



**WOKINGHAM
BOROUGH COUNCIL**

TRAINING & DEVELOPMENT HANDBOOK

FOR

GOVERNORS AND CLERKS

April 2017 – March 2018

Governor Services:

Vicky Lewendon	0118 974 6131
Maria Gibbs	0118 974 6955
Sundee Nar	0118 974 6165

Email: school.governors@wokingham.gov.uk

Website: <http://www.wokingham.gov.uk/schools-and-education/school-information-and-services/school-governors/>

March 2017

Dear Colleague

I am delighted to bring you the new Governors Training Handbook for the financial year April 2017 to March 2018 and as in previous years believe we are able to offer you a variety of courses. We strongly encourage all new governors to attend the New Governors Induction training to provide governors with an excellent foundation ready for the responsibilities they have assumed. With Ofsted now reporting more robustly on the extent to which governors are committed to their own professional development in order to secure sustained improvements, engaging with training continues in importance.

The challenges of school governance remain undiminished with the evolving national agenda, continuing high Ofsted expectations and the continued budgetary pressures and recruitment issues in schools. By attending briefings and training sessions governors can keep up to date with the changing landscape within education and be better equipped to face the challenges ahead.

The GEL online training, now offered through the NGA continues to improve and will offer increased training opportunities, information on hot topics and you will continue to be kept informed of important changes through our termly Governor Digest and Newsletter.

In Wokingham we have always worked in partnership with our schools and governing bodies and I sincerely hope that you will continue to take advantage of the support Governor Services offer.

We are very fortunate in having governors who are highly committed and give freely of their time to this crucial role. I would like to take this opportunity to thank you all for the sterling work you do. It is a privilege to work with you to ensure the best educational experience for the children in the Borough.

Best Wishes,

Vicky Lewendon
Governor Services Manager

CONTENTS

GENERAL INFORMATION

The Role of the Governor	5
Calendar	6
Wokingham Contact List – Children’s Services	8
Wokingham Website	10
Policies and Publications	12
Organisations offering support	14
Recruitment of Governors – Top Tips	15
National Chairs Training	16
National Clerks Training	16
Safer Recruitment Online Training	17
Safeguarding/Child Protection Training	17
Governor Training Package	18
Whole Governing Body Training	19

OVERVIEW AND BRIEFINGS

How to apply for training	20
Venues for Training	21
E-Learning	22
Matrix of courses	24
Chairs’ Briefings	25
Access and Inclusion Governor Forum	26
Development Governors' Meeting	27
Health & Safety Governor Forum	28
Safeguarding Governor Forum	29
Looked After Children Governor Forum	30
Clerks' Briefing	31

COURSE INFORMATION

New Governors' Induction	32
New Clerks' Induction	33
Preparing for an Ofsted Inspection	34
Disadvantaged Pupils –What Governors need to know	35
The Statutory Early Years Foundation Stage Framework	36
How to handle parental complaints	37
Health and Safety for School Governors	38
ICT Update for Governors	39
Implementing the schools Pay Policy	40
Appraisal and Capability – The role of the Governor Reviewer in Headteacher Appraisal	41
Ofsted, Moving from Good to Outstanding	42
Financial Training for Maintained School Governors	43
Governors' Pupil Disciplinary Committees	44
Support and Challenge your School	45
Schools Financial Value Standard	46
School Improvement Planning	47
Assessing Pupil Progress	48
Effective Meetings	49
Getting to Grips with the Curriculum	50
Personal Reminders	51

THE ROLE OF THE GOVERNOR

The Role of the Governor is outlined in the Department for Education's Governance Handbook which sets out the government's vision and priorities for effective governance. It is available at

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

The Handbook should be read alongside the Department for Education's Competency framework for governance, which describes the knowledge, skills and behaviours needed for effective governance.

All governing bodies, no matter what type of school or how many schools they govern, have three core functions:

- **Ensuring clarity of vision, ethos and strategic direction;**
- **Holding executive leaders to account for the educational performance of the organisation and its pupils, and the performance management of staff; and**
- **Overseeing the financial performance of the organisation and making sure its money is well spent.**

Governing Bodies must be ambitious for all children and young people and infused with a passion for education and a commitment to continuous school improvement that enables the best possible outcomes. Governance must be grounded in reality as defined by both high-quality objective data and a full understanding of the views and needs of pupils/students, staff, parents, carers and local communities. It should be driven by inquisitive, independent minds and through conversations focused on the key strategic issues which are conducted with humility, good judgement, resilience and determination.

2017 Calendar

	January	February	March	April
Monday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
Tuesday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Wednesday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Thursday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Friday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Saturday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29
Sunday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30

	May	June	July	August
Monday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Tuesday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Wednesday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Thursday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Friday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Saturday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26
Sunday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27

	September	October	November	December
Monday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Tuesday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Wednesday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Thursday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Friday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Saturday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30
Sunday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31

 School Holidays

 Bank Holidays


2018 Calendar

	January	February	March	April
Monday	1 8 15 22 29	5 12 19 26	5 12 19 26	2 9 16 23 30
Tuesday	2 9 16 23 30	6 13 20 27	6 13 20 27	3 10 17 24
Wednesday	3 10 17 24 31	7 14 21 28	7 14 21 28	4 11 18 25
Thursday	4 11 18 25	1 8 15 22	1 8 15 22 29	5 12 19 26
Friday	5 12 19 26	2 9 16 23	2 9 16 23 30	6 13 20 27
Saturday	6 13 20 27	3 10 17 24	3 10 17 24 31	7 14 21 28
Sunday	7 14 21 28	4 11 18 25	4 11 18 25	1 8 15 22 29

	May	June	July	August
Monday	7 14 21 28	4 11 18 25	2 9 16 23 30	6 13 20 27
Tuesday	1 8 15 22 29	5 12 19 26	3 10 17 24 31	7 14 21 28
Wednesday	2 9 16 23 30	6 13 20 27	4 11 18 25	1 8 15 22 29
Thursday	3 10 17 24 31	7 14 21 28	5 12 19 26	2 9 16 23 30
Friday	4 11 18 25	1 8 15 22 29	6 13 20 27	3 10 17 24 31
Saturday	5 12 19 26	2 9 16 23 30	7 14 21 28	4 11 18 25
Sunday	6 13 20 27	3 10 17 24	1 8 15 22 29	5 12 19 26

	September	October	November	December
Monday	3 10 17 24	1 8 15 22 29	5 12 19 26	3 10 17 24 31
Tuesday	4 11 18 25	2 9 16 23 30	6 13 20 27	4 11 18 25
Wednesday	5 12 19 26	3 10 17 24 31	7 14 21 28	5 12 19 26
Thursday	6 13 20 27	4 11 18 25	1 8 15 22 29	6 13 20 27
Friday	7 14 21 28	5 12 19 26	2 9 16 23 30	7 14 21 28
Saturday	1 8 15 22 29	6 13 20 27	3 10 17 24	1 8 15 22 29
Sunday	2 9 16 23 30	7 14 21 28	4 11 18 25	2 9 16 23 30

 School Holidays

 Bank Holidays

CHILDREN'S SERVICES

Useful numbers within Children's Services

Email addresses of Wokingham staff are as follows:
forename.surname@wokingham.gov.uk

Admissions	Admissions Team	9746 6885 or 974 6161
Appeals for admissions and exclusions	Jill Neto/ Kathryn Jane	9746053
Asset Management	Piers Brunning	9746084
Budgets and school finance	Hawa Bedwa	9746114
Child Employment	Zadie Broad	9746206
Child Protection	Duty, Triage and Assessment Team	974 6220
Closure of schools	Davina Williams	9746831
Contracts	Rachael Maughan	9746279
Director of People Services	Judith Ramsden	9746247
Early Years	Alison Pugh	9088259
Education Welfare	Alison Pennicott	9746193
Governor Services – Advice and Support	Vicky Lewendon	9746131
Assistant Director - Education	Jane Winterbone (Interim)	9746121
Assistant Director – Children's Services	Lisa Humphreys	9746205
Lead Commissioner People	Paul Feven (Interim)	9746753

Health & Safety	Veronica Glenister Jason Grant	07801 664618 07801 664567
Insurance	Dan Skinner	9746571
Learning Difficulties & Disabilities (SEND)	Linda Orr	9746213
Looked After Children	Shan Ratcliffe	07711 856200
Maintenance (buildings)	Sharon James	9746719
Offsite Activities	Davina Williams	9746831
Performance Data	Vikki Elliot-King	9746133
Personnel - Schools	Nicky Barlow Ceri Stewart	07789 744878 07710 117738
Public Relations	Andrea Jenkins	9746010
Safer Routes to Schools	Julie Pillai	9746387
School Improvement Officers	Jim Mathieson Gillian Cole	07896 873523 07979 998224
Term dates	Davina Williams	9746831
Training – Inset	Christine Leigh	9746966
Training – Governors	Maria Gibbs Sundeep Nar	9746955 9746165
Youth Service		9746262

WOKINGHAM WEBSITE

On the Wokingham schools hub (<http://wsh.wokingham.gov.uk>) there is a lot of information available to support you in your role as a governor. To access these pages and use the hyperlinks on this page, you will need to log in, using your school's username and password. If you are unsure of these details please ask your Development Governor or contact us.

[Chairs' Corner:](#)

- Dates of Briefings
- Role of the Chair of Governors
- Information from the last Chairs' Briefing
- New Chairs Handbook/Checklist

[Clerks Corner:](#)

- A-Z manual
- Parent Governor elections
- Business Interest Form/Disqualification Form
- Induction Policy
- Delegation Planner
- Skills Audits
- Code of Practice
- Becoming a Governor Leaflet/Poster

[Development Governors:](#)

- Dates of Briefings
- Role of the Development Gov

[Health & Safety Forum:](#)

- Information from the last briefing

[SEN Governor:](#)

- Dates of Briefings
- Role of the SEN Governor

[Governors Handbook:](#)

- This Training Handbook electronically

[Governor Newsletters:](#)

- 2012 – onwards

[Guidance Documents:](#) DfE Guidance including:

- Succession Breeds Success
- Primary School Accountability in 2016;
- Effective Buying for your school 2016;
- School Food : Guidance for Governors;
- Supporting Pupils with medical conditions
- Behaviour and Discipline in Schools: Guidance for Governors

[Welcome to New Governors:](#)

- Welcome Pack of information
- Acronyms and Abbreviations
- Definition of Terms
- Sources of Information

[Model Policies:](#)

- A link to the main Wokingham website to access model policies.

STATUTORY POLICIES AND PUBLICATIONS

Required by law

Accessibility Plan *Review every three years*
Admissions Policy (Aided schools and Academies only). *Annually*
Charging and Remissions Policy
Complaints Procedure
Data Protection *Review at least every two years*
Early Years Foundation Stage
Equality Policy *Review every four years*
Freedom of Information Publication Schedule
Governors' Allowances (schemes for paying)
Health & Safety Policy
Home-School Agreement
Instrument of Government (Maintained Schools only)
Minutes of and papers considered at meetings of the governing body and its committees
Pay Policy (Maintained Schools only) *Review annually*
Premises Management documents
School Behaviour (including anti-bullying) Policy
Behaviour Principles written statement
Record of recruitment and vetting checks
Register of Pupils including attendance
Register of Business Interests of Headteacher and Governors
School information published on website
Safeguarding Policy *Review annually*
Sex Education Policy
Special Educational Needs Policy
Staff Capability
Staff Discipline Conduct and Grievance (Procedures for addressing)
Supporting Pupils with Medical Conditions
Procedure for dealing with allegations of abuse against staff
Teacher Appraisal

POLICIES AND PUBLICATIONS

Good practice guidance

Able pupils
Aims and objectives of the school
Assessment policy and guidelines
Budget management policies
Careers advice and education
Collective Worship Policy
Curriculum policy
Drugs
Exclusion of Pupil
Governors' visits to school
Governors' training and support
Health education
Homework
Induction – staff and governors
Internet Use (and preventing abuse)
Links with other schools (eg cluster)
Looked After Children
Marking of pupils' work
Medication of pupils in school
Monitoring school's performance and progress
Moral, spiritual, cultural and social development
Professional development
Promoting your school
Personal, Social and Health Education (PSHE)
School Development / Improvement Plan
School fund and other income
School visits/ off-site activities
Staffing Structure
Staffing –separate policies for recruitment and appointments, redundancy, early retirement and leave of absence
Standing orders for working arrangements of the GB
Supply teachers
Uniform
Whistleblowing

ORGANISATIONS OFFERING SUPPORT TO GOVERNORS

WBC Governor Services

Wokingham Borough Council, Shute End, Wokingham
RG40 1BN

Tel: 0118 974 6131

Fax: 0118 974 6135

Email: school.governors@wokingham.gov.uk

www.wokingham.gov.uk

ACE (Advisory Centre for Education)

Tel: 020 8888 3377

www.ace-ed.org.uk

Church of England

Tel: 020 7898 1000

www.churchofengland.org/education.aspx

DfE (Department for Education)

Tel: 0370 000 2288

www.gov.uk

Inspiring Governors

www.inspiringgovernors.org

National College for Teaching and Leadership

www.nationalcollege.org.uk

National Governors Association

Tel: 0121 237 3780

www.nga.org.uk

OFSTED (Office for Standards in Education)

www.ofsted.gov.uk

School Governors One Stop Shop

www.sgoss.org.uk

Times Educational Supplement (TES)

Tel: 020 3194 3000

www.tes.co.uk

www.gov.uk is a useful general portal with a-z searches for central and local government.

RECRUITING NEW GOVERNORS

Sometimes it can be difficult recruiting new Governors therefore we have put together a list of possible actions you can take to encourage prospective governors:

- Talk to those regular visitors to the school, e.g. parent helpers, community police officers, community safety officers etc.
- Look at your local businesses and find out if they would be interested from a corporate social responsibility standpoint.
- When the school has events, i.e. presentation evenings, parents evenings, open evenings, sports days and other social events, ensure that leaflets and posters are displayed encouraging people to become governors. “Becoming a School Governor” is available from Governor Services.
- Ask current school staff and governors if they know of anyone who would be interested in becoming a school governor.
- Ask your Headteacher to approach other schools and find out if any staff would be interested in becoming a governor as part of their professional development.
- Ensure that your school website has a section on “what you have to do to become a school governor”.
- Contact your local parish magazine and find out if you could use it to advertise for new governors.
- Ask a local charity if they have anyone who would be interested in becoming a school governor.
- Ask at your local library or doctor’s surgery if they would be willing to put up a poster on becoming a school governor.

External organisations that can support with governor recruitment are School Governors One Stop Shop at www.sgoss.org.uk or Inspiring Alliance at <http://www.inspiringthefuture.org/inspiring-governors/> or <https://www.academyambassadors.org/> who recruit senior business leaders to serve on Multi Academy Trust Boards.

NATIONAL CHAIRS' TRAINING

Are you a Chair of Governors or an aspiring Chair of Governors?

The National College Development Programme for Chairs and Aspiring Chairs includes: Face to face workshops, school based activities, on-line collaboration and independent study – all designed to support your learning and development.

Register for a programme of study in a choice of locations in the South East. Hampshire County Council is administering booking on behalf of the SECOGS partnership of which Wokingham Governor Services is a member.

Find out more and book on a programme by going to:

<https://www.hants.gov.uk/educationandlearning/governors/services/nationalcollegeprogrammes/developmentforchairs>

NATIONAL CLERKS TRAINING

This exciting new programme is an opportunity for Clerks, whether you are a new or established clerk, to develop your skills and knowledge to effectively support your governing body and improve your professional practice.

The framework provides clerks with a comprehensive breakdown of your roles and responsibilities and practical guidance on how to fulfil them.

Find out more and book on a programme by going to:

<https://www.hants.gov.uk/educationandlearning/governors/services/nationalcollegeprogrammes/developmentforclerks>

SAFER RECRUITMENT ONLINE TRAINING

At least one person on an interview panel should have undertaken Safer Recruitment training. This training has been offered in the past by various agencies but is now being arranged through the NSPCC. This course is for Headteachers, governors, teachers and other school staff and no previous child protection training is required.

The link for this training is: <http://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>

Unfortunately this course is not compatible with Ipads and mobile browsers.

There is a small charge of £30 per person to undertake this training.

UNIVERSAL SAFEGUARDING

Child Protection Level training courses are run by our Corporate Learning and Development team. To book onto these sessions you now need to do this yourselves. Please register yourself at the following address <http://wokingham.learningpool.com/>

You will then receive an email to enable you to complete your registration (it just takes a couple of mins). Any problems please use the FAQ button or email hrenquiries@wokingham.gov.uk.

An e-learning refresher training course on Safeguarding children is also available through the Local Safeguarding Children's Board by going to www.kwango.com

username: wblscb4

password: wbksafech

GOVERNOR TRAINING PACKAGE

Schools are sent details of this in the Services for Schools Brochure which is available to view on the website.

- Provision of an electronic copy of the governor's handbook to all governors and hard copies where required.
- Entitlement to free unlimited access to the broad range of training sessions in the annual training programme, for governors and clerks to governing bodies and unlimited access to E Learning governor training package. Where courses indicate that they are run each year, these are updated whenever required.
- Provision of confidential guidance and support to governing bodies and clerks to governing bodies
- Provision of induction materials for all new governors and clerks to governors
- Entitlement to one in-house session on request at a reduced cost of £280. These will be tailored to the specific needs of each governing body, wherever possible.
- Entitlement to attend termly briefings for chairs of governors, and clerks to governing bodies.
- Entitlement to attend twice yearly forum for Access and Inclusion Governors, Development Governors and Health and Safety Governors or annual forum for Safeguarding Governors and Looked After Children Governors.
- Entitlement to a one to one meeting for the chair of governors to provide specific support and advice.

Non-subscribing schools may book onto any training courses and briefings and request in-house sessions on a 'pay-as-you-go' basis. E-learning is only available for subscribing schools.

The cost for 2017/18 training package is £950 plus £18.00 per Governor

WHOLE GOVERNING BODY SESSIONS

Whole governing body training is available to all governing bodies as part of the training package at a preferential rate of £280.

Sessions have included such areas as:

- **Effective Governing Body**
- **Ofsted**
- **Knowing your Data**
- **Data**
- **Visioning**
- **Roles & Responsibilities**

If you have a bespoke topic that is not listed above please contact us.

If you require further information on any of these topics, please contact Vicky Lewendon on 974 6131.

Governors have valued the opportunity to share in training collectively, with a particular school focus. Cluster group training is also encouraged where appropriate.

Non-subscribing schools may use this service at a cost of £500 per session.

If you would like to discuss this further, please contact Governor Services.

HOW TO APPLY FOR TRAINING

- Applications for a place on any course may be made at any time. Please book either by e-mail or by telephone:

Governor Services

Post: Shute End, Wokingham RG40 1WN

Telephone: 0118 974 6955

Fax: 0118 974 6135

E-mail: school.governors@wokingham.gov.uk

- Courses will only be run with a minimum of 10 governors (unless stated otherwise). If, 7 days prior to the course, we have fewer than 10 applications, we may have to cancel and will notify governors accordingly.
- If a course is oversubscribed, we will endeavour to repeat it.
- There is no charge for governors from subscribing schools to attend courses or briefings.
- Governors from non-subscribing schools are welcome to attend any courses. The cost per course is £140 for a one evening course and £240 for a two evening course. There is also a £75 charge per delegate to attend Briefings and Forums. Charges will be made to your school at the end of each term.
- All governors are requested to send apologies if unable to attend a course on which they have booked a place. **In the case of apologies not being received, a £50 non-attendance fee may be charged to subscribing schools. Non subscribing schools may still be liable for the cost of the course, if we receive less than 24 hours notice of cancellation or delegates fail to attend.**
- If you require any further information, please contact Governor Services – Tel: 0118 974 6955

VENUE FOR TRAINING

Where possible our training will be held at the Council Offices, Shute End. If we are unable to hold the training here we will usually hold it at Ambleside Centre, Woodley. If we use any other venue, a map will be provided with your confirmation. Directions are outlined below.

Wokingham Borough Council Offices, Shute End (RG40 1BN)

From Reading and M4 Junction 10

Follow the A 329 towards Wokingham. Shortly after passing St Paul's Church on your right, you will approach the town centre the Council Offices are immediately beyond the roundabout, on the right.

From Bracknell

At the Coppid Beech roundabout turn left on the A329 to Wokingham. Proceed along London Road passing St Crispin's Centre on the left. As you come into Wokingham there is a one way system. Take the right hand lane. Stay in this lane and proceed through the town, passing the Town Hall on your left. Proceed along Broad Street, keeping to the left until you reach the Council Offices on your left, just before a mini roundabout.

Ambleside Centre (RG5 4JJ)

From M4 Junction 10

Take first exit from A329M signposted Woodley/Earley. Turn right at roundabout at the end of the motorway slip road and follow signposts to Woodley Centre. You will cross four mini roundabouts. At the next roundabout (Just Tiles) go straight on for Woodley centre, then take the first turning on the left (Arundel Road), then first turning right (Ambleside Close).

Parking is available at both sites for evening training/ briefings with a £1 charge but for any day courses/briefings pay and display parking is available at The Paddocks car park for the Shute End offices and Headley Road East in Woodley for the Ambleside Centre.

E-LEARNING COURSES

We have bought into the services of GEL (Governors E-Learning) who are a group of Governor Services teams who have created e-learning packages. This service is only available to schools who buy into our traded service.

How to Register on the GEL Website

- Click on the following link to open the GEL home page:
<http://www.gelregistration.co.uk>
- Input your details in the 'Register for GEL' form, found at the bottom of the page of the GEL site. Take note that there are three dropdown boxes, although you will only see one at first. Select one of 'Local Authority', 'MATs and School Clusters' or 'Individual School' to display the second dropdown. Finally, click 'Submit Here'.
- You will receive an email confirming that your registration is being processed.
- Once your registration has been approved you will receive another email, welcoming you to GEL and informing you of how to access the GEL website. Your password is your email address, and we recommend that you change this after logging in for the first time.
- Click 'Sign In', found in the top-right of every page on the GEL website, to access the login page. There, enter your username (which will be your email address) and password (in the first instance this will also be your email address) and click 'Sign In'.
- After signing in you will be taken to the Members Area, which is comprised of three main sections: Learning Modules on the left, and Hot Topics and Policy Watch on the right

If you have any difficulties please contact us on 0118 974 6131.

Modules available to undertake through GEL include:

- Ofsted Inspections of Schools
- Governors role in School Improvement
- Pupil Premium
- Safeguarding – the Governors role
- Looked After Children
- Monitoring and Evaluation – The Governing Body's role
- Monitoring Performance Data and Targets
- Governor Visits to School
- Health and Safety
- Academies
- Early Years Education
- Headteacher Appraisal and Capability
- School Teacher Appraisal and Capability
- Headteacher Recruitment and Succession Planning
- Understanding School Finances
- Management of Academy Finances
- Schools Financial Value Standards
- Governance of a Church School
- Equality and Diversity
- Role of the SEND Governor
- Getting it Right as a Staff Governor
- E-Safety for Governors
- Exclusion
- Educational Visits
- Key Functions of the Governing Board
- Planning for Succession in the Governing Body
- Different Models of Governance
- Getting to know the law
- Governing Boards duties on compliance
- Handling delicate situations
- Helping struggling Boards
- Preparing for a meeting
- Supporting Governing Boards in raising standards
- The constitution of Governing Boards
- The Governing Board and Ofsted.

GOVERNOR TRAINING MATRIX

This matrix outlines which courses we would recommend individual governors attend. All governors are welcome to attend the majority of courses and this is reflected in the end column. Courses have also been linked to the 4 Ofsted inspection areas.

	Chairs /Vice-Chair/Chair of Committee	Health and Safety	Safeguarding	Finance Committee	Personnel Committee	Curriculum Committee	Headteachers' Appraisal	Hearings/Appeals	Any Governor	Ofsted - Outcomes	Ofsted - Quality of Teaching	Ofsted – Behaviour and Welfare	Ofsted – Leadership & Management
Chairs Briefing	X												X
Safeguarding Forum			X									X	X
Child Protection Level 1			X					X				X	X
Health & Safety		X											X
Access and Inclusion Forum					X					X			X
Looked After Children Forum										X	X	X	X
Workshop on Disadvantaged Pupils	X								X	X	X	X	X
Early Years Framework	X								X	X	X	X	X
Parental Complaints	X							Z	X				X
Update on ICT					X					X	X		X
Headteacher appraisal						X							X
Finance/SFVS	X			X					X				X
Pay Policy	X				X				X				X
Ofsted – Securing Good									X	X	X	X	X
Ofsted – Moving to Outstanding									X	X	X	X	X
Support & Challenge									X				X
School Improvement					X					X	X	X	X
Effective Meetings	X								X				X
Getting to Grips with the Curriculum					X				X	X	X		
Assessing Pupil Progress					X				X		X		X

CHAIRS' BRIEFINGS

These are termly briefings at which all governing bodies are invited to be represented by their Chair or by another governor.

The briefings are led by Head of Learning and Achievement with WBC officers, as appropriate. We plan to keep the briefings short, dealing with the big issues facing the authority and its schools. There will be time allowed for questions and discussion of a topic of your choice and an opportunity to network within cluster groups or federation.

SUMMER TERM (CHR172)	Tuesday 23 rd May 2017 7:00 – 9:00 pm	Council Offices, Shute End
AUTUMN TERM (CHR173)	Tuesday 17 th October 2017 7.00 – 9.00 pm	Council Offices, Shute End
SPRING TERM (CHR181)	Wednesday 7 th February 2018 7.00 – 9.00 pm	Council Offices, Shute End

All Chairs of Governors will receive a letter or email providing an agenda prior to each meeting.

Please book on, as for courses, if you know you are coming, it will help us to plan numbers. There is a charge of £75 per governor for non-subscribing schools.

ACCESS AND INCLUSION GOVERNOR FORUM

The Access and Inclusion Forum (formerly SEN Forum) is an opportunity for governors with an interest or responsibility for Special Educational Needs to meet twice a year.

Each meeting has a focus and those who are registered on our database as the School's SEN Governor or Access and Inclusion Governor will be notified with an agenda, two weeks before the date of the Forum. Governors also value the opportunity to meet other Access and Inclusion governors and to share ideas and good practice.

AUTUMN TERM (SEN172)	Tuesday 13 th June 2017 7:00 – 9:00 pm	Council Offices, Shute End
SPRING TERM (SEN181)	Tuesday 13 th March 2018 7:00 – 9:00 pm	Council Offices, Shute End
FACILITATOR	Head of Access and Inclusion, plus other appropriate presenters.	

Please book on, as for courses, if you know you are coming, it will help us to plan numbers. There is a charge of £75 per governor for non-subscribing schools.

The Role of the Access and Inclusion Governor can be found on our website at <http://wsh.wokingham.gov.uk/governor>

DEVELOPMENT GOVERNORS' MEETING

These are informal meetings to which the Development Governor from each school is invited, although other governors are welcome to attend.

The purpose of the meetings is an exchange of information between Governor Services and governors on CPD, training for governors and to share good practice.

SUMMER TERM (DEV171)	Tuesday 16 th May 2017 7:00 - 9:00 pm	Council Offices, Shute End
AUTUMN TERM (DEV172)	Tuesday 5 th December 2017 7:00 – 9:00 pm	Council Offices, Shute End
FACILITATOR	Vicky Lewendon, Governor Services Manager	

If you are registered on our database as the school's Development Governor, you will receive a reminder by letter or email two weeks before the meeting. If your school does not have a Development Governor, information will be sent out regarding these meetings to the Vice Chair of the Governing Body.

Please book on, as for courses, if you know you are coming, it will help us to plan numbers. There is a charge of £75 per governor for non-subscribing schools.

The Role of the Development Governor can be found on our website at <http://wsh.wokingham.gov.uk/governor>

HEALTH & SAFETY GOVERNORS' FORUM

The Health & Safety Governor Forum is an opportunity for governors with an interest or responsibility for Health & Safety to meet twice a year. Each meeting has a focus and if you are registered on our database as the school's Health & Safety Governor you will be notified of this two weeks before the date of the Forum. If your school does not have a Health & Safety Governor, information will be sent out regarding these meetings to the Vice Chair of the Governing Body. Governors will also be given the opportunity to meet other Health & Safety Governors and to share ideas and good practice.

AUTUMN TERM (H&S172)	Thursday 30 th November 2017 7:00 – 9:00 pm	Council Offices, Shute End
SPRING TERM (H&S181)	Thursday 22 nd March 2018 7:00 – 9:00 pm	Council Offices, Shute End
FACILITATORS	Veronica Glenister, Corporate Health & Safety Manager and Jason Grant, Corporate Health and Safety Adviser with other appropriate WBC officers	

Please book on, as for courses, if you know you are coming, it will help us to plan numbers. There is a charge of £75 per governor for non-subscribing schools.

The Role of the Health & Safety Governor can be found on our website at <http://wsh.wokingham.gov.uk/leadership/health-and-safety/>

SAFEGUARDING GOVERNOR FORUM

The Safeguarding Governor Forum is an opportunity for governors with an interest or responsibility for Safeguarding to meet annually.

An agenda will be sent out prior to the meeting. Governors will also be given the opportunity to meet other Safeguarding governors and to share ideas and good practice.

AUTUMN TERM (SAF171)	To be confirmed	Council Offices, Shute End
FACILITATORS	As appropriate	

If you are registered on our database as the school's Safeguarding Governor, you will receive a reminder by letter or email a week before the meeting. If we do not have details of your schools' Safeguarding Governor, information will be sent out regarding these meetings to the Vice Chair of the Governing Body and the Development Governor

Please book on, as for courses, if you know you are coming, it will help us to plan numbers. There is a charge of £75 per governor for non-subscribing schools.

The Role of the Safeguarding Governor can be found on our website at <http://wsh.wokingham.gov.uk/governor>

LOOKED AFTER CHILDREN GOVERNOR FORUM

The Looked After Children Governor Forum is an opportunity for governors with an interest or responsibility for Looked After Children to meet annually.

An agenda will be sent out prior to the meeting. Governors will also be given the opportunity to meet other Looked After Children governors and to share ideas and good practice.

SPRING TERM (LAC181)	Wednesday 7 th March 2018 7.00 – 9.00 pm	Council Offices, Shute End
FACILITATORS	Shan Ratcliffe, Virtual Headteacher for Looked After Children	

If you are registered on our database as the school's Looked After Children Governor, you will receive a reminder by letter or email a week before the meeting. If we do not have details of your schools' Looked After Children Governor, information will be sent out regarding these meetings to the Chair of the Governing Body and the Development Governor.

Please book on, as for courses, if you know you are coming, it will help us to plan numbers. There is a charge of £75 per governor for non-subscribing schools.

TERMLY CLERKS' BRIEFING

The purpose of these briefings is to provide advice and information to clerks to assist them in their role of supporting governing bodies. Clerks are strongly recommended to attend.

The format of each meeting is a brief summary of the current Governors Digest, to suggest items for the governing body agenda, to provide items of information for clerks and governors and a practical opportunity for discussion, professional development and the sharing of good practice. **Topical issues will be brought to these meetings.**

SUMMER TERM		
Wednesday 3rd May 2017 (CLK172)	10.00–11.30 am	Council Offices, Shute End
	7.30–9.00 pm	
AUTUMN TERM		
Thursday 21 st September 2017 (CLK173)	10.00–11.30 am	Council Offices, Shute End
	7.30–9.00 pm	
SPRING TERM		
Thursday 18 th January 2018 (CLK181)	10.00–11.30 am	Council Offices, Shute End
	7.30 – 9.00 pm	

All clerks receive an email confirming details prior to the briefing. Please book on, as for courses, if you know you are coming, to help us to plan numbers. There is a charge of £75 per clerk for non-subscribing schools.


NEW GOVERNORS' INDUCTION

Once we are notified (by the Clerk to Governors) of an appointment, we automatically book all new governors onto an induction course and confirm this booking

TARGET AUDIENCE	All new governors.
AIMS	<ul style="list-style-type: none"> ◆ To raise governors' awareness of their purpose, role and responsibilities. ◆ To increase governors' confidence to fulfill an effective role within their governing body.
CONTENT	<ul style="list-style-type: none"> ◆ Strategic role of governors. ◆ Governors as critical friends. ◆ Governing bodies and accountability.
DURATION	Two evening sessions (attendance is required at both) or one whole day.
PRESENTERS	Vicky Lewendon (Governor Services Manager) and Sylvia McDonald (Associate Trainer)
Summer Term	Day Session Monday 26 th June 2017 9.30 am to 3.00 pm
Autumn Term	Day Session Friday 17 th November 2017 9.30 am to 3.00pm
Spring Term	Evening Session Wednesday 24 th and 31 st January 2018 7.00 to 9.30 pm Day Session Friday 16 th March 2018 9.30 am to 3.00 pm
VENUE	Council Offices, Shute End

NEW CLERKS' INDUCTION

This is an induction course for new clerks to enable them to swiftly play an effective role and is only available to schools who subscribe to our traded service

TARGET AUDIENCE	Newly appointed Clerks to Governors.
AIMS	<ul style="list-style-type: none"> ◆ To emphasise the importance of the role of the clerk in contributing to the effectiveness of the governing body. ◆ To inform clerks of their responsibilities. ◆ To offer support and guidance.
CONTENT	<ul style="list-style-type: none"> ◆ Legal responsibilities of governing bodies. ◆ Roles and responsibilities of the clerk. ◆ An overview of agendas, minutes and effective meetings. ◆ Identify sources of information and support. 
DURATION	2 hour session usually on a 1:1 basis
PRESENTER	Vicky Lewendon, Governor Services Manager.
VENUE	Council Offices, Shute End
	Once you have appointed a new Clerk please let us know and we will invite them to attend New Clerks Induction Training at a mutually convenient time.

PREPARING FOR YOUR NEXT OFSTED INSPECTION (GOV178)

TARGET AUDIENCE	All Governors, Senior School Leaders in schools due an Ofsted inspection
AIMS	Governors to gain an understanding of the current Ofsted framework expectations and other implications in relation to their school context.
CONTENT	<ul style="list-style-type: none"> ◆ Consider LA support available and learn how to measure impact. ◆ Understand requirements of governance in relation to whole school improvement journey ◆ How do governors challenge and unpick impact evidence. ◆ Identify specific areas of focus ◆ Share good practice.
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Gillian Cole, School Improvement Officer
DATE	Wednesday 10 th May 2017
VENUE	Council Offices, Shute End

NCTL GOVERNOR WORKSHOP – DISADVANTAGED PUPILS –WHAT GOVERNORS NEED TO KNOW (GOV179)


TARGET AUDIENCE	All Governors, particularly those with responsibility for pupil premium or disadvantaged pupils.
AIMS	<ul style="list-style-type: none"> ◆ Assist governors to understand the definition of disadvantaged pupils ◆ Assist governors in understanding the role of the governing body and its accountability for pupil premium. ◆ How governors can ensure that their school is using its Pupil Premium funding to improve outcomes for disadvantaged pupils
CONTENT	<ul style="list-style-type: none"> ◆ Governors will understand current government policy on disadvantaged pupils and how Pupil Premium is funded ◆ Governors will know where key evidence of proven impact of Pupil Premium spending can be found ◆ Governors will understand their role and questions they should be asking. ◆ Governors will be aware of their statutory duties in relation to Pupil Premium and how to carry them out ◆ Explore whole-school strategies that have been successful and effective
DURATION	One evening session 7:00 to 9:30 pm
PRESENTER	Run through Bracknell Forest Borough Council
DATES	Monday 15 th May 2017
VENUE	Easthampstead Park Conference Centre RG40 3DF

THE STATUTORY EARLY YEARS FOUNDATION STAGE FRAMEWORK (GOV1710)

TARGET AUDIENCE	All Governors of Infant or Primary Schools, particularly those with responsibility for Foundation Stage.
AIMS	<ul style="list-style-type: none"> ◆ To inform Governors on the Early Years Foundation Stage Framework. ◆ To identify some of the challenges within EYFS, and explore how schools can meet them. ◆ To inform Governors of current statutory assessment requirements (the EYFS Profile) and how assessment will change in the near future.
CONTENT	<ul style="list-style-type: none"> ◆ Overview of the Early Years Foundation Stage Framework. ◆ Exploration of the requirements on schools relating to the experiences offered to children in F1 (previously Nursery) and F2 (previously Reception). ◆ Statutory assessment requirements, the Early Years Foundation Stage Profile ◆ Examples of good practice
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Alison Pugh, Early Years and Childcare Team Manager
DATES	Tuesday 20 th June 2017
VENUE	Council Offices, Shute End

HOW TO HANDLE PARENTAL COMPLAINTS

(GOV1711)


TARGET AUDIENCE	All governors
AIMS	<ul style="list-style-type: none"> ◆ To enable governors to consider strategies to respond appropriately to various concerns that may be raised by parents ◆ To be aware of the appropriate 'route' for complaints raised by parents ◆ Strategies for habitual or vexatious complainants.
CONTENT	<ul style="list-style-type: none"> ◆ Levels of parent satisfaction/ dissatisfaction and reasons for making complaints ◆ Scenarios for discussion ◆ Concerns v complaints ◆ Stages of a complaint ◆ Opportunity to explore in a collaborative workshop issues brought by other participants ◆ Some situations that have happened in the past 
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Vicky Lewendon, Governor Services Manager
DATE	Thursday 22 nd June 2017
VENUE	Council Offices, Shute End

HEALTH AND SAFETY FOR SCHOOL GOVERNORS

(GOV1712)

TARGET AUDIENCE	As part of the induction to the role or a refresher where desired, this session is for school governors who have responsibilities for making decisions which affect the health and safety of staff, children and visitors on school premises.
AIMS	To enable school governors to develop a better understanding of health and safety requirements within a school environment and of their responsibility for this.
CONTENT	<p>By the end of the session governors will be able to:</p> <ul style="list-style-type: none"> ◆ appreciate the main health and safety requirements as they relate to schools ◆ recognise the key factors involved in making decisions about health and safety in schools ◆ identify the role that governors are expected to play in providing a safe and healthy environment within schools ◆ consider what their individual school needs to do to ensure that it complies with health and safety legal requirements ◆ help in developing local health and safety strategies and improvement plans.
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Veronica Glenister, Health and Safety Manager and Jason Grant, Corporate Health and Safety Adviser, Wokingham Borough Council
DATE	Thursday 29 th June 2017
VENUE	Council Offices, Shute End

ICT UPDATE FOR GOVERNORS (GOV1713)

TARGET AUDIENCE	All governors (primary and secondary) especially those with responsibility for ICT
AIMS	To ensure governors are fully informed with regards to current ICT initiatives in schools
CONTENT	<ul style="list-style-type: none"> ◆ The changing learning environment – your school’s use of the Learning Platform ◆ Your school’s initiatives for e-Safety ensuring effective but safe use of ICT ◆ Your school’s approach to coherent ICT development through strategic planning ◆ Specific issues for primary and secondary schools ◆ What OfSTED wants to find with respect to ICT in your school 
DURATION	One evening session 7:30 to 9:30pm
PRESENTERS	Philip Mann, Wokingham ICT Consultant
DATE	Wednesday 5 th July 2017
VENUE	ICT Training Suite, Keep Hatch Primary School <i>The maximum number for this course is 20</i>

IMPLEMENTING THE SCHOOL'S PAY POLICY (GOV1714)

TARGET AUDIENCE	Headteachers and all governors, particularly those with specific responsibility for pay issues.
AIMS	To provide Governors with the knowledge to confidently review and implement the school's pay policy in an effective way that encourages the recruitment and retention of a well motivated workforce.
CONTENT	<ul style="list-style-type: none"> ◆ Reviewing the content of a comprehensive model policy which applies to all school staff. ◆ Consider how best to implement the policy, both in terms of communication and decision-making processes. ◆ Identify the operational cycle of the policy. ◆ How to address any challenges made by staff in relation to the policy and/or the decisions that emerge from this.
DURATION	One evening session 7:00 to 9:00 pm
PRESENTERS	Nicky Barlow, Schools HR Business Partner
DATE	Wednesday 27 th September 2017
VENUE	Council Offices, Shute End

APPRAISAL AND CAPABILITY – THE ROLE OF THE GOVERNOR REVIEWER IN HEADTEACHER APPRAISAL (GOV1715)

This course is repeated each year

TARGET AUDIENCE	All governors involved in appraisal of the Headteacher.
AIMS	<ul style="list-style-type: none"> ◆ To consider the process of reviewing the Head’s performance. ◆ To enable governors to carry out an effective planning and review meeting.
CONTENT	<ul style="list-style-type: none"> ◆ Understand roles and responsibilities of the Headteacher, Governor Reviewers and the External Adviser. ◆ How to prepare for and conduct the planning and review meeting. ◆ Transition to capability procedures. ◆ Explore and practice objective setting.
DURATION	One evening session 7:00 to 9:30 pm
PRESENTERS	Vicky Lewendon, Governor Services Manager
DATES	Thursday 5 th October 2017
VENUE	Council Offices, Shute End


OFSTED – MOVING FROM GOOD TO OUTSTANDING

(GOV1716)

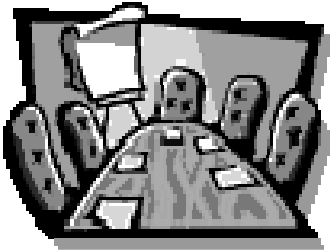
TARGET AUDIENCE	All Governors, Senior School Leaders in ‘Good’ schools aspiring to be ‘Outstanding’
AIMS	Governors to gain an understanding of the current Ofsted framework expectations and other implications in relation to their school context
CONTENT	<ul style="list-style-type: none"> ◆ Consider LA support available and learn how to measure impact. ◆ Understand requirements of governance in relation to whole school improvement journey to become ‘Outstanding’. ◆ How do governors challenge and unpick impact evidence. ◆ Identify impact of pupil premium funding. ◆ Share good practice.
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Gillian Cole, School Improvement Officer
DATE	Wednesday 8 th November 2017
VENUE	Ambleside Centre, Woodley

FINANCIAL TRAINING FOR MAINTAINED SCHOOL GOVERNORS (GOV1717)

This course is repeated each year

TARGET AUDIENCE	All governors, but particularly governors on Finance Committees.
AIMS	<ul style="list-style-type: none"> ◆ To provide governors with a basic knowledge of school funding and finance procedures. ◆ To explain the process for monitoring school budgets. ◆ To enable governors, in their strategic role, to effectively allocate resources to meet the objectives of the school, whilst ensuring value for money.
CONTENT	<ul style="list-style-type: none"> ◆ An overview of the school budget and how it is made up. ◆ Strategic role of the governing body in managing the school's financial resources. ◆ Good practice guidelines in monitoring and evaluation, including the use of the DFE schools benchmarking website. <div style="text-align: center;">  </div>
DURATION	Two evening session 6.00 – 8.00 pm
PRESENTERS	Hawa Bedwa, Interim Schools Finance Manager and Vandana Bloomfield, Schools Finance Accountancy Assistant
DATE	Thursday 9 th and 16 th November 2017
VENUE	Council Offices, Shute End


GOVERNORS' PUPIL DISCIPLINE COMMITTEES (GOV1718)

TARGET AUDIENCE	All Governors of Pupil Disciplinary Committees and clerks
AIMS	To help governors and clerks follow correct procedures and make evidence based decisions.
CONTENT	<ul style="list-style-type: none"> ◆ To understand the law and guidance relating to exclusion hearings. ◆ Protocols available to schools. ◆ Reintegration of excluded pupils. ◆ Scenarios. <div style="text-align: center; margin-top: 20px;">  </div>
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Vicky Lewendon, Governor Services Officer
DATE	Tuesday 21 st November 2017
VENUE	Council Offices, Shute End

SUPPORT AND CHALLENGE YOUR SCHOOL

(GOV1720)

This course is repeated each year

TARGET AUDIENCE	All Governors
AIMS	<ul style="list-style-type: none"> ◆ Identify Ofsted requirements in relation to governance. ◆ To enable governors to effectively act as critical friends. ◆ To ensure governors are aware of the information available to support them in their monitoring role.
CONTENT	<ul style="list-style-type: none"> ◆ What is a critical friend? ◆ The use of school performance data. ◆ Monitoring the School Development Plan, curriculum and policies and efficiency strategies. ◆ Place of visits to schools. <div style="text-align: center;">  </div>
DURATION	One evening session 7:00 to 9:00 pm
PRESENTERS	Vicky Lewendon, Governor Services Manager
DATE	Monday 27 th November 2017
VENUE	Council Offices, Shute End


SCHOOLS FINANCIAL VALUE STANDARD (GOV181)

This course is repeated each year

TARGET AUDIENCE	All maintained school governors but particularly those who Chair or are on Finance Committees, Headteachers and Bursars.
AIMS	<ul style="list-style-type: none"> ◆ To provide Governors with a basic knowledge of the requirements of the Financial Value Standard in Schools. ◆ To explain the roles and responsibilities of the Governors regarding the SFVS self-assessment.
CONTENT	<ul style="list-style-type: none"> ◆ An overview of the Financial Value Standard in Schools. ◆ The role of the Governors during the assessment process. ◆ Good practice guidelines in supporting material required for the self-assessment.
DURATION	One evening session 6.30 – 8.00 pm
PRESENTERS	Hawa Bedwa, Interim Schools Finance Manager and Vandana Bloomfield, Schools Finance Accountancy Assistant
DATE	Thursday 25 th January 2018
VENUE	Council Offices, Shute End

SCHOOL IMPROVEMENT PLANNING (GOV182)

This course is repeated each year


TARGET AUDIENCE	All Governors
AIMS	Understanding of the School Improvement Planning Framework tools and how they can be used.
CONTENT	<ul style="list-style-type: none"> ◆ The course will focus on the use of the School Improvement Planning Framework. ◆ The introduction of the tools and techniques that can be used to help schools with their planning and strategic thinking. ◆ Governors will have opportunity to reflect on their current school development planning processes and identify how they could be further improved. <div style="text-align: center;">  <p>A diamond-shaped logo with a black border. Inside the diamond, the words "YOUR CHILD'S" are at the top and "EDUCATION" is at the bottom. In the center, there is a stylized black arrow pointing to the right.</p> </div>
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Gillian Cole, School Improvement Officer
DATE	Wednesday 21 st February 2018
VENUE	Council Offices, Shute End

ASSESSING PUPIL PROGRESS – THE WHOLE PICTURE (PRIMARY) (GOV183)

This course is repeated from last year

TARGET AUDIENCE	All Primary School Governors
AIMS	<ul style="list-style-type: none"> ◆ To provide a strategic overview of primary phase assessment ◆ To understand the different forms and types of assessment in the primary phase.
CONTENT	<ul style="list-style-type: none"> ◆ An overview of summative assessment at Foundation Stage, Key Stage 1 and Key Stage 2 ◆ An overview of the importance of the tracking of pupil progress, especially in relation to pupils who attract the pupil premium and narrowing the gap ◆ An understanding of the importance of Point Score Progress and Value Added at Key Stage 2 ◆ An understanding of the features of Assessment for Learning in the classroom
DURATION	One evening session 7:00 to 9:00 pm
PRESENTERS	Jim Mathieson, School Improvement Officer
DATE	Monday 26 th February 2017
VENUE	Council Offices, Shute End


EFFECTIVE MEETINGS (GOV184)

TARGET AUDIENCE	All governors who Chair or take part in meetings.
AIMS	Understanding what contributes to an effective meeting and find out about a variety of strategies that will contribute to good meeting outcomes, including useful minutes.
CONTENT	<ul style="list-style-type: none"> ◆ Legal requirements. ◆ What makes a good meeting. ◆ Questions – how to ask them to get the answer you want. ◆ Practical strategies for use when things go astray in a meeting. ◆ Sharing experiences of good practice. ◆ Understand what should be recorded in the minutes. <div style="text-align: center;">  </div>
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Vicky Lewendon, Governor Services Officer
DATE	Wednesday 28 th February 2018
VENUE	Council Offices, Shute End

GETTING TO GRIPS WITH THE CURRICULUM

(GOV185)

This course is repeated from last year

TARGET AUDIENCE	All primary school governors.
AIMS	<ul style="list-style-type: none"> ◆ To provide an overview of the new Primary Curriculum. ◆ To look at matching the curriculum to your school circumstance. ◆ To raise awareness of the role of governors in curriculum development.
CONTENT	<ul style="list-style-type: none"> ◆ The moral imperative for curriculum design. ◆ An overview of the curriculum: <ul style="list-style-type: none"> ➤ Foundation stage ➤ KS1 ➤ KS2 ◆ Alternative curriculum models. <div style="text-align: center; margin-top: 20px;">  </div>
DURATION	One evening session 7:00 to 9:00 pm
PRESENTER	Jim Mathieson, School Improvement Officer
DATE	Monday 19 th March 2018
VENUE	Council Offices, Shute End

PERSONAL REMINDER

SUMMER TERM 2017			
CORE PROGRAMME AND BRIEFINGS			
CLK172	Clerk's Briefing	Wednesday 3 rd May	
DEV171	Development Governors	Tuesday 16 th May	
CHR172	Chair's Briefing	Tuesday 23 rd May	
SEN172	Access and Inclusion Governors Forum	Tuesday 13 th June	
	New Governors' Induction (day course)	Monday 26 th June	
COURSES			
GOV178	Preparing for Ofsted Inspection	Wednesday 10 th May	
GOV179	Disadvantaged Pupils – What Governors need to know	Monday 15 th May	
GOV1710	The Statutory Early Years Stage Framework	Tuesday 20 th June	
GOV1711	How to Handle Parental Complaints	Thursday 22 nd June	
GOV1712	Health and Safety for School Governors	Thursday 29 th June	
GOV1713	ICT Update for Governors	Wednesday 5 th July	
AUTUMN TERM 2017			
CORE PROGRAMME AND BRIEFINGS			
CLK173	Clerk's Briefing	Thursday 21 st September	

CHR173	Chair's Briefing	Tuesday 17 th October	
H&S172	Health & Safety Forum	Thursday 30 th November	
DEV172	Development Governors	Tuesday 5 th December	
SAF171	Safeguarding Governors	To be confirmed	
	New Governors' Induction (day course)	Friday 17 th November	
COURSES			
GOV1714	Implementing the Pay Policy	Wednesday 27 th September	
GOV1715	The role of the Governor Reviewer in Headteacher appraisal	Thursday 5 th October	
GOV1716	Ofsted, Moving from Good to Outstanding	Wednesday 8 th November	
GOV1718	Financial Training for Governors (maintained schools)	Thursday 9 th and 16 th November	
GOV1718	Pupil Disciplinary Training	Tuesday 21 st November	
GOV1720	Support and Challenge your School	Monday 27 th November	
SPRING TERM 2018			
CORE PROGRAMME AND BRIEFINGS			
CLK181	Clerk's Briefing	Thursday 18 th January	
CHR181	Chair's Briefing	Wednesday 7 th February	
SEN181	Access and Inclusion Governors Forum	Tuesday 13 th March	

H&S181	Health & Safety Forum	Thursday 22 nd March	
LAC181	Looked After Children Governor Forum	Wednesday 7 th March	
	New Governors' Induction (evenings)	Wednesday 24 th and 31 st January	
	New Governors' Induction (day course)	Friday 16 th March	
COURSES			
GOV181	Schools Finance Value Standard	Thursday 25 th January	
GOV182	School Improvement Planning	Wednesday 21 st February	
GOV183	Assessing Pupil Progress	Monday 26 th February	
GOV184	Effective Meetings	Wednesday 28 th February	
GOV185	Getting to Grips with the Curriculum	Monday 19 th March	

BOOKING FORM FOR GOVERNOR TRAINING

Please outline which briefings/courses the delegates wish to attend			

NAME:

SCHOOL:

TEL: E-MAIL:

Notes for non-subscribing schools

There is no charge for courses for governors from schools who have subscribed to the Training Package.

Other governors are welcome to attend all courses.

There will be a charge of £140 for a one evening course, £240 for a two evening course and £320 for New Governors Induction (day or evening). There will also be a charge of £75 for all Briefings or Forums.

If a School would like to subscribe please see page 17 of this Handbook or look at the Traded Services Brochure available on the website and contact Julie Wickens on 0118 974 6183.

Please return this form to: Maria Gibbs, Children’s Services, Wokingham Borough Council, Shute End, Wokingham RG40 1WN. You can also telephone 0118 974 6955
Or email: school.governors@wokingham.gov.uk

INDIVIDUAL GOVERNOR TRAINING RECORD

Please use this sheet to keep a record of the Training Courses you have attended

Courses Booked	Date(s)	Impact

We are happy to provide a list of the training courses that an individual governing body has attended for any time period. This information is provided to Development Governors at their twice yearly meetings.

