



Flintshire County Council

School Governors'
Development Programme
Autumn & Spring Terms
2011-12

Please circulate amongst
your Governing Body

DIRECTORATE OF LIFELONG LEARNING

Welcome to the Autumn & Spring Terms 2011-12 edition of your governor development programme.

In its provision of governor development, Flintshire continues to work in partnership with Denbighshire County Council and Wrexham County Borough Council. Joint training sessions are again included in the programme. Similarly, training and development support is also provided to you through partnership working with Governors Wales and the All Wales Centre for Governor Training and Development. More of their lively and thought provoking presentations are scheduled again.

I try to tailor the events programme to suit the differing development needs of both new and long standing governors, whilst building in time to cover those 'burning issues'!. Please continue to let me know what you want more or less of?

The Association of Flintshire School Governors continues to meet on a termly basis. I again take this opportunity to remind you however that this is your Association and it is hoped that every governing body will nominate a representative to attend meetings. As well as looking at national educational issues, the forum provides an opportunity to discuss local matters.

Governor attendance at training and development events is benchmarked throughout Wales. 79% of schools were represented at a governor development event in 10/11, with 371 of you attending. So keep up the good work and feed back your

knowledge to the rest of your governing body. However, we can do better, as this is only 30% of the governors we have in the Authority!. Please let me know how you think we can encourage greater participation?.

You will see from the programme that many of the events will again be held at County Hall. Like all service areas I am struggling with the need to tighten my belt and make savings!. However rest assured, the tea and biscuits budget continues to be unaffected!.

I look forward to meeting you at the events.

Kim Brookes, ACIS; DBA

School Staffing & Governance Manager

Lifelong Learning Directorate

County Hall, Mold. email kim_brookes@flintshire.gov.uk

How to make a booking

- Please note time & venue for each event – these do vary!
- All day Conferences : restricted to one delegate per Governing Body although additional places may be reserved if available. Please co-ordinate booking through your Clerk/Chair
- Governors Association meeting: places reserved for nominated representative from each governing body

- Joint authority events: Due to accommodation limitations there may be restrictions on the number of governors who are able to reserve a place. Where shared events are offered places may be restricted.
- Early booking is advisable.
- To reserve your place complete and return the enclosed booking form to Staffing & Governance Section or email faye.davey@flintshire.gov.uk

Venue and refreshments

- Times and venues vary. Please note location when booking
- On full day sessions a meal will be provided
- Light refreshments are available at all courses
- Please advise of any dietary and access requirements at time of booking

Cancellations

- We appreciate you giving your time to attend these events and acknowledge that occasionally circumstances may change to prevent you from attending after you have booked. By informing the office in good time that you cannot attend, your place may be taken by another governor on the waiting list and the event will be more cost effective. Thank you for your support.

- Please let us know if you have particular requirements so that we can assist you to get the most out of the event.
- Whilst it is not always possible to provide sessions through the medium of welsh, all applicable material is available bi-lingually.
- Please note events may be subject to cancellation due to unforeseen circumstances. Every effort will be made to notify delegates who have booked.

Background details on external presenters:

Ray Wells, Regional Development Officer, Governors Wales.

Ray served over 30 years with Corus in various management roles with a wide range of expertise in the management of human resources.

He has been a senior assessor for the EFQM European Excellence Award and the Wales Quality Award for several years and also an Investors in People Recognition Panel member for Wales.

Ray has over twelve years experience serving as a governor at a college and a secondary school and is currently a Chair of Governors of a Secondary School.

Editor's note: "In his capacity as Regional Development Officer, Ray has provided excellent training support to Flintshire Governors for several years and the partnership working with Governors Wales is recognised as an exemplar of best practice by Estyn – and Ray is creative with information technology - which the Editor always finds helpful!".

Terry O' Merah

Terry was previously the Manager of the Inspection and Advice Service (Curriculum Support Service) for the four Unitary Authorities in North East Wales. Retired from Flintshire Local Authority, he has spent the last few years as a Secondary Registered Inspector working for Estyn. Terry is a governor at a Secondary school, is also currently Chair of Flintshire Governors Association and a member of Governors Wales Management Committee.

Editor's note: "Terry's support to Flintshire's Governor training programme is valued – in particular, his 'insider' knowledge as an experienced Inspector is to be welcomed – and he is good with numbers which the Editor always finds helpful !"

Steve Gullick, Manager, All Wales Centre for Governor Training & Research, Swansea Metropolitan University.

Steve is the Manager of the All Wales Centre for Governor Training & Research, Swansea Metropolitan University. The Centre was established in March 2000. Its aims are research into school governance with particular reference to governor training, and the provision of high quality, practical education and training

for school governors. The Centre's whole-country remit is unique in the United Kingdom.

Since its inception the Centre has produced national training programmes for the Welsh Assembly Government on the governing body roles of strategic planning, target setting and monitoring and evaluation; the role of the clerk; the role of the chair; and handling complaints. Steve is a retired secondary school headteacher and has served as a school governor.

Editor's note : Steve has delivered training to governors in Flintshire over a number of years with excellent feedback. His anecdotal style is entertaining – even though he is ‘from the Valleys’ – but coming from a ‘northerner’ he would expect me to say that!”

HEALTH & SAFETY MATTERS

Date: Wednesday 21 September 2011
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only.

Course Overview:

As a governor are you aware of your responsibilities?

To identify the main areas of responsibility for governors;

To outline the Risk Assessment Process;

To inform governors of the Authority's related policies and procedures including an introduction to the Authority's Corporate Health & Safety Management System;

To share examples of good and bad practice;

To inform governors of the support mechanisms in place to assist them in meeting their responsibilities,

Facilitator:

CELIA MEREDITH, CMIOSH

Chartered Safety and Health Practitioner, Flintshire County

Council

'GOING FOR GOLD'

QUALITY MARK FOR SCHOOL GOVERNORS

Date: Monday 26 September 2011
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

The session is offered as a joint event with governors from Denbighshire and Wrexham

Session overview

Introduction to the Quality Mark for school governing bodies;
What is a 'Quality Mark'?

To consider how governing bodies can use the Quality Mark model to demonstrate how they have in place quality processes which impact upon the achievements in schools;

To show how the Quality Mark award is considered by Estyn when inspecting 'leadership & management' as part of the Common Inspection Framework;

To look at the principles behind this model of self-evaluation;

The Quality Mark for school governance recognises good practice - how this is to be shared;

Facilitator

Ray Wells, Regional Development Officer, Governors Wales

RESPECTING OTHERS - ANTI-BULLYING GUIDANCE

Date: Tuesday 27 September 2011
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only.

Session overview

To raise awareness of the Wales Assembly's guidance and of Flintshire's response;
To consider self-assessment tools and techniques, procedures and recording;
To raise awareness of the curriculum toolkit;
To consider information for parents and pupils;
Cyber-bullying – what is it and what can we do about it?

Facilitators

Paula Roberts, Learning Advisor for Behaviour and Emma Murphy, Information and Involvement Office, Children's & Young People's Partnership Team

INFORMATION, COMMUNICATION & TECHNOLOGY IN SCHOOLS

Date: Monday 3 October 2011
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only.

Session overview:

To raise awareness of your responsibilities for school data;
Keeping your school data safe and avoiding the heavy financial
penalties!;

How can you access your school information?

'Moodle' - what is it all about?

Facilitator:

ANDY WOOD, ICT ADVISER

CONFERENCE ON THE ROLE OF THE CHAIR OF GOVERNORS

Date: Thursday 6 October 2011
Time: 9.30am – 3.00pm
Venue: Beaufort Park Hotel, Alltami Rd, New Brighton,
Nr Mold, CH7 6RQ

This event is offered as a joint event to Chairs of governors in Flintshire, Wrexham and Denbighshire.

The style of the day will be interactive and informal, with an opportunity to network. The objective of the day is to provide Chairs with the knowledge and information to enable them to carry out their duties effectively and efficiently in order to promote high standards at their school.

Conference overview:

The governance legislative framework; the strategic role of governors; Developing leadership within schools; performance management within schools; governing body self-evaluation; understanding school performance data;

Facilitators:

Governor Support Officers
Local Authority Advisory Officers
Governors Wales

SCHOOL EFFECTIVENESS FRAMEWORK

“BEYOND THE RHETORIC”

Date: Tuesday 11 October 2011
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only.

Session overview

SEF: Best kept secret in Wales?. What does this actually mean for you as a governor in a leadership role;

How do we reduce impact of disadvantage on attainment?;

Proven strategies available on the night!

Facilitator

Neil Gibbons, School Effectiveness Adviser, Flintshire County Council; Professional Adviser (DfES) Welsh Government

THE ROLE OF ASSOCIATE PUPIL GOVERNORS and PUPIL PARTICIPATION

Date: 12 October 2011
Time: 9.30am – 12 noon
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

The session is offered as a joint event with governors from Denbighshire and Wrexham

Session overview

Introduction; United Nations Convention on the Rights of the Child; Definition of participation; Policy into practice; Benefits of PP; Successes and Challenges; Next steps; Signpost sources of support.

The session is aimed at associate pupil governors in Secondary schools; other governors with a special interest in pupil participation; school councillors and those who are responsible for pupil participation in school. The main objective of the session is to develop awareness, knowledge and skills amongst governors, so that they can more effectively promote and develop the active participation of pupils in decisions that affect them in schools.

Facilitators

Ray Wells, Regional Development Officer, Governors Wales
and Terry O'Marah, Chair Flintshire Governors Association

HANDLING COMPLAINTS

Date: Tuesday 18 October 2011
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

The session is offered as a joint event with governors from Denbighshire and Wrexham

Session overview

All schools have a statutory duty to have a Complaints Procedure which must be published and available to parents, pupils, staff and governors. It is important that Governors are aware of current procedures and of the Wales Assembly guidance (which is currently being revised).

The session will cover:

To raise awareness of the principles and requirements of WAG guidance on Complaints Procedures;

Recognising the different types of complaints and how they should be handled;

Understand the role of others in dealing with complaints;

Developing a complaints policy;

Managing the complaints process ;

Facilitator

Steve Gullick, Manager, All Wales Centre for Governor Training & Research, Swansea Metropolitan University

INDUCTION FOR NEW GOVERNORS

Date: **Wednesday 19 October 2011**
Time: **9.30am – 12 noon**
Venue: **Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold**

Target audience: Newly appointed governors. The session is offered as a joint event with governors from Denbighshire and Wrexham

Course overview:

The session will provide a general introduction to the role of being a new governor, for example

Who are we and what do we do? What are our responsibilities?

What is our strategic role? What are our monitoring and evaluation roles? What is the role of the Chair?

What is the role of the Clerk? How do we make our meetings effective?

Facilitator:

Steve Gullick, Manager, All Wales Centre for Governor Training & Research, Swansea Metropolitan University

HEALTH & WELLBEING IN SCHOOLS

Date: **Monday 7 November 2011**
Time: **7.00pm – 8.30pm**
Venue: **Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold**

Please note this event is specific to Flintshire Governors only

Course overview

Welsh health priorities
Pupil and staff wellbeing
Sex Education guidance
Policies and guidance

Facilitators

Marina Carter, PSE & Healthy Schools Coordinator; Andrew
Johnson, Healthy Schools Officer

NORTH WALES & POWYS CONFERENCE FOR SCHOOL GOVERNORS

Date: **Thursday 17 November 2011**

Time: **9.15am – 15.30pm**

Venue: **Technicum CAST Building, Bangor , Gwynedd**

**Please note this event is organised by Governors
Wales**

Conference Theme: Raising the Standard

Keynote speaker: Leighton Andrews, Minister for Education &
Skills

How are school governors in Wales going to respond to the
challenges of:

Raising the standards in literacy and numeracy? Breaking the link
between family deprivation and learner under achievement?

Workshops on:

Integrating School Effectiveness Framework with Estyn's Common
Inspection Framework; Working with FE Colleges; DfES Standards
Unit: Understanding & using school performance data.

To Book:

Governors Wales: 02920 731 546

contact@governorswales.org.uk



THE STRATEGIC ROLE OF GOVERNORS

Date: **Monday 21 November 2011**
Time: **7.00pm – 8.30pm**
Venue: **Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold**

The session is offered as a joint event with governors from Denbighshire and Wrexham

Course overview

This is an interactive workshop looking at the strategic and leadership role of governors. The session focuses on what is meant by strategic; It will explore ways in which a governing body can plan, monitor and evaluate the performance of the school and its staff and looks at the role of the 'critical friend' in ensuring sustainable improvement

Facilitator

Ray Wells, Regional Development Officer for Governors Wales

MEETING OF THE FLINTSHIRE GOVERNORS ASSOCIATION

Date: **Tuesday 29 November 2011**
Time: **7.00pm – 8.30pm**
Venue: **Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold**

Please note this event is specific to Flintshire Governors only

The Association of Flintshire School Governors:

- ★ is an independent forum for School Governing Bodies in Flintshire made up of a nominated representative from each school;
- ★ It receives information from and has a dialogue with the Local Authority; Governors Wales and Wales Assembly Government. regarding matters affecting school organisation and effectiveness;
- ★ It provides regular information to governing bodies on the work of the Association and encourages Governing Bodies to bring matters of common concern for discussion;
- ★ It facilitates the exchange of ideas and provides opportunities for the pooling of common experience;
- ★ It promotes the competence and effectiveness of governing bodies;

The agenda for the meeting is circulated to your Governing Body before the meeting, but if you would like to propose the inclusion of an agenda item for the next meeting, please provide details to Kim Brookes, School Staffing & Governance Manager, Directorate of Lifelong Learning, County Hall, Mold.

SELF-EVALUATION & UNDERSTANDING SCHOOL PERFORMANCE DATA

Date: Thursday 19 January 2012
Time: 1.00pm – 3.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

The session is offered as a joint event with governors from Denbighshire and Wrexham

Session overview:

Self evaluation is at the heart of both the School Effectiveness Framework and the Common Inspection Framework; school inspectors will base many of their ‘lines of inquiry’ on the school’s self-evaluation report” How effective is your self-evaluation?

Also, a look at school performance data for those who don’t understand statistics, and don’t have an A level in mathematics!. It will highlight what governors need to be aware of and what questions they need to be asking How well is our school doing?. Is our performance really improving?. What areas of good practice have we?. Who is underperforming?

Facilitators: Ray Wells, Regional Development Officer for Governors Wales; **Terry O’ Merah**, Governor John Summers High School

MANAGING SCHOOL REDUNDANCIES

Date: Tuesday 7 February 2012
Time: 9.30am – 11.00am
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only

Target audience: headteachers and governors

Session overview

The legal background
Consulting and informing staff
Selecting staff for redundancy

Facilitator

Kim Brookes, ACIS, DBA, School Staffing and Governance
Manager, Flintshire County Council

SCHOOL BUDGET MANAGEMENT

Date: Tuesday 21 February 2012

Time: 7.00pm – 8.30pm

Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only

Course Overview

To develop a general understanding and awareness of the financial responsibilities of governors;

The calculation of school budget shares

Facilitator

Finance Officers, Flintshire County Council

MEETING OF THE FLINTSHIRE GOVERNORS ASSOCIATION

Date: Wednesday 14 March 2012
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

Please note this event is specific to Flintshire Governors only

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(It provides regular information to governing bodies on the work of the Association and encourages Governing Bodies to bring matters of common concern for discussion;
(It facilitates the exchange of ideas and provides opportunities for the pooling of common experience;
(It promotes the competence and effectiveness of governing bodies;
The agenda for the meeting is circulated to your Governing Body before the meeting, but if you would like to propose the inclusion of an agenda item for the next meeting, please provide details to Kim Brookes, School Staffing & Governance Manager, Directorate of Lifelong Learning, County Hall, Mold.
SELF-EVALUATION FOR SCHOOL GOVERNORS

Date: Tuesday 20 March 2012
Time: 7.00pm – 8.30pm
Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

The session is offered as a joint event with governors from Denbighshire and Wrexham

Session overview:

Self evaluation is at the heart of both the School Effectiveness Framework and the Common Inspection Framework; school inspectors will base many of their 'lines of inquiry' on the school's self-evaluation report" How effective is your self-evaluation?

Facilitator: Ray Wells, Regional Development Officer for Governors Wales

ROLE OF THE CLERK TO GOVERNORS

Date: Thursday 22 March 2012

Time: 9.30am – 11.30am

Venue: Alyn & Deeside Meeting Room, off Main Reception,
County Hall, Mold

The session is offered as a joint event with Clerks/Chairs from Denbighshire and Wrexham

Session overview

Brief overview of the duties and responsibilities of Governing Bodies

The role of clerk as secretary including agenda setting and minute taking

The role of clerk as advisor to the Chair on procedural and legal matters

Chairs are invited to attend as it is important that they understand the statutory relationship between these two key roles on a governing body.

The opportunity to network as this is a joint event with colleagues from Denbighshire and Wrexham schools.

Facilitator

Kim Brookes, ACIS, DBA; Liz Egan, CIPD, School Staffing and Governance Managers, Flintshire County Council

BOOKING FORM

Please complete & return this slip to Staffing & Governance Services or email faye.davey@flintshire.gov.uk

I wish to reserve a place(s) on the following courses:

NAME OF SCHOOL.....

COURSE	DATE	NAME OF ATTENDEE(S)
Health & Safety	21/09/2011 Evening	

Quality Mark Awards for governors	26/09/2011 Evening	
Anti-Bullying guidance	27/09/2011 Evening	
Information, Communication & Technology	03/10/2011 Evening	
Role of Chair of Governors	06/10/2011 Day	
School Effectiveness Framework	11/10/2011 Evening	
Pupil Participation	12/10/2011 Morning	
Handling Complaints	18/10/2011 Evening	
Induction for new governors	19/10/2011 Morning	
Health & Wellbeing	07/11/2011 Evening	
Strategic role of governors	21/11/2011 Evening	
Flintshire Governors Association Meeting	29/11/2011 Evening	
Self Evaluation and understanding school performance data	19/01/2012 Afternoon	
Managing school redundancies	07/02/2012 Morning	
School Budget management	21/02/2012 Evening	
Flintshire Governors	14/03/2012	

Association Meeting	Evening	
Self Evaluation	20/03/2012 Evening	
Role of the Clerk	22/03/2012 Morning	