

Schools Department

Governor Training and Development Programme

2015/2016



MERTHYR TYDFIL
County Borough Council
Cyngor Bwrdeistref Sirol
MERTHYR TUDFUL

Well informed governors are critical to the success of a school and training plays a vital role in ensuring that governors have the knowledge and skills to enable them to carry out their roles effectively.

The Governors Support Team has developed a comprehensive training programme for 2015/2016 which covers all key aspects of governorship. In addition we offer whole governing body and cluster training events. Please contact a member of the Governor Support Team to discuss your requirements.

How to apply for courses:

Contact Hayley Craze on (01685) 724611 or email Hayley.craze@merthyr.gov.uk
Please let us know if you intend coming on a course:

- Knowing you intend coming may prevent us cancelling a course because we think there are insufficient applicants.
- We will contact you if we need to cancel or re-arrange a course but we can only do this if we know you intend coming.

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Mandatory Sessions

Mandatory training consists of:

- An induction to governance course as well as training on the use of school performance data. These courses must be completed by all new governors or re-appointed governors if they have not already attended.
- Training for all Chairs of Governors. This course must be completed within 6 months of taking up post, or of being re-elected unless chair training has been undertaken within the last 2 years.

All governors who require any of the above training will be notified of this by letter and each governing body will be provided with details of their own governors' attendance at mandatory training to ensure that statutory requirements are being met.

Induction to Governance

Facilitated by Emma France, Governor Training Officer

This is a vitally important session which will give an overview of the key roles and responsibilities of being a governor.

18 September 2015	2.00pm – 4.00pm	Boardroom, Unit 5
11 November 2015	10.00am – 12.00pm	Boardroom, Unit 5
20 January 2016	5.00pm – 7.00pm	Boardroom, Unit 5
04 March 2016	2.00pm – 4.00pm	Boardroom, Unit 5
16 May 2016	5.00pm – 7.00pm	Room 141, Unit 5
10 June 2016	09.30am – 11.30am	Room 141, Unit 5

The Effective Chairperson

Facilitated by Gary Winston, Team Leader, Governor Support

The chair of governors plays a key role in ensuring that the governing body carries out its statutory duties effective and efficiently and also promote high standards at the school.

The session will include advice on the role and responsibilities of being chairperson, how to make your meetings more effective and advice on supporting new governors.

Vice chairs are encouraged to attend this session and it is also open to any other governor who may be interested.

30/11/15	5.00pm – 7.00pm	Boardroom, Unit 5
17/03/16	5.00pm – 7.00pm	Boardroom, Unit 5

Effective use of School Data

Facilitated by Central South Consortium, Joint Education Service

This session will outline the data available to schools, and how this data can be used to effectively target set and raise standards of pupil attainment.

30 September 2015	2.00pm – 4.00pm	Boardroom, Unit 5
14 October 2015	5.00pm – 7.00pm	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
22 October 2015	5.00pm – 7.00pm	Boardroom, Unit 5
08 December 2015	5.00pm – 7.00pm	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
25 February 2016	4.30pm – 6.30pm	Room 141 / Boardroom, Unit 5
09 March 2016	5.00pm – 7.00pm	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
15 March 2016	5.00pm – 7.00pm	Boardroom, Unit 5
15 June 2016	5.00pm – 7.00pm	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
23 June 2016	4.00pm – 6.00pm	Boardroom, Unit 5

Please note:

The Effective Use of Data Courses are provided by the Central South Consortium. They now have a policy where at least 10 governors must be registered for a course for it to proceed. If there are insufficient numbers, we will contact you at least one week prior to the course to inform you of the cancellation.

Non-mandatory Sessions

Heads & Chairs Forum

Facilitated by Senior Officers from the Schools Department

The Heads & Chairs Forum is an opportunity for all heads and chairs (or vice chairs if appropriate) to meet with senior officers of the Schools Department to discuss matters affecting schools and the education service and to also share good practice. An agenda will be provided in advance of each meeting.

14 September 2015	4.00pm – 6.00pm 3.30pm for refreshments	Orbit Business Centre Rhydycar Business Park, CF48 1DL
11 January 2016	4.00pm – 6.00pm	Orbit Business Centre Rhydycar Business Park, CF48 1DL
18 April 2016	4.00pm – 6.00pm	Orbit Business Centre Rhydycar Business Park, CF48 1DL

Human Resources

A series of workshops to enable governors to understand their role in supporting leaders through HR policies and procedures, and ensure schools have capacity to improve and minimise risk.

Capability

Facilitated by the Human Resources Department

All schools are required to adopt procedures to regulate the performance of staff. This session will consider the revised Welsh Government guidance on dealing with these issues and offer advice to governing bodies on developing appropriate policies and procedures.

This course is available to all governors but is of particular importance to the chair and members of the Staff Disciplinary / Staff Disciplinary Appeals Committees.

05 October 2015

5.00pm – 7.00pm

Boardroom, Unit 5

Redundancy

Facilitated by the Human Resources Department

This session will cover the process that needs to be taken in order to make redundancies. There are important timescales that need to be kept in order for the process to be completed successfully and these will be addressed.

This course is available to all governors but is of particular importance to the chair and members of the Staff Redundancy/ Staff Redundancy Appeals Committees.

15 January 2016

2.00pm – 4.00pm

Boardroom, Unit 5

Disciplinary

Facilitated by the Human Resources Department

All schools are required to adopt procedures to regulate the conduct and discipline of staff. This session will consider the revised Welsh government guidance on dealing with these issues and offer advice to governing bodies on developing appropriate policies and procedures.

This course is available to all governors but is of particular importance to the chair and members of the Staff Disciplinary / Staff Disciplinary Appeals Committees

21 April 2016

5.00pm – 7.00pm

Boardroom, Unit 5

Financial Planning & Management

A key role of the governing body is to set, monitor and review the school budget. In order to carry out this role effectively it is important that governors understand budgetary information and ask appropriate questions. The following courses will assist in fulfilling this role.

Applying for a Licensed Deficit

Facilitated by Craig Flynn, LMS Manager

It is vital that governors fully understand their role in the effective medium term financial planning and resource management within the school. This session will ensure that governors are aware of the processes that need to be undertaken prior to and after the submission of an application for a licensed deficit.

29 January 2016

2.00pm – 4.00pm

Boardroom, Unit 5

Setting and Monitoring the School Budget

Facilitated by Craig Flynn, LMS Manager

Financial management is a key role of the governing body. This session will ensure the governors understand their role in the effective financial decision-making and resource management of their school. It will provide an overview of the factors that influence school budgets.

03 May 2016

5.00pm – 7.00pm

Boardroom, Unit 5

Headteacher Performance Management

Facilitated by Central South Consortium

School governors are responsible for establishing the performance management policy and reviewing the performance of the headteacher. This session will guide you through the process and explain the role of the Challenge Adviser.

17 November 2015

5.00pm – 7.00pm

Ty Dysgu, Nantgarw,
Treforest, CF15 7QQ

08 March 2016

5.00pm – 7.00pm

Ty Dysgu, Nantgarw,
Treforest, CF15 7QQ

Raising Standards

Governors have a strategic role to play in ensuring that the school is continually improving and making a difference to the achievement of children and young people. A series of workshops will focus on key elements in school improvement.

Role of Governing Body in Holding Schools to Account

Facilitated by Joe Colsey, Head of School Improvement

A key role of the governing body is to challenge, support and hold schools to account. This session will look at various ways that the governing body can effectively hold schools to account.

01 October 2015

5.00pm – 7.00pm

Boardroom, Unit 5

Self Evaluation and School Development Planning

Facilitated by Joe Colsey, Head of School Improvement

Governors need to know their school and how well it functions. By being involved in the schools' self-evaluation process the governing body will be able to identify strengths and areas for improvement alongside the school. This session will explore the how governors can effectively be involved in the school's self-evaluation process and future school development planning.

12 May 2016

5.00pm – 7.00pm

Boardroom, Unit 5

Whistleblowing

Facilitated by Emma France, Governor Training Officer

Whistleblowing is defined as the disclosure by an employee or professional of confidential information which relates to some danger, fraud or other illegal or unethical conduct connected with the work place be it of the employer or his/her fellow employees.

This course will look at the Welsh Government Guidance on Whistleblowing, focusing on:

- . The legal context.
- . What constitutes Whistleblowing.
- . The aim, scope and context of a Whistleblowing procedure, including how a process for raising and handling a concern might best operate.

16 October 2015

2.00pm – 4.00pm

Boardroom, Unit 5

Complaints

Facilitated by Emma France, Governor Training Officer

This course will look at the revised Welsh Government guidance on dealing with school complaints and assist governing bodies in ensuring that they have an appropriate policy and procedures to deal with any complaints they may receive. This course is available to all governors but is of particular importance to chairs and governors who are members of the Complaints Committee.

20 June 2016

5.00pm – 7.00pm

Room 141, Unit 5

Keeping Learners Safe

It is the role of everyone in the education service to keep children and young people safe by contributing to:

- . **Creating and monitoring a safe learning environment for children and young people.**
- . **Identifying where there are child welfare concerns and taking action to address them, where appropriate, in partnership with other agencies.**
- . **The development of children’s understanding, awareness and resilience through the curriculum.**

The following courses will assist governors in fulfilling these duties:

Safeguarding Children

Facilitated by Sarah Bowen, Inclusion Manager

Safeguarding children is of paramount importance to all involved in the schools and education service. This session will look at the main safeguarding areas – defining the types of neglect and abuse; how it can be detected; child protection procedures; and the role of various agencies. This course is also open to all school staff and school volunteers.

22 September 2015

4.00pm – 6.00pm

Boardroom, Unit 5

23 February 2016

3.00pm – 5.00pm

Boardroom, Unit 5

26 April 2016

2.30pm – 4.30pm

Boardroom, Unit 5

Readiness for Learning (Wellbeing)

Facilitated by Sarah Bowen, Inclusion Manager

The session will provide an overview of how schools can promote the wellbeing of pupils and cover the following:

- . Understand the school’s role in supporting the wellbeing of pupils.
- . Consider how governors can monitor the impact of their school’s actions.
- . Be aware of policies that can contribute to pupil wellbeing.

03 November 2015

5.00pm – 7.00pm

Boardroom, Unit 5

Governing Body Training Timetable - Academic Year 2015/2016

Mandatory Sessions

Autumn Term 2015

<u>Autumn Term 2015</u>	<u>Time</u>	<u>Course Name</u>	<u>Venue</u>
18 September 2015	2.00pm – 4.00pm	Induction	Boardroom, Unit 5, Pentrebach
30 September 2015	2.00pm – 4.00pm	Understanding and Using School Data	Boardroom, Unit 5, Pentrebach
14 October 2015	5.00pm – 7.00pm	Understanding and Using School Data (Special School)	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
22 October 2015	5.00pm – 7.00pm	Understanding and Using School Data	Boardroom, Unit 5, Pentrebach
08 December 2015	5.00pm – 7.00pm	Understanding and Using School Data	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
11 November 2015	10.00am – 12.00pm	Induction	Boardroom, Unit 5, Pentrebach
30 November 2015	5.00pm – 7.00pm	Effective Chairperson	Boardroom, Unit 5, Pentrebach

Spring Term 2016

<u>Spring Term 2016</u>	<u>Time</u>	<u>Course Name</u>	<u>Venue</u>
20 January 2016	5.00pm – 7.00pm	Induction	Boardroom, Unit 5, Pentrebach
25 February 2016	4.30pm – 6.30pm	Understanding and Using School Data	Room 141 / Boardroom, Unit 5
04 March 2016	2.00pm – 4.00pm	Induction	Boardroom, Unit 5, Pentrebach
09 March 2016	5.00pm – 7.00pm	Understanding and Using School Data (Special School)	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
15 March 2016	5.00pm – 7.00pm	Understanding and Using School Data	Boardroom, Unit 5, Pentrebach
17 March 2016	5.00pm – 7.00pm	Effective Chairperson	Boardroom, Unit 5, Pentrebach

Summer Term 2016

<u>Summer Term 2016</u>	<u>Time</u>	<u>Course Name</u>	<u>Venue</u>
16 May 2016	5.00pm – 7.00pm	Induction	Room 141, Unit 5, Pentrebach
10 June 2016	9.30am – 11.30am	Induction	Room 141, Unit 5, Pentrebach
15 June 2016	5.00pm – 7.00pm	Understanding and Using School Data (Special School)	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ
23 June 2016	4.00pm – 6.00pm	Understanding and Using School Data	Boardroom, Unit 5, Pentrebach

Non-Mandatory Sessions

<u>Autumn Term 2015</u>	<u>Time</u>	<u>Course Name</u>	<u>Venue</u>
14 September 2015	4.00pm – 6.00pm	Heads and Chairs Forum	Orbit Business Centre Rhydycar Business Park, CF48 1DL
22 September 2015	4.00pm – 6.00pm	Safeguarding Children	Boardroom, Unit 5, Pentrebach
01 October 2015	5.00pm – 7.00pm	Role of Governing Body in holding the school to account	Boardroom, Unit 5, Pentrebach
05 October 2015	5.00pm – 7.00pm	Capability	Boardroom, Unit 5, Pentrebach
16 October 2015	2.00pm – 4.00pm	Whistleblowing	Boardroom, Unit 5, Pentrebach
03 November 2015	5.00pm – 7.00pm	Readiness for Learning (Wellbeing)	Boardroom, Unit 5, Pentrebach
17 November 2015	5.00pm – 7.00pm	Performance Management	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ

<u>Spring Term 2016</u>	<u>Time</u>	<u>Course Name</u>	<u>Venue</u>
11 January 2016	4.00pm – 6.00pm	Heads and Chairs Forum	Orbit Business Centre
15 January 2016	2.00pm – 4.00pm	Redundancy	Boardroom, Unit 5, Pentrebach
29 January 2016	2.00pm – 4.00pm	Applying for a Licensed Deficit	Boardroom, Unit 5, Pentrebach
23 February 2016	3.00pm – 5.00pm	Safeguarding Children	Boardroom, Unit 5, Pentrebach
08 March 2016	5.00pm – 7.00pm	Performance Management	Ty Dysgu, Nantgarw, Treforest, CF15 7QQ

<u>Summer Term 2016</u>	<u>Time</u>	<u>Course Name</u>	<u>Venue</u>
18 April 2016	4.00pm – 6.00pm	Heads and Chairs Forum	Orbit Business Centre
21 April 2016	5.00pm – 7.00pm	Disciplinary	Boardroom, Unit 5, Pentrebach
26 April 2016	2.30pm – 4.30pm	Safeguarding Children	Boardroom, Unit 5, Pentrebach
03 April 2016	5.00pm – 7.00pm	Setting and Monitoring the School Budget	Boardroom, Unit 5, Pentrebach
12 May 2016	5.00pm – 7.00pm	Self Evaluation and School Development Planning	Boardroom, Unit 5, Pentrebach
20 June 2016	5.00pm – 7.00pm	Complaints	Room 141, Unit 5, Pentrebach



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CONTACT DETAILS

If you would like to book any of these sessions or discuss your training requirements please contact the Governor Support Team on 01685 724611

or e-mail : hayley.craze@merthyr.gov.uk