



CITY AND COUNTY OF SWANSEA
DINAS A SIR ABERTAWE

Education Directorate *Cyfarwyddiaeth Addysg*

Governor Training and Development Programme 2009/2010

Contents

	Page
Introduction	3
General Information	4
Termly Meetings with Senior Education Directorate Staff	5
Inspection Support to Governing Bodies	6
Swansea Association of Governing Bodies Autumn Conference	6
Support for the Governing Body:	7
School Self Evaluation	7
Governing Body Defined Course	7
Points to note	8
List of Specific Courses	9
List of Specific Courses – in Date Order	10
Course Details	11
Location of Venues	23

Contact for Governor Support Issues:

***Ms. Jain Watkins 01792 636551 or
Miss Lynne Clarke 01792.636848***

**Book your courses by returning application forms to School and Governor Unit,
Education Directorate, Civic Centre, Swansea, SA1 3SN.**

or by Email:

ruth.rolfe@swansea.gov.uk

or Fax:

01792 636642

Course enquiries:

Ruth Rolfe 01792 636552

Governor Training and Development Programme 2009/2010

Introduction

Dear Governor,

A recent Welsh Assembly Government report stated that the real test of the effectiveness of school Governors will be a nationwide and long-term improvement in the performance of pupils. The report felt that the induction training of new Governors was critical and making this training compulsory was supported.

Involving Governing Bodies in self evaluation was also encouraged in the report so that Governors are able to look at their strengths and weaknesses and identify areas for improvement. The report also recommended that best practice be copied. The training programme for the first time this year offers a training session which will attempt to cover both self evaluation and best practice and the facilitators will comprise not only officers of the Local Authority but also a primary school Headteacher and a Vice Chair of Governors.

Another new training session planned for this year's programme focuses on the understanding of the statistical data that Governors sometimes feel is overwhelming. Hopefully attendance on this course will increase Governors' confidence and help them to be proactive when discussing school improvement.

If Governors are to make a positive contribution to discussions about the national curriculum they need to participate in shared training sessions with school staff and named Governors should be encouraged to develop strong links with teachers having responsibility for specific areas of the curriculum. The new training programme also covers aspects of the curriculum which will help Governors in their development, with sessions planned on the Foundation Phase, the revised curriculum, literacy in the primary school and transition from primary to secondary school.

A number of Governing Bodies found the training needs analysis form helpful last year as a means of auditing training undertaken by Governors and identifying Governors who should attend particular training sessions. Consequently the form has been issued again in the hope that even more Governing Bodies will find it useful.

A range of training on personnel issues, finance and the budget and health and safety appear as there will always be a need for Governors to be familiar with these areas of their responsibilities. A number of courses are offered covering a range of special educational needs issues and there are training sessions covering cross-curricular areas like sex education and racial equality.

I hope that the training programme meets your needs and the needs of your Governing Body. Feedback is always welcome. Please let the School & Governor Unit know.

Richard Parry
Director of Education

General Information

- An application form accompanies the programme. Please complete and return to the School and Governor Unit. If during the year you wish to attend other sessions please write to the School and Governor Unit giving the details, or ring ☎ 636552, or e-mail ruth.rolfe@swansea.gov.uk.
- Your training application will be acknowledged. You will also receive written confirmation of the course a week or so before the session.
- A training video is available on loan from the School and Governor Unit. The video is for new Governors and covers issues such as:
 - good practice at meetings
 - handling parental concerns
 - behaving appropriately when viewing lessons.
- If you wish to contribute to training sessions through the medium of Welsh please indicate this on your form so that a translator can attend. The translator will be present throughout the course and will translate into English everything that governors wish to say in Welsh. Nothing, however, is translated into Welsh. If you request translation facilities, **it is very important to inform the School and Governor Unit if, for any reason you are then unable to attend** as the facility may have been arranged just for you. If we know in advance, the translator can be told there is no need to attend.
- A hearing loop can be made available for training courses taking place in the Civic Centre if required.
- If you are unable to attend a course you applied for **please let the School and Governor Unit know** by ringing ☎ 636552. If the number of Governors who actually turn up is lower than anticipated it can make discussion and group work difficult.
- Courses may have to be cancelled if the number of applications is very low. You will be notified of this.
- Remember that training can be provided for an individual Governing Body or for a group of Governing Bodies and that Governing Body Self Review is recommended to all Governing Bodies.

TERMLY MEETINGS

An opportunity for representatives from each School's Governing Body to meet with Senior Staff from the Education Directorate

Dates of Meetings for 2009/10

The Agenda for each term's meeting will focus on strategic issues, provide progress updates and cover any issues raised by the Swansea Association of Governors.

Term	Venue	Dates
Autumn	Council Chamber, Civic Centre	Wednesday, 4 November 2009 Time: 7.00pm – 9.00pm Refreshments available in the Members Library from 6.30pm
Spring	Council Chamber, Civic Centre	Wednesday, 24 February 2010 Time: 7.00pm – 9.00pm Refreshments available in the Members Library from 6.30pm
Summer	Council Chamber, Civic Centre	Date to be confirmed

The sessions are designed to emphasise the importance of the partnership between Governing Bodies and the Local Education Authority.

Inspection Support to Governing Bodies

Each Governing Body is entitled to a presentation “*Making the Most of The Inspection Process*” prior to the inspection. The session highlights the role of the Governing Body in the process of inspection. The session runs as a workshop and provides opportunities for Governors to recognise and understand their role within the inspection process and, through activities, focus on some of the most important areas of their responsibility.

The course will cover such issues as:

- parental involvement in the inspection process;
- helping manage stress;
- gathering information;
- Governor involvement before, during and after the inspection;
- using the inspection findings effectively.

The course will identify and concentrate on the process, whilst stressing the importance of the action plan as a vehicle to assist school improvement in each establishment.

Notification of an inspection will automatically trigger an entitlement to the inspection course for Governing Bodies and schools will be contacted separately to make arrangements for the session.

Swansea Association of Governing Bodies, Autumn Conference

The subject of this years Autumn Conference will be ‘The More Able and Talented’.

The Conference has been arranged for Tuesday, 13th October 2009 at 7.00 p.m. in Committee Rooms 1 & 2, Civic Centre. A buffet will be available from 6.30 p.m.

Support for the Governing Body

School Self Evaluation

Trainer: School Development Adviser

School Governors play a major role in school self evaluation.

- The Headteacher is accountable to the Governing Body for ensuring the effectiveness, success and continuous improvement of the school. In other words, Governors need to understand how the school goes about the business of self evaluation and school improvement.
- The Governing Body forms a crucial part of the school community and has a major responsibility to be actively involved in some of the school's self evaluative processes.
- An effective Governing Body in a successful self evaluating school will want to challenge itself still further by reflecting on, and evaluating the effectiveness of its own procedures and performance.

The Education Effectiveness Service will provide support, advice and training to Governors to develop their role in school self evaluation. This will be done not only as part of the school's preparation for inspection, but also as an integral part of the school's development. Through the 'Swansea Standard for the Self Evaluating School', all schools can be formally assessed in order to examine and validate the quality and effectiveness of their self evaluation processes. Many schools have already successfully involved their Governors in preparation for the award and its assessment, as well as in the celebration of the school's achievement.

Schools should contact their School Development Adviser for further information.

Governing Body Defined Course

Trainer: identified on request

Governing Bodies may wish to identify a focus for specific training not covered by any of the courses on offer. They might also need elements already on offer expanded or tailored to their own circumstances.

Tailor made courses can be organised on a cluster basis, involving two or more Governing Bodies.

To request specific training, please contact Jain Watkins on ☎ 636551 or Lynne Clarke on ☎ 636848

Training and Development for Governors Programme 2009/2010

For all the courses in the booklet please:

- complete an application form
- state if you wish to speak in Welsh at the course so that the translation service can be booked in advance (see page 3)
- state if you have a disability which requires suitable access/facilities
- expect to receive an acknowledgment of your application to attend particular training sessions
- note that courses are sometimes repeated; there is no need to attend both sessions
- expect to receive confirmation of your place on the course a week or so before the training
- contact the School and Governor Unit if you find you cannot attend after booking.

LIST OF SPECIFIC COURSES

Courses (in alphabetical order)	Page
Accessibility / Disability Equality Schemes	11
Behaviour Support Plan	11
Child Protection Training	12
Dyslexia Friendly Schools	12
Education of Gypsy and Traveller Pupils	13
Finance and Budgets	13
Foundation Phase and the Implications for Governors	14
Governor's Role in Self Evaluation	14
Health and Safety	15
Literacy in the Primary Sector	15
Managing Absence	15
Managing Complaints	16
National Agreement and Workforce Remodelling	16
New Chairs of Governors	17
Newly Appointed Governors	17
Newly Appointed Headteachers	17
Performance Management	18
Personnel Policies	18
Racial Equality and Diversity	18
Responses to Bullying	19
The Revised Curriculum	19
SEN & Inclusion	20
Sex Education – Everybody's Doing It!	20
Transition – Primary to Secondary	21
Understanding A.D.H.D.	21
Understanding School Data	21
Clerk to Governors	
Clerk to Governors' Forum	22
Newly Appointed Clerks to Governors	22
Location of Venues	
Maps	23 / 26

LIST OF SPECIFIC COURSES IN DATE ORDER

Autumn Term:	Date
Newly Appointed Headteachers	08.09.09
Newly Appointed Clerk to Governors	09.09.09
Clerk to Governors' Forum	15.09.09
Foundation Phase and the Implications for Governors	22.09.09
Understanding School Data	01.10.09
New Chairs of Governors	07.10.09
Behaviour Support Plan	14.10.09
SEN and Inclusion	15.10.09
Newly Appointed Governors	03.11.09
Child Protection Training	04.11.09
The Revised Curriculum	12.11.09
National Agreement and Workforce Remodelling	16.11.09
Managing Complaints	17.11.09
Health and Safety	18.11.09
Racial Equality and Diversity	24.11.09
Performance Management	25.11.09
Personnel Policies	03.12.09
Spring Term:	
Managing Absence	12.01.10
Sex Education – Everybody's Doing It!	19.01.10
Finance and Budgets	20.01.10
National Agreement and Workforce Remodelling	26.01.10
Accessibility / Disability Equality Schemes	02.02.10
Governors Role in Self Evaluation	04.02.10
Newly Appointed Governors	24.02.10
Literacy in the Primary Sector	01.03.10
Managing Complaints	09.03.10
Education of Gypsy and Traveller Pupils	10.03.10
Dyslexia Friendly Schools	16.03.10
Transition – Primary to Secondary School	23.03.10
Performance Management	24.03.10
Summer Term:	
Child Protection Training	22.04.10
Understanding A.D.H.D.	27.04.10
Performance Management	26.05.10
Health and Safety	09.06.10
Responses to Bullying	15.06.10
Foundation Phase and the Implications for Governors	17.06.10

Date: 2 February 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

Accessibility / Disability Equality Schemes

Facilitators: Philip Monaghan, Principle Educational Psychologist ; Yvonne Carter-Ingram, Team Leader, Learning Support

Under the Disability Discrimination Act (DDA) 1995 and Special Educational Needs and Disability Act 2001, Local Education Authorities are under a duty to plan to increase progressively the accessibility of schools to disabled pupils.

The Accessibility Strategy sets out the Authority's strategic approach to planning for increased access to the physical environment of schools the curriculum and information.

The course will:

- outline the content of the Accessibility Strategy
- outline the responsibilities of the LEA and schools
- consider the implications for schools
- provide an opportunity for discussion of issues

Date: 14 October 2009
Time: 9.30 – 11.30 a.m.
Venue: Committee Room 1
Civic Centre

Behaviour Support Plan

Facilitator: Lynn Walker, Behaviour Manager, Access to Learning

The session will offer

- Positive initiatives to support schools and families
- A briefing on the Behaviour Support Plan 2008 – 2011
- Education Other Than At School

Date: 4th November 2009
Time: 9.30 – 11.30 a.m.
Venue: Committee Room 2
Civic Centre

Child Protection Training

Facilitator: Pat Davies, Planning & Information Manager ; Paul Henwood, Child Protection and Safeguarding Officer

This session is for Governors who were unable to attend a session arranged in their own school or cluster.

Date: 22nd April 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

The training will include:

- Awareness raising about the nature of child abuse
- The Governing Body's responsibilities for Child Protection and Safeguarding including CRB Checks / ISA
- The way in which allegations about staff are handled and the role of the Chair/ Vice Chair of Governors

Date: 16 March 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

Dyslexia Friendly Schools Initiative

Facilitator: Philip Monaghan, Principal Educational Psychologist

The session will consider:

- The context and background to the Dyslexia Friendly Schools Initiative;
- An awareness of dyslexia and its impact on learning;
- Schools' progress towards meeting 'dyslexia friendly criteria';
- Development of strategies/ materials to support pupils with dyslexia;
- Update on policy and practice.

Participants:

Relevant to Governors of all schools who are involved in aiming to achieve 'dyslexia friendly' status through awareness-raising, training and school development.

Date: 10 March 2010
Time: 6.30 – 8.30 p.m.
Venue: Meeting Room 5
(2.3.27)
Civic Centre

Education of Gypsy & Traveller Pupils

Facilitator: Gwenda Jones, Traveller Education Manager

This session will raise Governors' awareness of issues relating to the education of the children from the Gypsy and Traveller Communities.

This session will consider:

- who are the 'Travellers'
- obligations of schools and LEA
- issues affecting 'Travellers' Education

This is repeated from last year.

Date: 20 January 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Finance & Budgets

*Facilitators: Brian Roles, Head of Service, Education Planning & Resources;
Kelly Small, School Funding and Information Manager*

This session aims to give Governors a better understanding of:

- the background to Local Management of Schools (LMS) and the principles of budget setting and monitoring;
- the calculation of school budget shares.

Min. number of participants - 12

This course is repeated from last year.

Date: 22 September 2009
Time: 4.00 – 6.00 p.m.
Venue: Birchgrove Primary School, Birchgrove

Foundation Phase & the Implications for Governors

Facilitator: Irene de Lloyd, Acting Senior Adviser (Primary)

This session aims to give Governors a better understanding of:

Date: 17 June 2010
Time: 4.00 – 6.00 p.m.
Venue: St. Joseph's Catholic Primary School, Clydach

- The Foundation Phase will cover the period between 3 and 7 years
- It combines the current Early Years and Key Stage 1
- The curriculum will be formed under areas of learning rather than subjects
- It will have a range of experiences and objectives for children's learning
- There is a major focus on learning through play in and out of doors
- Implementation started with nursery in September 2008

Min. number of participants - 12

N.B.: Outdoor learning environment will be visited and appropriate clothing and footwear will be required.

Date: 4 February 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2 Civic Centre

Governor's Role in Self Evaluation

Facilitators: Roger Davies, School Development Adviser; Lesley Evans, School Development Adviser; Simon Pridham Headteacher Casllwchwr Primary; Nicola Weeks, Vice Chair, Casllwchwr Primary.

Using the good practice of one Primary School Governing Body in Swansea, this session will focus on establishing the role of the Governor in self evaluation and will link the Governing Body with the Swansea Standard for Self Evaluation Framework

Date: 18 November 2009
Time: 9.30 – 11.30 a.m.
Venue: Committee Room 2
Civic Centre

Health & Safety

Facilitator: David Laytham, Health & Safety Officer

This session will cover the following:

Date: 9 June 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

- Centralisation of Health and Safety
- Accident Reporting Procedures and Investigations
- Manual Handling Passport Scheme
- Safety Premises Audits
- Role of the Premises Manager
- Outdoor Educational Visits

Min. number of participants - 10

Date: 1 March 2010
Time: 4.30 – 6.30 p.m.
Venue: Committee Room 1
Civic Centre

Literacy in the Primary Sector

Facilitators: Stephanie Vaughan, English/Literacy Adviser; Maralyn Griffiths, English/Literacy Teacher Adviser

The Revised Curriculum's Skills Framework has had a big impact on the delivery of the curriculum and introduced many exciting new strategies to help teachers to develop pupils' literacy. This session will focus on the approaches that are recommended to develop English and inform Governors of the impact of new initiatives across the county.

Date: 12 January 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 3
Civic Centre

Managing Absence

Facilitator: Keith Slaughter, Principal Human Resources Officer

To raise awareness of the Governors' role when dealing with staff absence in schools.

Date: 17 November 2009
Time: 9.30 – 11.30 a.m.
Venue: Committee Room 2
Civic Centre

Managing Complaints

*Facilitator: Pat Davies, Planning & Information
Manager*

Date: 9 March 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

All schools have a statutory duty to have a Complaints Procedure, which must be published and available to Parents, Pupils, Staff and Governors. Guidance from WAG has recently been updated therefore it is important that Governors are aware of current procedures and advice.

The training will cover:

- The principles and requirements of the WAG guidance on Complaints Procedures.
- Recognising the other statutory processes for complaints and recognising which is the appropriate procedure to be used.
- Participants will take part in group scenarios and discussion.

Date: 16 November 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

National Agreement & Workforce Remodelling

*Facilitator: Sian Lewis, Principal Human Resources
Officer*

Date: 26 January 2010
Time: 9.30 – 11.30 a.m.
Venue: Committee Room 1
Civic Centre

Aims of session

To raise Governor awareness of:

- The background and purpose of the National Agreement on 'Raising Standards and Tackling Workload'
- The changes to teachers contracts since 2003 and the impact on school staffing arrangements
- The role and deployment of associate staff in schools
- Governor responsibilities in relation to the National Agreement and Headteacher work life balance

Date: 7 October 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

New Chairs of Governors

*Facilitator: Pat Davies, Planning & Information
Manager*

The training will include:

- The role and responsibilities of the Chair of Governors
- Working with the Headteacher and Clerk to Governors
- Managing effective meetings
- Difficult situations a Chair of Governors can face
- group work and discussion

**This training is
advisable for all
Chairs and Vice
Chairs.**

Date: 3 November 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Newly Appointed Governors

Officers and advisers from the Education Directorate

Date: 24 February 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

This session will give new Governors an overview of the responsibilities of Governors, what makes an effective Governing Body and the Governor's role in school improvement.

It will provide you with the opportunity to work in groups with other new Governors and senior officers of the LEA who are involved with Governing Bodies and to receive up to date information to support you in your new role.

New Governors are also encouraged to enrol for any other training in this booklet.

Date: 8 September 2009
Time: 2.00 – 4.00 p.m.
Venue: Meeting Room 1
(G.5.4)
Civic Centre

Newly Appointed Headteachers

*Facilitator: Jain Watkins, Senior Professional
Officer*

This session will give newly appointed Headteachers an overview of Governing Body Procedures and will cover Committee Structures, Meetings, Minutes, Agendas, etc.

Date: 25 November 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Performance Management

*Facilitators: Pauline Lewis, Consortium
Co-ordinator; Sarah Ford, Adviser*

Date: 24 March 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

This session is suitable for Governors who are members of the committee directly involved in the Performance Management of the Headteacher and who may have missed previous training sessions.

Date: 26 May 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Date: 3 December 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Personnel Policies

*Facilitator: Keith Slaughter, Principal Human
Resources Officer*

**Min. number of
participants – 8 - 10**

To raise awareness of policies and procedures including equal opportunities and recruitment and selection

Date: 24 November 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

Racial Equality & Diversity

*Facilitator: Paul James, School Development
Adviser*

This session aims:

- To develop a better understanding of responsibilities under the Race Relations (Amendments) 2000 Act
- To develop further awareness of diversity in schools and measures to acknowledge and celebrate that diversity.

Date: 15 June 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 2
Civic Centre

Responses to Bullying

Facilitator: Philip Monaghan, Principal Educational Psychologist

This session will consider:

- the relevant legislation and guidance regarding school anti-bullying policies
- City and County of Swansea Anti-Bullying Policy
- our understanding of what bullying is and how it operates including definitions and descriptions
- a range of reactive and preventative strategies aimed at reducing the incidence of bullying

This course is repeated from last year

Date: 12 November 2009
Time: 4.30 – 6.30 p.m.
Venue: Committee Room 1
Civic Centre

The Revised Curriculum

*Facilitator: Lynwen Barnsley, Numeracy/
Mathematics Adviser*

From September 2008 schools have been required to begin the implementation of a revised curriculum.

This session will give Governors the opportunity to:

- understand the changes to the curriculum, from the Foundation Phase to Key Stage 3;
- explore the thinking and principles that underpin the revised curriculum;
- discuss how the changes will impact on work in the classroom.

Date: 15 October 2009
Time: 2.00 – 4.00 p.m.
Venue: Committee Room 2
Civic Centre

SEN & Inclusion

Facilitator: Mark Sheridan, Senior Educational Psychologist

This session will:

- Explore the concept of “inclusion”.
- Introduce the concept of “additional learning needs” and its relationship to “special educational needs” (SEN).
- Introduce the Local Authority’s revised SEN Policy and Inclusion Policy.
- Consider the implications for schools and Governors.
- Provide an opportunity to discuss the issues.

Date: 19 January 2010
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Sex Education – Everybody’s Doing It!

Facilitator: Mark Campion, Learning Core Co-ordinator

This course will help governors to consider how schools can support parents by providing effective Sex and Relationships Education. Specifically the course will cover:

- Legal requirements
- Policy
- What should a child learn about before they leave primary school?
- What should a child learn about before they leave secondary school?
- Working with outside agencies
- Addressing additional learning needs

Date: 23 March 2010
Time: 10.00 – 12 noon
Venue: Committee Room 2
Civic Centre

Transition – Primary to Secondary School

Facilitator: Paul James, School Development Adviser

This course aims:

To develop Governors' awareness of the significance of the 8 – 13 agenda within the Education Strategic Plan and some of the issues relating to transition and transfer, particularly from primary to secondary.

Date: 27 April 2010
Time: 10.00 – 12 noon
Venue: Committee Room 2
Civic Centre

Understanding Attention Deficit Hyperactivity Disorder

Facilitators: Stuart Forbes, Senior Educational Psychologist; Cheryl Jones, Inclusion Teacher Adviser

This session will consider:

Participants:

All governors who have not already attended this course.

Especially SEN governors.

- legislation and guidance relevant to ADHD;
- City and County of Swansea guidance on ADHD;
- causes and indicators of ADHD;
- essential elements of policy for supporting pupils in school;
- a range of strategies to support pupils with ADHD in schools.

This course is repeated from last year.

Date: 1 October 2009
Time: 6.30 – 8.30 p.m.
Venue: Committee Room 1
Civic Centre

Understanding of School Data

Facilitator: Roger Davies, School Development Adviser

This session will focus on the following:

N.B. This is a new and very important course.

- How to make data accessible to Governors
- What is the data in the Swansea profile telling us?
- What are the implications for future school improvement?

CLERK TO GOVERNORS

Date: 15 September 2009
Time: 3.30 - 5.00 p.m.
Venue: Committee Room 2
Civic Centre

Clerk to Governors' Forum

*Facilitators: Pat Davies, Planning & Information
Manager; Jain Watkins, Senior
Professional Officer*

This session will focus on Governing Body procedural Issues. Follow up sessions will be arranged during the year focusing on new developments.

The forum will also provide the opportunity for Clerks to Governors to meet with LEA Officers from the School and Governor Unit to discuss issues, concerns and procedures.

Date 9 September 2009
Time 2.30 – 4.30 p.m.
Venue Meeting Room 6 (2.3.7)
Civic Centre

Newly Appointed Clerks to Governors

*Facilitator: Jain Watkins, Senior Professional
Officer*

An introduction to the role - duties and responsibilities

*This will be offered on a termly basis according to
demand.*

Location of Venues

CIVIC CENTRE, SWANSEA

**BIRCHGROVE PRIMARY SCHOOL
HEOL NANT BRAN, BIRCHGROVE,
SWANSEA, SA7 9LS**

**ST. JOSEPH'S CATHOLIC PRIMARY SCHOOL
PONTARDAWE ROAD, CLYDACH,
SWANSEA, SA6 5NX**