

# GOVERNOR SUPPORT TEAM

## TRAINING COURSES

### AUTUMN TERM 2008

The Governor Support Team are offering the following courses for the Autumn term 2008:

Whilst not compulsory, all governors, however experienced, need training to improve their effectiveness in the role and to keep abreast of developments that may affect their school and their role as governor.

<b>Date</b>	<b>Course Title</b>	<b>Time</b>	<b>Course Number</b>
<b>Wednesday 24th September 2008</b>	<b>Educational Visits: The Role of the Governing Body</b>	<b>18.00 – 20.30</b>	<b>Au 8/01</b>
<b>Wednesday 24th September and Wednesday 1st October 2008</b>	<b>Clerk to the Governing Body (Participants need to attend both sessions)</b>	<b>09.30 – 13.00</b>	<b>Au 8/02</b>
<b>Thursday 2nd October 2008</b>	<b>Setting and Reviewing the Headteacher's Performance Management Objectives</b>	<b>18.30 – 20.30</b>	<b>Au 8/03</b>
<b>Tuesday 7th October 2008</b>	<b>Are Your Committees Working Effectively?</b>	<b>18.15 – 20.30</b>	<b>Au 8/04</b>
<b>Tuesday 14th October 2008</b>	<b>The Monitoring Role of Governors</b>	<b>18.30 – 20.30</b>	<b>Au 8/05</b>
<b>Tuesday 14th October 2008</b>	<b>Governors and Finance</b>	<b>18.00 – 20.30</b>	<b>Au 8/06</b>
<b>Thursday 16th October 2008</b>	<b>Managing Allegations Against Professionals</b>	<b>18.30 – 20.30</b>	<b>Au 8/07</b>
<b>Thursday 23rd October 2008</b>	<b>A Governor's Responsibility for Health and Safety Within the School</b>	<b>18.00 – 20.00</b>	<b>Au 8/08</b>
<b>Wednesdays 5th, 12th and 19th November 2008</b>	<b>Induction for New Governors (Governors need to attend all 3 sessions)</b>	<b>18.15 – 20.45</b>	<b>Au 8/09</b>
<b>Wednesdays 5th and 12th November 2008</b>	<b>Induction for New Governors (Governors need to attend both sessions)</b>	<b>13.30 – 16.30</b>	<b>Au 8/10</b>
<b>Monday 10th November 2008</b>	<b>Understanding Data and Target Setting</b>	<b>18.30 – 20.30</b>	<b>Au 8/11</b>
<b>Tuesday 2nd December 2008</b>	<b>The Financial Management Standard in Schools (FMSiS) Briefing for Governors</b>	<b>18.00 – 20.00</b>	<b>Au 8/12</b>

<p><b>Educational Visits: The Role of the Governing Body</b></p> <p>Wednesday 24 September 2008</p> <p>18:00 – 20:30</p> <p><b>Aims &amp; Objectives:</b></p> <ul style="list-style-type: none"> <li>To outline the key roles in the management of educational visits ie: <ul style="list-style-type: none"> <li>The Group Leader</li> <li>The Educational Visits Co-ordinator</li> <li>The Headteacher</li> <li>The Governing Body</li> </ul> </li> <li>To outline and discuss the LA Guidance to Governing Bodies in the LA Health and Safety Manual (Section 21: Oldham’s Regulations and Guidelines for Educational Visits).</li> <li>To outline the LA system for planning, approving and recording visits using the new ‘online’ visit management system (EVOLVE).</li> <li>To examine the role of the governing body in: <ul style="list-style-type: none"> <li>Defining the internal approval process within the school;</li> <li>Establishing the ethos of educational visits in the school; and</li> <li>Approving certain types of visit.</li> </ul> </li> </ul> <p><b>Course Tutor:</b> David Faulconbridge (LA Outdoor Education Adviser) To be held at the Castleshaw Centre</p>	<p><b>Clerk to the Governing Body</b></p> <p>Wednesday 24 September and Wednesday 1 October 2008 (2 sessions)</p> <p>09.30 – 13.00</p> <p><b>Aims and Objectives:</b></p> <p>The main purpose of the training programme is to enable new Clerks to develop the competences necessary to provide the <b>Level 2 Clerking Service</b>, which matches to the Model National Job Description and Person Specification and for experienced Clerks to refresh, consolidate and further develop their competences in relation to the provision of a Level 2 Clerking Service.</p> <p>Over the two half-days the course will cover the following areas:</p> <ul style="list-style-type: none"> <li>Clerks: The National Picture</li> <li>Governing Schools</li> <li>The Language of School Improvement</li> <li>Meeting Preparation</li> <li>Meetings and Minutes</li> <li>Managing Information</li> <li>Electronic Management of Information</li> <li>Electronic Communication</li> <li>Legislation and Advice</li> <li>Policy, Procedures and Advice</li> </ul> <p><b>Course Tutor:</b> David Lee – Governor Development Consultant</p>
<p><b>Setting and Reviewing the Headteacher’s Performance Management Objectives</b></p> <p>Thursday 2 October 2008</p> <p>18.30 – 20.30</p> <p><b>Aims and Objectives:</b></p> <ul style="list-style-type: none"> <li>Guidance on the performance management arrangements for Headteachers and the role of governors.</li> <li>Guidance on the process of agreeing performance objectives with the school’s SIP and the monitoring and evaluating of the performance of the Headteacher against their objectives within the mandatory annual cycle.</li> <li>The session aims to support governors in developing skills and confidence in the annual process of reviewing and evaluating the Headteacher’s performance.</li> <li>The session is primarily aimed at those governors involved in setting the Headteacher’s Performance objectives but all governors are welcome to attend subject to the availability of places.</li> </ul> <p><b>Course Tutor:</b> Fergus Reynolds – Governor Development Consultant</p>	<p><b>Are Your Committees Working Effectively?</b></p> <p>Tuesday 7 October 2008</p> <p>18.15 – 20.30</p> <p><b>Aims and Objectives:</b></p> <p>To enable the participants to:</p> <ul style="list-style-type: none"> <li>Consider the effectiveness of the governing bodies and their committees in conducting the business now expected of them.</li> <li>Review some typical problem areas and recommendations for improvement.</li> <li>Examine alternative ways of working.</li> </ul> <p><b>Course Tutor:</b> David Lee – Governor Development Consultant</p>

<p style="text-align: center;"><b>Monitoring Role of Governors</b></p> <p style="text-align: center;">Tuesday 14 October 2008</p> <p style="text-align: center;">18.30 – 20.30</p> <p><b>Aims and Objectives:</b></p> <p>This session will examine how the governing body can effectively monitor the work of the school.</p> <p>It will examine how governors can carry out this role in a manageable way and look at:</p> <ul style="list-style-type: none"> <li>• The characteristics of effective governing bodies</li> <li>• The difference between monitoring and evaluation</li> <li>• The sources of performance information</li> <li>• Ways to ensure governors' visits to school are productive</li> </ul> <p><b>Course Tutor:</b> David Lee – Governor Development Consultant</p>	<p style="text-align: center;"><b>Governors and Finance</b></p> <p style="text-align: center;">Tuesday 14 October 2008</p> <p style="text-align: center;">18.00 – 20.30</p> <p><b>Aims and Objectives:</b></p> <ul style="list-style-type: none"> <li>• The flow of funds from the Government via the local authority to your school.</li> <li>• Setting and managing the school budget.</li> <li>• Governor's responsibilities for finance.</li> <li>• What can go wrong and what you can do about it.</li> <li>• How to improve financial management.</li> <li>• Cutting through the jargon.</li> </ul> <p><b>Course Tutors:</b> Accountants from the Schools Team</p>
<p style="text-align: center;"><b>Managing Allegations Against Professionals</b></p> <p style="text-align: center;">Thursday 16 October 2008</p> <p style="text-align: center;">18.30 – 20.30</p> <p><b>Aims and Objectives:</b></p> <ul style="list-style-type: none"> <li>• Issues about allegations of abuse continue to be a real cause of concern for many people who work with children. Regrettably, carers and people in positions of trust do abuse some children. Where this happens safeguarding children must be dealt with rigorously. Professionals also feel vulnerable to false allegations. The widespread publicity can have very damaging effects on children, the adults involved, their families and carers.</li> <li>• In order to introduce a fair and consistent system in which to deal with such allegations, the government published statutory guidance outlining a specific responsibility upon each local authority to appoint a designated officer to oversee, monitor and manage allegations of professional abuse (across the childcare sector) and to ensure that all allegations even the <u>less serious allegations</u> are seen to be followed up and objectively examined.</li> <li>• Participants will have a clear understanding of local procedures for dealing with allegations. The roles and responsibilities of key persons involved in the management of an allegation as well as understanding how the process supports the development of a safer workforce.</li> </ul> <p><b>Course Tutors:</b> Colette Morris – Local Authority Designated Officer for Allegations Deborah Lucas – HR Adviser</p>	<p style="text-align: center;"><b>A Governor's Responsibility for Health and Safety within the School</b></p> <p style="text-align: center;">Thursday 23 October 2008</p> <p style="text-align: center;">18.00 – 20.00</p> <p><b>Aims and Objectives:</b></p> <ul style="list-style-type: none"> <li>• To give information on the governors role under Health and Safety.</li> <li>• To inform governors of the implications of Health and Safety in school.</li> <li>• To raise governors awareness of what areas need to be managed in school under Health and Safety.</li> <li>• To provide support for governors in relation to Health and Safety in their school.</li> <li>• The role of the Health and Safety Executive (HSE).</li> <li>• The complaints process.</li> </ul> <p><b>Course Tutors:</b> Julie Wood – Health and Safety Adviser Tina Richardson – Health and Safety Officer Janet Francis – Complaints and Representation Officer</p>

<p style="text-align: center;"><b>Induction for New Governors (evenings)</b></p> <p style="text-align: center;">Wednesdays 5, 12 and 19 November 2008 (Governors need to attend all 3 sessions)</p> <p style="text-align: center;">18.15 – 20.45</p> <p><b>Aims and Objectives:</b></p> <p>This Induction Programme is a MUST for newly appointed or elected governors or will serve as a refresher for existing governors.</p> <p>Each session will look at the following three roles of governors:</p> <ul style="list-style-type: none"> <li>• The Strategic Role.</li> <li>• The Critical Friend.</li> <li>• Ensuring Accountability.</li> </ul> <p><b>Course Tutor:</b> David Lee – Governor Development Consultant</p>	<p style="text-align: center;"><b>Induction for New Governors (afternoons)</b></p> <p style="text-align: center;">Wednesday 5 and 12 November 2008 (Governors need to attend both sessions)</p> <p style="text-align: center;">13.30 – 16.30</p> <p>Details of the course content is as outlined for the three evening sessions beginning on Wednesday 5 November 2008.</p> <p><b>Course Tutor:</b> David Lee – Governor Development Consultant</p>
<p style="text-align: center;"><b>Understanding Data and Target Setting</b></p> <p style="text-align: center;">Monday 10 November 2008</p> <p style="text-align: center;">18.30 – 20.30</p> <p><b>Aims and Objectives:</b></p> <p>This session is aimed at the governors of <i>primary schools</i> and will:</p> <ul style="list-style-type: none"> <li>• Examine the data that is available to governors to enable them to fulfil their monitoring role including RAISE On-line, SIP reports etc.,</li> <li>• Look at how the data available on the school is used to determine the school's targets.</li> </ul> <p><b>Course Tutor:</b> Fergus Reynolds – Governor Development Consultant</p>	<p style="text-align: center;"><b>The Financial Management Standard in Schools (FMSiS) Briefing for Governors</b></p> <p style="text-align: center;">Tuesday 2 December 2008</p> <p style="text-align: center;">18.00 – 20.00</p> <p><b>Aims and Objectives:</b></p> <ul style="list-style-type: none"> <li>• This course is aimed at any governors who have an involvement with any aspects of school finances (eg Finance Committee members) but all governors are welcome to attend subject to the availability of places.</li> <li>• To provide an overview of the content of the Standard and how it relates to governors and how you should be actively involved in preparing for the assessment.</li> <li>• To raise awareness of the key requirements of the Standard.</li> <li>• To outline the support available to schools in order to help them achieve the Standard.</li> </ul> <p><b>Course Tutors:</b> Accountants from the Schools Team</p>

To apply for a place on a course, please telephone the team on 0161 770 3640/3639 or email: [sue.carroll@oldham.gov.uk](mailto:sue.carroll@oldham.gov.uk).

All the courses detailed are free to those governing bodies who have subscribed to the training package offered through the Governor Support Team. Prices for 'pay as you go' training are available on request.

All courses will be held at the Centre for Professional Development and a location map for the Centre can be found [www.oldham.gov.uk/school\\_governors.htm](http://www.oldham.gov.uk/school_governors.htm) under the Training and Development section.

- In-house training: we come to you – If your governing body has identified a particular training need, we can offer whole governing body training sessions on a variety of topics.
- Training certificates – These will be provided to those governors who have requested one by indicating this on the attendance list provided for the course.

Please notify the team should you be unable to attend a course you have applied for.

Courses will only be cancelled if the minimum number of governors needed to make the course viable is not met. This is normally **five** people. The applicant will be notified of any cancellation. We do not like to cancel courses and make every effort to run all courses advertised. Sometimes we can rearrange it for a later date or combine a daytime and an evening course.

We do appreciate that governors give up a lot of valuable time by taking on the role of governor and that governor training is one more call on this time.

Please do not, however, turn up for a course without booking or checking that the course is running as we would not like you to have a wasted journey.