- Attendance and exclusions

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. ✓

This seminar will be held on the following dates:

Autumn Term Tuesday, 10th December 2019

The Loft, 12.30-2.30pm

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

Understanding the Inspection Data Summary Report (IDSR)

The Inspection Data Summary Report is a document produced by DfE and is available to schools, academies, MATs, LAs, Ofsted and governors. The aim of this seminar to enable secondary governors to develop an understanding of the key independent data available to them to assess attainment and progression outcomes for children and young people in their school(s).

Using your own IDSR, you will be guided through the key performance measures used for accountability. You will also be directed to other more detailed sources of data which will be beneficial in helping you fulfil your role of challenge and support for the leadership and management of the school.

We will cover:

- Context of your school
- Key Stage four achievement
- 16-19
- Attendance and exclusions

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. ✓

This seminar will be held on the following dates:

Spring Term Thursday, 30th January 2020 Civic Suite, 7.00-9.00pm

Solihull Governor Services
Solihull School Governors' Training Programme
April 2019 – March 2020

BOOKING INFORMATION

Bookings for any training can be made by governors via GovernorHub. Alternatively, if Governing Bodies have a clerk or governor who acts as training co-ordinator, then bookings can be made via email to governorservices@solihull.gov.uk. 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 at times indicated.

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

Solihull Governor Services
School Governors' Training Programme
April 2019 – March 2020

INDIVIDUAL BOOKING FORM

Title	Client Group	Session Category	Dates	Attendance Please Tick
New Governor Training Programme (3-seminar programme) Part 1 – Strategic Focus Part 2 – Critical Friend Part 3 – Accountability	New Governors	Existing	1. 09/05/2019 2. 16/05/2019 3. 23/05/2019 1. 12/09/2019 2. 19/09/2019 3. 25/09/2019 1. 15/01/2020 2. 22/01/2020 3. 29/01/2020	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Clerks' Briefing Sessions (9.30am-12.00 Sans Souci)	All Clerks	New	Tuesday, 21/05/19 Tuesday, 01/10/19 Thursday, 05/03/20	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Equality and Diversity	All Governors	Existing	Wednesday, 05/06/19	<input type="checkbox"/>
Chairs' Briefing Sessions	All Chairs or prospective Chairs	New	Thursday, 06/06/19 Thursday, 03/10/19 Thursday, 27/02/20	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Governance of the Pupil Premium	All Governors	Existing	Thursday 13/06/2019	<input type="checkbox"/>
SEND	All Governors <i>particularly those with a SEN lead</i>	New topic every term	Tuesday, 18/06/2019 Wednesday, 13/11/2019 Wednesday, 04/03/2020	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Making the Most of GovernorHub	All Governors	Existing	Wednesday, 19/06/19 Tuesday. 08/10/19	<input type="checkbox"/> <input type="checkbox"/>
How to be an effective Committee Chair	All Governors	New	Thursday 27/06/19	<input type="checkbox"/>
Quality of the Curriculum	All Governors	New	Wednesday, 03/07/2019	<input type="checkbox"/>
Understanding Leadership and Headteacher/Teacher Performance Management	All Governors	Existing	Wednesday, 10/07/2019	<input type="checkbox"/>

Title	Client Group	Session Category	Dates	Attendance Please Tick
Delivering the Careers Strategy - The Governor's Role	All Governors	Revised	Wednesday, 25/09/2019	<input type="checkbox"/>
Health and Safety in Schools and the Role of the Governor	All Governors	Revised	Tuesday, 08/10/2019	<input type="checkbox"/>
Governors Preparing for Ofsted	All Governors new to Ofsted Inspections	Existing	Wednesday 09/10/2019 Tuesday, 17/03/2020	<input type="checkbox"/> <input type="checkbox"/>
School Finance Part 1 – Introduction to Solihull LA Financial Management	All Maintained School Governors	Existing	Thursday, 17/10/19	<input type="checkbox"/>
School Finance Part 2 – The Roles and Responsibilities of Governors on Finance Committees	All School Governors	New	November 2019 (date to be confirmed)	<input type="checkbox"/>
New Clerks Training Programme 9.30am–2.30pm, Sans Souci	New Clerks	Existing	Thursday, 14/11/2019	<input type="checkbox"/>
Early Years Foundation Stage (EYFS) – ensuring settings meet the statutory and best practice requirements	Governors in Infant, Primary & Primary Special	Existing	Tuesday 19/11/2019	<input type="checkbox"/>
Understanding School Data (Infant Schools) 7.00-8.00pm	Governors in Infant Schools	New	Thursday, 21/11/2019	<input type="checkbox"/>
On-line Safety in Schools	All Governors	Existing	Wednesday, 27/11/2019	<input type="checkbox"/>
Understanding School Data (Junior Schools) 7.00-8.00pm	Governors in Junior Schools	New	Thursday, 28/11/2019	<input type="checkbox"/>
Monitoring and Challenge for Effective Governance	All Governors	New	Thursday, 05/12/2019	<input type="checkbox"/>
Understanding School Data (Primary Schools)	Governors in Primary Schools	New	Tuesday, 10/12/2019	<input type="checkbox"/>
School Finance Part 3 – Fraud Awareness	All School Governors	Existing	Thursday, 16/01/2020	<input type="checkbox"/>

Title	Client Group	Session Category	Dates	Attendance Please Tick
Understanding School Data (Secondary)	Governors in Secondary Schools	Existing	Thursday, 30/01/2020	<input type="checkbox"/>
Relationships and Sex Education	All Governors	Existing	Thursday, 06/02/2020	<input type="checkbox"/>
Data Protection and Freedom of Information	All Governors	Existing	Tuesday, 11/02/2020	<input type="checkbox"/>
English as an Additional Language	All Governors	Existing	Wednesday, 18/03/2020	<input type="checkbox"/>
Dealing with Complaints (Maintained Schools)	All Governors Maintained Schools	Revised	Wednesday 25/03/2020	<input type="checkbox"/>
Supporting Looked After Children	All Link Governors for Safeguarding or Looked After Children	Revised	Thursday, 26/03/2020	<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, 9.30 -12.00 or 9.30 - 2.30.

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

Please book your place via GovernorHub or by email to Governor Services on:
governorservices@solihull.gov.uk

NAME: _____

SCHOOL: _____

**Solihull Governor Services
School Governors' Training Programme
April 2019 – March 2020**

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. 09/05/2019 Part 2. 16/05/2019 Part 3. 23/05/2019 Part 1. 12/09/2019 Part 2. 19/09/2019 Part 3. 25/09/2019 Part 1. 15/01/2020 Part 2. 22/01/2020 Part 3. 29/01/2020		
Clerks' Briefing Sessions (9.30am-12.00 Sans Souci)	Tuesday, 21/05/2019 Tuesday, 01/10/2019 Thursday, 05/03/2020		
Equality and Diversity	Wednesday, 05/06/2019		
Chairs' Briefing Sessions	Thursday, 06/06/2019 Thursday, 03/10/2019 Thursday, 27/02/2020		
Governance of the Pupil Premium	Thursday, 13/06/2019		
SEND	Tuesday, 18/06/2019 Wednesday, 13/11/2019 Wednesday, 04/03/2020		

TITLE	DATES	* NAMES OF GOVERNORS ATTENDING *	ATTENDED
Making the Most of GovernorHub	Wednesday, 19/06/2019 Tuesday, 08/10/2019		
How to be an Effective Committee Chair	Thursday, 27/06/2019		
Quality of the Curriculum	Wednesday, 03/07/2019		
Understanding Leadership and Headteacher/Teacher Performance Management	Wednesday, 10/07/2019		
Delivering the Careers Strategy - The Governor's Role	Wednesday, 25/09/2019		
Health and Safety in Schools and the Role of the Governor	Tuesday, 08/10/2019		
Governors Preparing for Ofsted	Wednesday, 09/10/2019 Tuesday, 17/03/2020		
School Finance, Part 1 – Introduction to Solihull LA Financial Management	Tuesday, 08/10/2019		
School Finance, Part 2 – The Roles and Responsibilities of Governors on Finance Committees	November 2019 (tbc)		
New Clerks Training Programme (2 seminars) 9.30am-2.30 Sans Souci	Thursday, 14/11/2019		
Early Years Foundation Stage (EYFS) – ensuring settings meet statutory & best practice requirements	Tuesday 19/11/2019		
Understanding School Data (Infant Schools) 7.00-8.00pm	Thursday, 21/11/2019		

TITLE	DATES	* NAMES OF GOVERNORS ATTENDING *	ATTENDED
On-line Safety in Schools	Wednesday, 27/11/2019		
Understanding School Data (Junior Schools) 7.00-8.00pm	Thursday, 28/11/2019		
Monitoring and Challenge for Effective Governance	Thursday, 05/12/2019		
Understanding School Data (Primary Schools)	Tuesday, 10/12/2019		
School Finance, Part 3 – Fraud Awareness	Thursday, 16/01/2020		
Understanding School Data (Secondary Schools)	Thursday, 30/01/2020		
Relationships and Sex Education	Thursday, 06/02/2020		
Data Protection and Freedom of Information	Tuesday, 11/02/2020		
English as an Additional Language	Wednesday, 18/03/2020		
Dealing with Complaints (Maintained Schools)	Wednesday, 25/03/2020		
Supporting Looked After Children	Thursday, 26/03/2020		

- 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

Bookings can be made via GovernorHub or by email to governorservices@solihull.gov.uk Solihull Governor Services