

# **Governor Development Programme**

## **Spring Term 2016**

**Children's Service  
Schools and Learning**

**Governor Services**

*Developing the effectiveness of your governing body*



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## **INTRODUCTION**

Ongoing training and development is crucial in terms of equipping Governors to carry out their role and become valuable and effective members of their Governing Body. Training undertaken should be shared with the Governing Body as a whole. Training can also be used as evidence in an OfSTED inspection to support Governing Body effectiveness.

As part of the termly Governor Development Programme, Governor Services stage an induction for “newish” Governors. All new and “newish” Governors should attend such a session to help them to understand the role of the Governor. More experienced Governors are also welcome to attend these sessions as a refresher course and to keep them up to date with changing expectations and legislation.

## **CORE TRAINING PROGRAMME AND ACCESS TO OTHER COURSES**

The Governor Development Programme is planned to include recommended core training, specific training for Governors with particular responsibilities and topics of more general interest. There are also courses advertised that are arranged by other services in Barnet, that Barnet Governors can access through this programme.

## **VENUES**

Courses are held at the Barnet Education and Skills Training (BEST) Hub, at Hendon Town Hall, and at schools in the borough.

## **SUBSCRIPTION**

Governor Support and Development is a traded service which your school may buy into annually.

### **Pay as you use**

Central evening and half-day courses £90 per course.

School-based training £600 for a two-hour session.

Day courses and conferences £195 per Governor.

### **Paying for courses**

Individual Governors are not charged for attending these sessions. If your school has bought into this service, then Governors may attend as many sessions as they wish. If you wish to attend a session and your school has not bought into the service, please check with your Headteacher or Chair of Governors before registering. We will then invoice the school – not the Governor.

Sarah Beaumont  
Governor Services Manager

## BRIEFINGS AND MEETINGS

### BRIEFING FOR CHAIRS AND VICE-CHAIRS

**Tuesday 19 January 2016**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

The termly briefing by the Education and Skills Director for Chairs and Vice-Chairs.

If you are *unable* to attend, please send your apologies to Sarah Beaumont, Governor Services Manager.

**Ian Harrison, Education and Skills Director**

## TRAINING EVENTS

### FINANCIAL MANAGEMENT FOR MAINTAINED SCHOOLS AND THE SCHOOL BUDGET

**Tuesday 26 January 2016**  
**7pm – 9pm**  
**BEST Hub, Colindale NW9 5FN**  
**Reference: SP16.01**  
**Register by: 18 January 2016**

**Core Training  
Programme**

This session outlines Governors' responsibilities in this important area and provides practical guidance on budget preparation, budget monitoring and control. By the end of the session governors will have been introduced to:

- Governors' roles and responsibilities regarding the budget
- The link between the budget and the school improvement plan
- Main sources of funding
- Various approaches to budget setting
- Preparing a school budget

**Target Audience:** Any interested Governor

**Course Leader:** Nick Adams, Schools Finance Services Manager

### PRIMARY ASSESSMENT UPDATE

**Wednesday 27 January 2016**  
**7pm – 9pm**  
**BEST Hub, Colindale NW9 5FN**  
**Reference: SP16.02**  
**Register by: 18 January 2016**

**NEW COURSE**

This session will cover the arrangements for end of Key Stage 1 and Key Stage 2 assessment 2016, including

- KS1 and KS2 tests
- Teacher assessment
- performance descriptors and reporting

**Target Audience:** Any interested Governor

**Course Leader:** John Paxton, Narrowing the Gap Advisor, Lead NQT Adviser, Moderation Manager

## TRAINING LINK GOVERNORS' MEETING

**Thursday 28 January 2016**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SP16.03**

**Register by: 18 January 2016**

This meeting is to provide Training Link Governors (formerly known as Link Governors) with:

- An update of services provided by Governor Services
- An update of educational issues

**Target Audience:** Training Link Governors

**Course Leader:** Sarah Beaumont, Governor Services Manager

## THE NEW OFSTED FRAMEWORK

**Core Training  
Programme**

**Tuesday 2 February 2016**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SP16.04**

**Register by: 25 January 2016**

This course will provide information on the new OfSTED framework September 2015, including the new regulations for inspecting Good Schools every three years, with focus on the expectations on Governors.

**Target Audience:** All Governors

**Course Leader:** Neil Marlow, Director of School Improvement

## SHARING GOOD PRACTICE: SELF-EVALUATING THE EFFECTIVENESS OF THE GOVERNING BODY

Thursday 4 February 2016

7pm – 9pm

The Hyde School, Hyde Crescent, London NW9 7EY

Reference: SP16.05

Register by: 25 January 2016

NEW COURSE

This session, which forms part of our Sharing Good Practice series, focuses on the Governing Body's processes for self-evaluation. The session will cover the following themes:

- Does your Governing Body routinely evaluate its own effectiveness?
- If so, how?
- If areas are identified for improvement, does this feed into an improvement plan, and if so how is this monitored?

Please come, ready to contribute your own practices and ideas.

**Target Audience:** All Governors

**Course Leader:** Sarah Beaumont, Governor Services Manager

### Advertisement

## SAFER RECRUITMENT

Monday 8 February 2016

9am-5pm

The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.

This course, run by the Barnet Partnership for School Improvement (BPSI), provides an overview of the key principles of safer recruitment and is intended as either a foundation or refresher course for managers, staff and Governors involved in recruitment.

### Outline/Objectives:

- Safer recruitment within the wider context of safeguarding
- Prevalence and profile of abusers and how they operate
- Features of a safer recruitment environment
- Maintaining an ongoing culture of vigilance

Please book online via the web address: [www.bpsi.org.uk](http://www.bpsi.org.uk). If you have difficulty in booking online, please contact the BPSI Team by telephone on: 0208 359 6341 or 0208 359 6306 or 0208 359 6325.

**Target Audience:** Managers, Staff and Governors with a role in recruitment

**Course Leaders:** Tony Lampert, HR Consultant  
Helen Elliott, Safeguarding Children Board Development Officer



## THE PUPIL PREMIUM

**Tuesday 9 February 2016**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, NW9 5FN.**

**Reference: SP16.06**

**Register by: 1 February 2016**

**Core Training  
Programme**

Under the OfSTED framework, Governors are expected to monitor and evaluate the achievement and progress of all groups of pupils, including those for whom the Pupil Premium provides support, relative to other schools nationally.

This repeat course will focus on the use of the Pupil Premium to help support the most vulnerable pupils in the school, and how to measure its impact. Please bring with you a copy of your school's statement about the use of the Pupil Premium as published on your school's website.

**Target Audience:** All Governors

**Course Leaders:** John Paxton, Narrowing the Gap Advisor, Lead NQT Adviser, Moderation Manager

## TAKING ON A LEADERSHIP ROLE: SUPPORT FOR ASPIRING CHAIRS AND VICE-CHAIRS

**Tuesday 23 February 2016**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SP16.07**

**Register by: 8 February 2016**

**NEW COURSE**

Lack of effective succession planning within the Governing Body has been identified as a common concern across schools, with Governors sometimes feeling ill-prepared or reluctant to take on the role of Chair OR Vice-Chair.

This new course aims to set out basic expectations of the Chairing role, and explores strategies within the Governing Body to support aspiring Chairs. Existing Chairs of Governors are invited to identify successors to attend this course alongside aspiring Chairs or Vice-Chairs.

**Target Audience:** Governors aspiring to be Chairs of Governors

**Course Leader:** Bronwen Tumani, National Leader of Governance

## FINANCIAL MANAGEMENT FOR ACADEMIES AND FREE SCHOOLS

Core Training  
Programme

Wednesday 24 February 2016

7pm – 9pm

The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.

Reference: SP16.08

Register by: 8 February 2016

This repeat course is designed to provide information to Governors of Academies and Free Schools and those who are considering Academy conversion. The course will cover:

- The legal framework
- Roles and responsibilities
- Accountability
- Key returns and requirements
- Sources of support and guidance

The differences with maintained schools will be covered.

**Target Audience:** Governors of Academies and Free Schools and those at schools considering Academy conversion

**Course Leader:** Nick Adams, Schools Finance Services Manager

## DISCUSSION FORUM FOR CHAIRS OF GOVERNORS

Tuesday 1 March 2016

7pm – 9pm

The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.

Reference: SP16.09

Register by: 22 February 2016

Chairs of Governors have sometimes said they can feel very isolated in undertaking their role and dealing with challenges. This termly forum, introduced in the Autumn Term 2014, has been designed to provide support and give opportunity for Chairs to share and talk through issues that are occupying their time and focus.

Due to requests received, the focus this time will be discussion surrounding strategies to future-proof your school, in the context of ever-more demanding financial pressures, and changing political and educational landscapes.

**Target Audience:** All Chairs and Vice-Chairs of Governors

**Course Leaders:** Bronwen Tumani, National Leader of Governance  
Sarah Beaumont, Governor Services Manager

## **INDUCTION FOR NEWISH GOVERNORS OF MAINTAINED SCHOOLS AND ACADEMIES PARTS I AND II**

**Thursday 3 March 2016**

*and*

**Thursday 10 March 2016**

**7pm – 9pm**

**The BEST Hub, Lanacre Avenue, Grahame Park, Colindale NW9 5FN.**

**Reference: SP16.10**

**Register by: 22 February 2016**

This two-part course is based upon the DfE National Training Programme, with revised materials developed by London Co-ordinators of Governor Services (LCOGS) and Barnet, for Governors who have attended at least one full governing body meeting. The course aims to provide Governors with an increased understanding of the roles and expectations of Governors.

**Target Audience:** All new and newish Governors of maintained schools and academies

**Course Leaders:** Melian Mansfield, Education Consultant  
Sarah Beaumont, Governor Services Manager

## **SAFEGUARDING AND CHILD PROTECTION LEVEL 3 FOR DESIGNATED SAFEGUARDING GOVERNORS**

**Monday 14 March 2016**

**9.30am – 3.30pm**

**The BEST Hub, Lanacre Avenue, NW9 5FN**

**Reference: SP16.11**

**Register by: 7 March 2016**

This one-day course is aimed at Governors who have a designated responsibility for safeguarding and child protection. It aims to provide practical information and guidance related to the role to enhance skills and confidence. By the end of the course, participants will:

- Have an awareness of their role and that of other professionals in Safeguarding and Child Protection
- Be able to recognise and know how to respond sensitively to concerns
- Consider their role in supporting colleagues with safeguarding concerns
- Explore some of the challenges of inter-agency working and managing professional disagreement

*Attendees are required to have undertaken some form of safeguarding training prior to this session.*

**Target Audience:** All Designated Safeguarding Governors

**Course Leaders:** Sue Manning, Consultant

## ROAD SAFETY OUTSIDE SCHOOLS AND SCHOOL TRAVEL PLANS

**Monday 21 March 2016**

**7pm – 9pm**

**BEST Hub, Colindale NW9 5FN**

**Reference: SP16.12**

**Register by: 14 March 2016**

**NEW COURSE**

Road safety outside schools is a shared concern to Governors across Barnet. This new session will help to support Governors in addressing the issue of safety, including offering strategies to manage parents and carers parking and driving around school sites.

**Target Audience:** Any interested Governor

**Course Leader:** Ann Hardy, School Travel Adviser, Local Government Highways & Property

## Registering for courses

- You may register by phone or by e-mail, quoting the course reference, or by completing the booking form and returning it by post or fax.

## Closing date

- Courses are shown with a closing date for applications. This is the date on which we would decide whether to cancel the course if there were insufficient registrations. Applications will be accepted after the closing date if the course is running. However some courses quickly become full, so book early to avoid disappointment.

## Confirmation/Reminder

- Details of the course and venue will be sent to you before the course.

## Helping each other

- Book by the closing date
- Share what you have learnt with your governing body
- Use the knowledge or skills gained
- Let us know of any training needs not addressed in our programme
- Complete the evaluation forms
- Let us know if you feel disappointed with our services.

## Cancellations

- We will give you as much notice as possible if we have to cancel or rearrange courses. If you have not registered, it will not be possible to contact you directly regarding any cancellation.

## Non-attendance

- ***Due to the costs of staging courses, should you register and then not attend without having given notice, Governor Services reserves the right to charge your school the pay-as-you-use rate for your non-attendance.***

## Equal Opportunities

- We endeavour to make all our services available to all Governors. If you have a particular need please let us know.

## Mailing List

This programme is distributed via a mailing list held on the Governing Body Clerking Service database. Please let us know any changes in membership by emailing [sarah.beaumont@barnet.gov.uk](mailto:sarah.beaumont@barnet.gov.uk)

## Contact

**Sarah Beaumont**

Governor Services Manager

Email: [sarah.beaumont@barnet.gov.uk](mailto:sarah.beaumont@barnet.gov.uk)

Building 2, North London Business Park, Oakleigh Road South London N11 1NP. **Website:** <https://www.barnet.gov.uk/wwc-home/information-for-schools/school-governors/governor-development-programme.html>

Tel: 020 8359 7622

Fax: 0870 889 6799

Answer-phone: 020 8359 7323

## SCHOOL-BASED GOVERNOR TRAINING

- **“Gives me confidence in going forward”**
- **“A good balance of information and discussion”**
- **“It was a joy to have everything simplified and explained so well”**

*Feedback received from recent Governor Support and Development school-based sessions*

Whilst a central programme of training events is organised on a termly basis to cover relevant and general topics, schools can benefit from customised training sessions on a wide range of topics specific to their school. There is also opportunity to link with other schools through joint training.

Feedback received from Governors who have attended customised school-based sessions has proved that receiving training as a full governing body can be even more effective than attending a central session as an individual. After all, the governing body is a corporate body and Governors have shared roles and responsibilities.

Such topics offered as school-based sessions can include:

- Index of Governance: a self evaluation of your governing body
- Twenty questions for Governing Bodies to ask themselves
- Developing more effective committee structures
- Roles and responsibilities
- Getting to know your school

Please note that school-based training cannot be provided on OfSTED or SEN.

If you would like to arrange a school-based training session for your governing body, please call Sarah Beaumont with some dates in mind. *Arrangements are dependent on the availability of a facilitator to lead on the topic requested.*

## TRANSPORT INFORMATION TO BEST HUB

### Buses

- 186** From Brent Cross Shopping Centre to St Mark's Hospital via Hendon Central Station (Northern Line), Colindeep Lane, Mill Hill Broadway Station (Overground), Apex Corner, Broadfields Avenue, Edgware Station (Northern Line), Canons Park Station (Jubilee Line), Harrow & Wealdstone Station (Bakerloo Line and Overground), Northwick Park Hospital.
- 204** **From Sudbury Town Station (Piccadilly Line) to Edgware Station (Northern Line)** via Wembley Central Station (Bakerloo Line and Overground), Preston Road Station (Metropolitan Line), Kingsbury Station (Jubilee Line), Colindeep Lane, Colindale Station (Northern Line), Burnt Oak Station (Northern Line), Edgware Community Hospital.
- 303** **From Colindale Asda to Edgware Station (northern Line)** via Colindale Station (Northern Line), Royal Air Force Museum, Mill Hill Broadway Station (Overground), Deansbrook Close.

Note: The **251** bus route connects Arnos Grove Station (Piccadilly Line) and Totteridge & Whetstone Station (Northern Line) to Mill Hill Broadway Station to link with the 186 bus route.

### Trains

Burnt Oak Underground Station (Northern Line) is a 24 Minute walk away.  
Colindale Underground Station (Northern Line) is a 14 minute walk away.

### By Car

There is parking on site. Governors are encouraged to car share, particularly if they are attending daytime courses when parking spaces will be limited.

# MAP OF BEST HUB LOCATION

