



Governor Training Brochure 2011 - 2012

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Introduction – The Training programme

Dear Governor,

Welcome to the Governor Training Programme 2011/12.

In a recent speech made by the Minister of Education he stated that under the Education (Wales) Measure he would be introducing statutory training for Governors and clerks. He also stated that the use of data is critical to performance and that Governing Bodies will need to demonstrate to Estyn that its Governing Body had discussed the family of school data and other relevant performance data and has set in place actions to improve its position.

It is therefore important that all new Governors attend the Induction training provided by the Authority and that all Governing Bodies are represented at the Understanding School Data training.

Each Governing Body is entitled to receive a training session on Pre-Inspection training prior to an inspection. The training will highlight the role of the Governing Body in the process of inspection. Training can be arranged through the school's School Effectiveness Team (SET) Officer.

Training for whole governing bodies can be arranged by contacting the Training and Development Officer – Governors and we can discuss your particular requirements.

May we take this opportunity to express our thanks and appreciation for the valuable work that Governors do in supporting the raising of standards in Powys Schools. We greatly appreciate your enthusiasm, time, commitment and skills. Governors are the largest volunteer force throughout the UK and deserve high quality guidance, support and training to enable them to carry out their important responsibilities.

We are constantly seeking to improve the training opportunities available to Governors and welcome any comments you have on existing training, as well as suggestions for topics to be covered in future programmes.

Course Booking Information

Course Applications

To book a course place **IT IS ESSENTIAL** to contact the BSF Training Administrator, BSF Unit, Schools Service, Powys County Hall, Llandrindod Wells, Powys, LD1 5LG.

Tel: 01597 826716 Fax: 01597 826475

Email: bsftraining@powys.gov.uk

Course Confirmation

Confirmation of your booking together with course information, including details of venues, will be sent to participants approximately 2 weeks before the date of the course. If you are then unable to attend please contact the training unit so that your place can be offered to another participant.

Course Cancellation

Every effort will be made to ensure that the courses are run as scheduled. There will be situations due to circumstances beyond our control where courses have to be cancelled, re-arranged or venues changed. We will contact you if we need to cancel or re-arrange a course but we can only do this if we know you intend coming. Knowing you intend coming may prevent us cancelling a course because we think there are insufficient applicants.

Course Times

Courses usually run from 6.30 – 8.30 p.m. Refreshments will be available prior to the start of all training courses, unless otherwise stated.

Course Evaluation

To enable us to improve the quality of services to schools there is an on-going need to evaluate the impact of in-service provision. The course evaluation is used for both quantitative and qualitative analysis and course participants are asked to complete the evaluation form at the conclusion of all courses.

Safer Recruitment

Aim:

To provide information on policy, legislation and best practice in the field of recruitment of employees who have access to children and young people. Also, to develop skills in writing and asking safeguarding questions in recruitment interviews

Key Learning Outcomes:

- Knowledge of recruitment safeguarding best practice
- Development of skills in writing and asking safeguarding questions in recruitment interviews

Target Audience:

All school Governors and Leadership Teams

Language of Delivery:

English

Course Provider:

Julie Carrod and Rebecca Owens, HR Advisers
Neil Robertson, Recruitment Manager

Time: 6:30pm – 8:30pm

Date	Venue
5th May 2011	Neuadd Maldwyn, Welshpool, SY21 7AS
12th May 2011	County Hall, Llandrindod Wells, LD1 5LG
16th May 2011	Castle Hotel, Brecon, LD3 9DB

Minimum: 8

Maximum: 30

Additional Learning Needs

Aim:

- To provide an overview of SEN/ALN/Inclusion
- To clarify the roles and responsibilities of the Governing Body and, in particular, the SEN Governor in relation to SEN/ALN/Inclusion
- To address issues regarding school and local Authority SEN Policies
- To provide clarification in respect of the Authority's revised ALN funding arrangements

Key Learning Outcomes:

- Governors have a clear understanding of SEN/ALN/Inclusion together with the roles and responsibilities of the Governing Body and the SEN Governor in respect of these issues
- A clear understanding of the Authority's SEN Policy and an effective school SEN Policy
- A clear understanding of the various streams of funding received by schools to meet the needs of pupils with SEN/ALN

Target Audience:

All Governors, particularly designated Governors for SEN

Language of Delivery:

English

Course Provider:

Anne Kenyon, John Mitson, Ann Thomas and Nigel Topley
SET Officers – Working with others

Time: 6:30pm – 8:30pm

Date	Venue
18th May 2011	Newtown High School, Newtown, SY16 1JE
24th May 2011	Banw C.P. School, Llangadfan, SY21 0NW
9th June 2011	County Hall, Llandrindod Wells, LD1 5LG
14th June 2011	Castle Hotel, Brecon, LD3 9DB

Minimum: 8

Maximum: 30

Child Protection

Aim:

- To clarify the role of the Governing Body and, in particular, the designated Governor for Child Protection
- To provide an update on issues of a child protection nature that affect schools

Key Learning Outcomes:

- Governing Bodies and the designated governor for Child Protection Governor are clear in relation to their role in respect of child protection
- Awareness raised in relation to issues that have arisen of a child protection nature

Target Audience:

All Governors, particularly designated Governors for Child Protection

Language of Delivery:

English

Course Provider:

John Mitson, SET Officer – Working with others

Time: 6.30 pm – 8.30 pm

Date	Venue
7th June 2011	Banw C.P. School, Llangadfan, SY21 0NW
15th June 2011	Newtown High School, Newtown, SY16 1JE
20th June 2011	County Hall, Llandrindod Wells, LD1 5LG
28th June 2011	Sennybridge C.P. School, Sennybridge, LD3 8SL

Minimum: 8

Maximum: 30

Health and Safety

Aim:

This updated course will cover:

- The role of the Health & Safety Governor and the Governing Body
- Management of Health & Safety within a school, how to tell how you're doing and how to move forward
- The basics of risk assessment and why we do them
- An overview of the new school trip approval system and guidance

Key Learning Outcomes:

Be able to support the Headteacher in their health and safety responsibilities and to undertake monitoring of health and safety within the school

Target Audience:

All Governors, particularly designated Governors for Health & Safety

Language of Delivery:

English

Course Provider:

Rachel Jones, Health Safety & Outdoor Education Advisor

Time: 6.30 pm – 8.30 pm

Date	Venue
28th September 2011	Banw C.P. School, Llangadfan, SY21 0NW
12th October 2011	Miners Welfare Hall, Ystradgynlais, SA9 1JJ
19th October 2011	Newtown High School, Newtown, SY16 1JE
2nd November 2011	County Hall, Llandrindod Wells, LD1 5LG
9th November 2011	Castle Hotel, Brecon, LD3 9DB

Minimum: 8

Maximum: 30

Redundancy Training

Aim:

To provide information on policy, legislation and best practice in the field of redundancy. Also, to develop skills in redundancy procedures and redundancy selection for Sub-Committees

Key Learning Outcomes:

- Knowledge of redundancy policy and best practice
- Development of skills in overseeing redundancy procedures as a sub-committee

Target Audience:

All Governors

Language of Delivery:

English

Course Provider:

Julie Carrod and Tracy Owen, HR Advisers

Time: 6.30 pm – 8.30 pm

Date	Venue
4th October 2011	Neuadd Maldwyn, Welshpool, SY21 7AS
10th October 2011	County Hall, Llandrindod Wells, LD1 5LG
20th October, 2011	Castle Hotel, Brecon, LD3 9DB

Minimum: 8

Maximum: 30

School Funding and Budget Management

Aim:

To improve budget management skills

Key Learning Outcomes:

Understand the role of the Governing Body in school financial management.
Improve skills for budget setting, monitoring and financial planning

Target Audience:

Governors & Headteachers

Language of Delivery:

English

Course Provider:

Jane Thomas, Principal Accountant

Time: 6.30 pm – 8.30 pm

Date	Venue
6th October 2011	Sennybridge C.P. School, Sennybridge, LD3 8SL
1st November 2011	Neuadd Maldwyn, Welshpool, SY21 7AS
10th November 2011	Banw C.P. School, Llangadfan, SY21 0NW
15th November 2011	County Hall, Llandrindod Wells, LD1 5LG

Minimum: 8

Maximum: 30

Governor Induction

Aim:

To provide an overview of how a governing body works together with the key roles of a governor

Key Learning Outcomes:

To increase the competency and effectiveness of governors

Target Audience:

Newly appointed Governors

Language of Delivery:

English

Course Provider:

Beth Groves, Training & Development Officer – Governors
SET Officer – Leadership and Management

Time: 6.30 pm – 8.30 pm

Date	Venue
22nd November 2011	Plas Dolerw, Newtown, SY16 2EH
24th November 2011	County Hall, Llandrindod Wells, LD1 5LG
30th November 2011	Castle Hotel, Brecon, LD3 9DB
5th December 2011	Banw C.P. School, Llangadfan, SY21 0NW
7th December 2011	Miners Welfare Hall, Ystradgynlais, SA9 1JJ

Minimum: 8

Maximum: 20

Understanding School Data

Aim:

To be able to use data to judge school performance

Key Learning Outcomes:

- To use Welsh Assembly Government Core Data Sets
- Use of data to judge school performance

Target Audience:

All Governors

Language of Delivery:

English

Course Provider:

John Barker – Senior Education Officer – School Effectiveness (Mid/South)

Time: 6.30 pm – 8.30 pm

Date	Venue
21st November 2011	Plas Dolerw, Newtown, SY16 2EH
28th November 2011	Castle Hotel, Brecon, LD3 9DB
1st December 2011	County Hall, Llandrindod Wells, LD1 5LG
7th December 2011	Banw C.P. School, Llangadfan, SY21 0NW

Minimum: 8

Maximum: 30

Chairs and Clerks Training

Aim:

The roles of the chair and clerk are extremely varied and includes making sure that the governing body's affairs are conducted in accordance with the law, that meetings are run effectively and that the governing body works as an effective team.

Key Learning Outcomes:

- Chairs and Clerks will have a greater understanding of their roles
- Greater awareness of statutory requirements and protocols

Target Audience:

All Chairs and Clerks of Governing Bodies

Language of Delivery:

English

Course Provider:

Beth Groves, Training & Development Officer - Governors

Time: 6.30 pm – 8.30 pm

Date	Venue
9th January 2012	Neuadd Maldwyn, Welshpool, SY21 7AS
12th January 2012	County Hall, Llandrindod Wells, LD1 5LG
17th January 2012	Castle Hotel, Brecon, LD3 9DB

Minimum: 8

Maximum: 30

Effective Governing Bodies

Aim:

This event will focus on developing the strategic role of the Governing Body in terms of school effectiveness. Consideration will be given to school self evaluation processes and developing the role of the 'critical friend'

Key Learning Outcomes:

- Developing effective self evaluation
- Use of school performance data
- Developing the role of the challenging Governing Body

Target Audience:

All Governors

Language of Delivery:

English

Course Provider:

SET Officer – Leadership and Management

Time: 6.30 pm – 8.30 pm

Date	Venue
23rd January 2012	Miners Welfare Hall, Ystradgynlais, SA9 1JJ
25th January 2012	County Hall, Llandrindod Wells, LD1 5LG
31st January 2012	Banw C.P. School, Llangadfan, SY21 0NW
1st February 2012	Plas Dolerw, Newtown, SY16 2EH
6th February 2012	Sennybridge C.P. School, Sennybridge, LD3 8SL

Minimum: 8

Maximum: 30

Performance Management

Aim:

To give Governors a greater understanding of:

- the changes to be implemented in January 2012
- the Performance Management process.
- the Governing Body's specific responsibilities
- the role of the external advisor
- the role of the appointed Governors
- the purpose of the review meeting
- the appeals process

Key Learning Outcomes:

Understanding of the legal duties of the appointed Governors and that of the Governing Body. To have clarity on the role of the appointed Governors and the external advisor

Target Audience:

All Governors but specifically appointed Governors for the Performance Management of the Headteacher

Language of Delivery:

English

Course Provider:

Sian Fielding, SET Officer – Leadership and Management

Time: 6.30 pm – 8.30 pm

Date	Venue
20th February 2012	County Hall, Llandrindod Wells, LD1 5LG
22nd February 2012	Castle Hotel, Brecon, LD3 9DB
28th February 2012	Banw C.P. School, Llangadfan, SY21 0NW
5th March 2012	Neuadd Maldwyn, Welshpool, SY21 7AS

Minimum: 8

Maximum: 30

Disciplinary Panel Workshop

Aim:

To provide information on policy, legislation and best practice relating to Disciplinary issues. Also, to develop skills in Disciplinary procedures for Sub-Committees

Key Learning Outcomes:

- Knowledge of disciplinary policy and best practice
- Development of skills in disciplinary procedures as a sub-committee

Target Audience:

All Governors

Language of Delivery:

English

Course Provider:

Julie Carrod and Tracy Owen, HR Advisers

Time: 6.30 pm – 8.30 pm

Date	Venue
7th March 2012	Castle Hotel, Brecon, LD3 9DB
13th March 2012	County Hall, Llandrindod Wells, LD1 5LG
28th March 2012	Neuadd Maldwyn, Welshpool, SY21 7AS

Minimum: 8

Maximum: 30

Key Contacts & Contact Information

Beth Groves

Training and Development Officer: Governors
(enquiries relating to the Governor training programme)

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submissions)

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(enquiries relating to eligibility for expenditure)

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