

Training and Development Programme

Spring 2019

Governor Support Service

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 @govsandclerks

 <https://www.facebook.com/governorsupport>

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Who we are and how we can help you

The Governor Support Service is an independent service offering governor training, advice, guidance and support to all Hillingdon Schools. With over 20 years' combined experience working within local authorities in Governor Support roles, we are able to offer local and legislative advice, support and training to school governors and clerks.

The Governor Support Service provides a programme of training and development sessions each term that governors, headteachers, senior leadership teams, associate members and clerks can access to help them carry out their duties effectively.

Our training and development programme aims to:

- Contribute to raising standards and effectiveness and improving school performance
- Clarify roles and responsibilities of the governing board and increase understanding of issues affecting education
- Support schools in meeting national and local education agendas
- Help to problem solve effectively within complex issues of school governance
- Develop positive relationships and partnerships
- Promote a 'teamwork' attitude
- Provide support for those new to school governance and education.

To help governing board members meet the challenges of their role, we strongly recommend that every governor should attend as, an absolute minimum, at least one session from our programme each academic year.

New governing board members are strongly encouraged to attend our introductory sessions which take place each term. These sessions will provide a good understanding of the governing board's roles and responsibilities, and offer networking opportunities.

Clerks to governing boards are recommended to attend our clerks termly briefing session to keep themselves updated on current issues (locally and nationally) and seek support on any other clerking matters. Our clerking sessions offer networking opportunities.

The governing board has overall responsibility for the training and development of its members and, as good practice, it is recommended that a whole governing board training session takes place at least once each academic year.



What does the Governor Support Service offer?

We provide governing boards and schools with information, support, and advice to proactively promote and achieve outstanding governance.

Our service provision enables you to receive advice and guidance in an accessible way, and we pride ourselves on being approachable, adaptable, and knowledgeable in school governance matters. The support we provide aims to enable you to focus on your key roles and responsibilities – therefore assisting you to enable your school to deliver a good quality education.

For schools that have purchased a service level agreement with us for 2018/2019, this is what is available to your governing board:

1. **Advice and Guidance, including:**

- Email and telephone support for any governor, headteacher or clerk queries
- Out-of-hours telephone support for urgent matters
- Governing board membership issues e.g. elections and governing board member and associate member appointments
- Support before/during/after an Ofsted inspection or HMI visit
- Telephone conferencing into committee and governing boards meetings (when requested and subject to availability)
- Support with complex issues, school complaints, and serious concerns – up to 10 hours per annum per governing board with charges for additional hours thereafter.

2. **Tailored Support, including:**

- 1:1, group, or whole governing board support (when requested)
- 1:1 induction and ongoing support for clerks.

3. **Access to our Learning and Development Programme**

- Attendance at the following “Essential Central Termly” courses:
 - Clerks’ Briefing Meeting
 - Chairs’ Termly Meeting
 - Hot Topics
 - Introduction to Governance – Part 1
 - Introduction to Governance – Part 2
 - Introduction to Governance – Part 3
 - Introduction to Governance - as a whole day session with lunch
- Attendance at “All Other Central Training” offered on a termly basis.
- One “Whole Governing Board” training session each year.

4. **Access to Information, including:**

- A website for relevant policies, procedures, and other documents
- A termly electronic bulletin sent to all governing boards
- A termly electronic bulletin available to all clerks on our website after the termly briefing
- A “New Governors’ Welcome Pack” for new governors when they have been registered with our service.

5. **Recruitment and Performance Support, including:**

- Advice on headteacher performance management and (in conjunction with the Schools HR Co-operative) headteacher recruitment
- Advice on the recruitment of governors (all categories) and clerks.

6. **Network and Consultancy Advice, including:**

- Support to identify external reviewers e.g. to undertake pupil premium or governance external reviews
- Access to a range of school improvement consultants
- Access to school-to-school networks.

Essential Central Termly Courses

Title of Event	Date	Time of Session	Event Reference	Venue
Clerks' Briefing Meeting – Spring 2019 (evening)	17-Jan-19	18:30-20:30 hours	GSS18/044	Britannia Court
Clerks' Briefing Meeting - Spring 2019 (morning)	18-Jan-19	10:00-12:00 Hours	GSS18/045	Britannia Court
Intro to Governance Part 1	23-Jan-19	18:30-20:30 hours	GSS18/046	Oak Wood School
Intro to Governance Part 2	30-Jan-19	18:30-20:30 hours	GSS18/047	Oak Wood School
Intro to Governance Part 3	06-Feb-19	18:30-20:30 hours	GSS18/048	Oak Wood School
Hot Topics - Spring 2019	27-Mar-19	18:30-20:30 hours	GSS18/053	Oak Wood School
Chairs' Briefing - Spring 2019	14-Mar-19	18:30-20:30 hours	GSS18/050	Britannia Court
Intro to Governance Day (inc lunch)	03-Apr-19	09:30-15:30 hours	GSS18/054	Britannia Court

All Other Central Courses

Title of Event	Date	Time of Session	Event Reference	Venue
Governors' Briefing: School Finance (maintained schools)	28-Feb-19	18:30-20:30 hours	GSS18/049	Oak Wood School
Mental Health Matters for Governors	13-Mar-19	18:30-20:30 hours	GSS18/051	Oak Wood School
Academy Governance from a Clerk's Perspective	26-Mar-19	13:00pm-15:00pm	GSS18/052	Britannia Court
Making the most of governor visits to school	20-Mar-19	18:30-20:30 hours	GSS18/055	Oak Wood School

Refreshments are offered on arrival at all courses.

Further details of each of the sessions on this page can be found on the following pages.

Clerks' Briefing Meeting – Autumn 2018

Governing boards are the strategic leaders of our schools and have a vital role to play in making sure every child gets the best possible education. How well a governing board does its job has a real impact on the success of a school

To support governing boards in their challenging role, it is essential for them to appoint a high-quality clerk. The clerk must advise them on the nature of their functions and duties, and ensure that the governing board operates efficiently and effectively.

A professional clerk is an essential component of an effective and efficient governing board. Acting as an information manager, administrator and professional advisor to the governing board, the clerk has a unique role to play in the effectiveness of the governing board.

Each term we hold a briefing meeting for clerks, providing an opportunity to find out about the latest news and forthcoming matters in school governance. It is also an opportunity to ask questions, share good practice and network with other clerking colleagues.

This term we are offering two sessions, a morning and an evening. *There is a maximum of 10 spaces on each session so please book early.*

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Clerks' Briefing Meeting - Spring 2019 (evening)	17-Jan-19	18:30-20:30 hours	GSS18/044	Britannia Court	GSS Advisor
Clerks' Briefing Meeting - Spring 2019 (morning)	18-Jan-19	10:00-12:00 Hours	GSS18/045	Britannia Court	GSS Advisor

Chairs' Briefing Meeting – Spring 2019

This termly network session aimed at chairs, vice chairs and aspiring chairs, is an informal chance to catch up with chairing colleagues and discuss topical matters and share good practice. *There is a maximum of 10 spaces on this session so please book early.*

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Chairs' Briefing – Spring 2019	14-Mar-19	18:30-20:30 hours	GSS18/050	Britannia Court	GSS Advisor

Hot Topics – Spring 2019

This informal session considers the current hot topics, locally and nationally, for school governing boards.

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Hot Topics – Spring 2019	27-Mar-19	18:30-20:30 hours	GSS18/053	Oak Wood School	GSS Advisor

Intro to Governance Programme (across three evening sessions)

This is a three-part induction programme for those who are new or fairly new to school governance, including all categories of governors, senior leaders, clerks and associate members.

- Session 1 will focus on the 'Key Roles and Responsibilities' of the governing board, and explore the expectations of the governors' role.
- Session 2, 'Accountability', will consider the governing board 's strategic responsibility for the educational performance of the school.
- Session 3, 'Knowing Your School', will consider different sources of school data to support governors in getting to know the real story behind how well the school is performing to achieve the best outcomes for pupils.

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Intro to Governance Part 1	23-Jan-19	18:30-20:30 hours	GSS18/046	Oak Wood School	GSS Advisor
Intro to Governance Part 2	30-Jan-19	18:30-20:30 hours	GSS18/047	Oak Wood School	GSS Advisor
Intro to Governance Part 3	06-Feb-19	18:30-20:30 hours	GSS18/048	Oak Wood School	GSS Advisor

Intro to Governance Day

Whilst we offer the induction programme (above) for those new to governance across three evening sessions, we also offer those same sessions as a one-day course, including a sandwich lunch.

There is a maximum of 10 spaces on this session so please book early.

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Intro to Governance Day (inc lunch)	03-Apr-19	09:30-15:30 hours	GSS18/054	Britannia Court	GSS Advisor

Governors' Briefing: School Finance (maintained schools)

This session is essential for members of finance committees and for governors who would like to enhance their understanding of their school's financial matters.

The session will consider:

- what a governing board's responsibilities are for managing the school's finances
- how to support your school in setting and monitoring the budget.

At the end of the session delegates will be able to:

- understand the governing board's responsibilities for managing school's finances
- support the school in obtaining best value
- set a sustainable budget
- understand funding streams
- understand their roles and responsibilities for the governing board and finance committee (inc what to do if there is no finance committee)

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Governors' Briefing: School Finance (maintained schools)	28-Feb-19	18:30-20:30 hours	GSS18/049	Oak Wood School	Graham Young, LA School Finance Team

Mental Health in Schools

This session will look at the current topic of Mental Health in schools. This will help governors to consider the strategic side of how this may impact on their schools. **NOW FULLY BOOKED.**

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Mental health in schools NEW	13-Mar-19	18:30-20:30 hours	GSS18/051	Oak Wood School	Eithne Leming

Making the most of governor visits to school

A key part of being a governor is getting to know your school. Governor visits will help to facilitate that and allow you to see the strategic plans and policies agreed by the governing board at meetings, in practice. This session will offer an overview of the do's and don'ts, look at good practice, and consider how feedback from your visits contribute to the work of the governing board on a strategic level.

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Making the most of governor visits to school NEW	20-Mar-19	18:30-20:30 hours	GSS18/055	Oak Wood School	Sian Mathis

Academy Governance from a Clerk's Perspective

This session will look at the academy governance in context, regulatory environment surrounding academy trusts, core guidance documents, roles and responsibilities of trust members, trustees, executive team, headteachers and local governance, and much more. *There is a maximum of 10 spaces on this session so please book early.*

Title of Event	Date	Time of Session	Event Reference	Venue	Training Provider
Academy Governance from a Clerk's Perspective NEW	26-Mar-19	13:00-15:00 hours	GSS18/052	Britannia Court	Frances Nwanodi



Accessing the Training and Development Programme

How to book onto training

You **must book a place** for every event you wish to attend. ***Please do not attend training sessions unless you have received a confirmation of your booking.*** We are unable to give entry to those who just show up at the event with no prior booking (especially where no SLA is in place). This is due to safeguarding requirements at the training venues. Also, we only cater our resources for each session based on the number of applicants that have booked in advance.

Courses often become 'fully booked' so please book any courses of interest as early as possible. If the course you want is full, we will inform you that you will be placed on a waiting list.

Course bookings can be made online through the training section of our website. Please visit www.governor.support to book online. No login is required to access this part of our website.

Alternatively, you can email your booking request to office@governor.support. Please ensure that you include the following details in your email:

- Title and name
- Name of your school
- Contact email address and telephone number
- The title(s) of the course(s) you wish to be booked on.

All course bookings are confirmed by email. If you do not receive a confirmation of booking by email, please contact the Governor Support Service as soon as possible. We aim to confirm that you have been booked on your desired course within one week of receiving your booking during term time. ***Please do not attend training if you have not received a confirmation of your booking.***

If you have any queries then please call us on 01895 717321.

Course costs

Schools with Service Level Agreements

If your school has bought into the Governor Support Service from April 2018 until the end of March 2019, then there will be no charge for your training bookings on GSS courses or access to our other support services detailed earlier in this booklet.

Pay as You Go (PAYG) basis

All training bookings must be made well in advance of the course date. The cost of the courses listed in this booklet is £140.00 per person, per 2-hour session. Day courses over 3 hours are £250.00 per person. Those wishing to book must contact their school's Finance Officer to ensure that school funds are available to meet your training requirements prior to any booking. Schools will be invoiced directly for payment.

Please also check with your Clerk to Governors before making any bookings.

Cancellation policy

If you cannot attend, please let us know as soon as possible before the session. We can then offer your place to another applicant.

Please note that participants who do not attend and do not cancel their booking with the Governor Support Service prior to the start of the session, then their schools will be charged the full course fee, unless the school had purchased the Governor Support Service's Service Level Agreement (SLA) for 2018 – 2019.

Oak Wood School

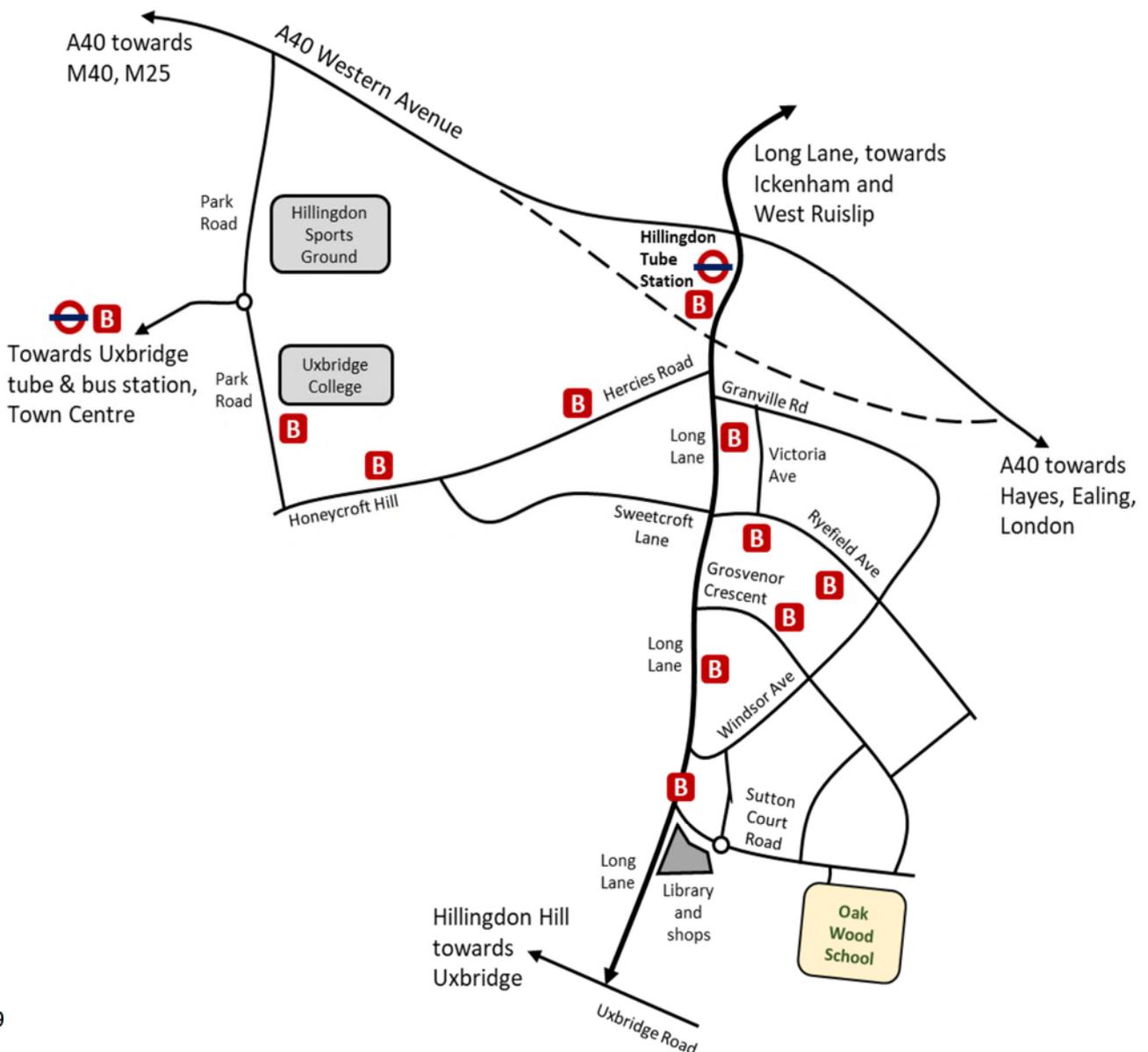
Sutton Court Road
Hillingdon

B U2 Bus goes from Uxbridge tube and bus station to Hillingdon tube station (Metropolitan and Piccadilly lines). U2 Bus then goes from Hillingdon station along Long Lane, with a stop at the junction of Sutton Court Road. Short walk to school from bus stop.

 The school is approximately 1.5 miles from Hillingdon tube station.

 There is plenty of on site parking at the school. Ample disabled bays, bicycle racks and electric car points.

- Please don't follow the school's postcode on Sat Nav as it currently points you to the old entrance for the previous school site (formerly known as Abbotsfield School). Try UB10 9HS, as this takes you to just before the school gates.
- This venue offers step free access. All courses will take place on the ground floor, close to the reception area.
- Refreshments will be available for the start of each session, outside the class room.
- Access to the class room will only be from 30 minutes before course start time. If you arrive earlier than this you may be asked to wait in Reception area.



Training Venues

Governor Support Service - Britannia Court

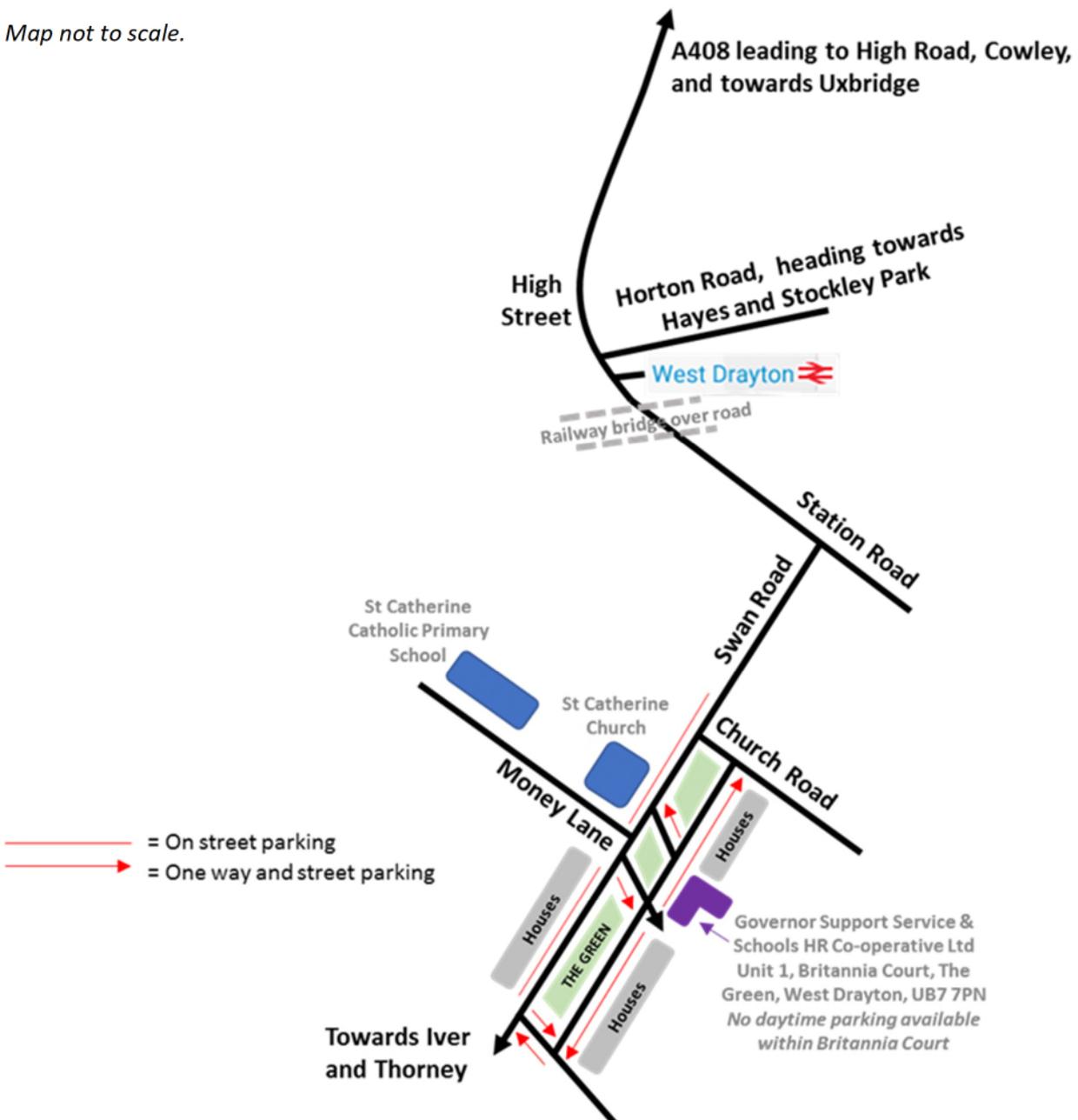
Unit 1 Britannia Court
 The Green
 West Drayton
 UB7 7PN

Please see map below for parking availability locally on street. Sessions in the evening may offer a few spaces within the staff car park.

Approx. fifteen-minute walk from West Drayton Mainline Rail station.

Bus: U3 stops by The Green which is the closest; nearby buses 222, 350, U1, U3, and U5 all go to West Drayton Station.

Map not to scale.





Essential Governance Reading

Below we have highlighted key guidance documents for all governance board members, regardless of what type of school your volunteer in. These are essential documents for governing boards to be familiar and compliant with.

DFE – Guidance: Governance handbook and competency frameworks

<https://www.gov.uk/government/publications/governance-handbook>

Guidance on the roles and duties of governing boards, and advice on the skills, knowledge and behaviours they need to be effective.

These guides are for:

- governing boards in local-authority-maintained schools
- boards of trustees in academies
- others involved in school governance, such as sponsors, foundations and dioceses
- organisations that help governing boards be more effective, such as governance training providers
- anyone providing clerking to a governing board.

The 'Governance handbook' explains:

- governing boards' roles and functions
- their legal duties
- where they can find support
- the main features of effective governance

The 'Competency framework for governance' sets out the knowledge, skills and behaviours that school and academy governing boards need to be effective.

The 'Competency framework for clerking' sets out the knowledge, skills and behaviours required to provide professional clerking to school and academy governing boards.

DfE Statutory guidance - Keeping children safe in education (updated for September 2018)

<https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

Statutory guidance for schools and colleges on safeguarding children and safer recruitment.

This guidance applies to all schools and is for:

- headteachers, teachers and staff
- governing bodies, proprietors and management committees

It sets out the legal duties you must follow to safeguard and promote the welfare of children and young people under the age of 18 in schools and colleges.

All school and college staff should read part 1 of this guidance. Part 1 of the guidance is also available as a standalone document.

'Regulated activity in relation to children: scope' describes work that a barred person must not do.

We have also published guidance on 'Disqualification under the Childcare Act 2006'.

Statutory guidance sets out what schools must do to comply with the law.