SCHOOL & GOVERNOR SUPPORT

Governor Training Programme 2017-18

A great city to grow up in

Birmingham City Council
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Welcome to our 2017/18 training programme

“The GB’s code of conduct should set an ethos of professionalism and high expectations of everyone involved in governance, including an expectation that they undertake whatever training or development activity is needed to fill any gaps in the skills they have to contribute to effective governance.”

Department for Education (DfE) Governance Handbook, January 2017

Dear Governor Colleague,

We are pleased to offer this comprehensive programme of high quality training that develops skills and knowledge needed for effective governance, whether you are in a maintained school, stand-alone academy or part of a multi-academy trust (MAT). The training is offered on a “pay as you go” basis and at a discounted rate to subscribers to the School and Governor Support (S&GS) service.

Our cancellation policy is stated on page 29.

Thank you for the time and effort that you give on behalf of your schools. We look forward to seeing you at our courses and events in 2017/18.

Best wishes

Stephen Edmonds
Governor Services Manager
School & Governor Support

All training requests and enquiries:
Telephone 0121 464 2215
Email governors@birmingham.gov.uk

To find out more about S&GS subscription and the range of services it offers, visit www.birmingham.gov.uk/SGS
Use training to develop your governor competences

The DfE “Competency Framework for governance” is designed to help governing boards (GBs) assess what knowledge, skills and behaviours are needed to govern the school, or group of schools, most effectively. It is meant to help with things like performance reviews, succession planning and identifying training needs. There are 16 competencies grouped under the headings of the ‘six features of effective governance.’

1. Strategic leadership
   a. Setting direction
   b. Culture, values and ethos
   c. Decision-making
   d. Collaborative working with stakeholders and partners
   e. Risk management

2. Accountability
   a. Education improvement
   b. Rigorous analysis of data
   c. Financial frameworks and accountability
   d. Financial management and monitoring
   e. Staffing and performance management
   f. External accountability

3. People
   a. Building an effective team

4. Structures
   a. Roles and responsibilities

5. Compliance
   a. Statutory and Contractual requirements

6. Evaluation
   a. Managing self-review and personal skills
   b. Managing and developing the boards effectiveness

DfE has also published a Clerking Competency Framework setting out the competencies required to deliver professional clerking to school GBs and multi academy trusts.

The course descriptions on pages 7-26 include the competences that you are most likely to develop through attending the course.

Example
The induction course is linked to aspects of strategic leadership (1a, b & c), aspects of educational improvement (2a & c), building an effective team, roles and responsibilities, statutory requirements, self-review and development.

This does not mean that you will not develop other competences through the course but it’s a useful guide.

To view the Governor Competency Framework & Clerking Competency Framework, visit: https://www.gov.uk/government/publications/governance-handbook
Governor Development Pathway

This four-step development pathway provides a suggested route to be taken by governors through a range of training courses to allow them to progressively build their knowledge of the role. Course dates, aims and objectives can be found on the following pages of this programme.

**Suggested timescale: 2 years**

| STEP 1 | **INDUCTION TRAINING**  
The induction course is a necessary starting point. It provides the foundation and understanding of the main roles and responsibilities that governors have. |
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<tr>
<td><strong>Recommended Reading</strong></td>
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<td><em>What does a governor do?</em> (NGA)</td>
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<td><em>Competency Framework</em> (DfE)</td>
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<td><em>GBs Code of Conduct Governance Handbook</em> (DfE)</td>
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<td><em>Keeping Children Safe in Education</em> (DfE)</td>
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| STEP 2 | **TRAINING FOR CORE FUNCTIONS**  
Strategic Governance  
Providing Effective challenge  
School Finances Introduction  
Preparing your GB for Ofsted |
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<td><strong>Recommended Reading</strong></td>
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<td><em>Framework for Governance</em> (NGA &amp; Welcome Trust)</td>
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<td><em>Knowing your School: questions for the Board to ask</em> (NGA)</td>
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<td><em>What should we expect?</em> (NGA/NAHT)</td>
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<td><em>Preparing your GB for Ofsted</em> (NGA)</td>
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<td><em>Additional for academies</em></td>
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<td><em>Academies Financial Handbook</em> (EFA)</td>
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| STEP 3 | **TRAINING FOR STATUTORY & COMMITTEE ROLES**  
Safer Recruitment  
Safeguarding Children: Role of the GB  
Raising Awareness of PREVENT E-Safety  
Role of the SEND Governor  
Promoting British Values  
Curriculum courses  
Finance Management & Accountability  
Headteacher Appraisal  
Training for Panel Members |
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<td><em>Keeping Children Safe in Education</em> (DfE)</td>
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<td><em>SEND Code of Practice</em> (DfE)</td>
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<td><em>SEND Information report</em> (School’s website)</td>
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<td><em>Governor Role Descriptions</em> (S&amp;GS)</td>
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<td><em>Headteacher Performance “Effective Management”</em> (NCTL)</td>
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<td><em>Schools Financial Benchmarking website</em></td>
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| STEP 4 | **TRAINING FOR EXTENDED SKILLS & STRATEGIC LEADERSHIP**  
Understanding and Interpreting data  
Evaluating Pupil Premium Spend  
Building Partnerships  
Introduction to Chairing  
Chair’s Networking Meetings  
Leadership Development Programme |
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<td><strong>Recommended Reading</strong></td>
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<td><em>School and College Performance Tables</em> (DfE)</td>
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<td><em>Governor Dashboard</em> (FFT)</td>
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<td><em>Pupil Premium Guidance</em> (DfE)</td>
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<td><em>The Future of Education in Birmingham</em> (BCC)</td>
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<td><em>The Chair’s Handbook</em> (NGA)</td>
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<td><em>Leading GBs</em> (NCTL)</td>
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Bespoke Governance Consultancy and Development Services

Training for the whole GB should be tailored to its needs and priorities

S&GS offers bespoke governance development and consultancy that is tailored to the needs of your school, GB and or Academy Trust. Services include:

• training for the whole GB;
• governor training provided for local networks or groups of schools, and
• external reviews of governance – delivery model tailored to circumstances.

For more information and to discuss your GB’s requirements contact S&GS via governors@birmingham.gov.uk
Induction Training

Governor induction courses

All new governors are expected to attend this course.

Aimed at: New governors and governors in need of refresher training.

Linked to competences: 1(a, b & c), 2(a & c), 3(a), 4(a), 5(a) and 6(a).

Induction training is essential to ensure that all governors are clear about what their powers and responsibilities are. This course will cover:

• the context – how schools work and the role of Ofsted;
• the purpose of a GB, its core functions and how it operates;
• what being an effective governor means in practice;
• what you need to know about the school/academy that you govern, how you find out, and
• how to access further support and training

Course time: 9:00am-4:00pm.
Venue: Midland Arts Centre.
Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

• Saturday 21 October 2017
• Saturday 25 November 2017
• Saturday 9 December 2017
• Saturday 27 January 2018
• Saturday 17 February 2018
• Wednesday 21 March 2018
• Saturday 28 April 2018
• Saturday 19 May 2018
• Wednesday 4 July 2018
Training for Core Functions

NEW for 2017/18

Strategic Governance

Aimed at: All governors.
Linked to competences: 1(a, b, c, & d), 2(a), 4(a) and 6(a & b).

“Effective boards provide confident, strategic leadership to their organisations; they lead by example and set the tone from the top”

Competency Framework for Governance – January 2017

This course will cover:

• the principles of being strategic;
• tools and techniques for strategic planning;
• developing a vision – where do we start and who should be involved;
• identifying strategic priorities;
• measuring success and progress, and
• adapting to change.

Course time: 6:00pm-8:00pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

• Tuesday 5 December 2017
• Thursday 1 February 2018
• Thursday 19 April 2018
Training for Core Functions

Providing Effective Challenge

Aimed at: All governors.
Linked to competences: 2(a, b & f) and 5(a).

The course highlights the real practice required of governors, so they are able to hold the School’s leadership to account in an effective and appropriate way. Specifically it covers:

• the importance of providing challenge and support;
• key performance indicators for the GB to monitor;
• asking the right questions;
• what to look for in a Headteacher’s report;
• how to organise effective monitoring visits and feedback, and
• the robust objective data available to you.

Course time: 6:00pm-8:00pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

• Tuesday 31 October 2017
• Wednesday 31 January 2018
• Monday 30 April 2018
Training for
Core Functions

Introduction to School Finance

Aimed at: All governors.
Linked to competences: 2(c & d) and 5(a).

This course explains the financial cycle and legal responsibilities of the school/academy on accountability and spend. Specifically it covers:

• sources of schools funding;
• overall funding arrangements – maintained schools and academies;
• the principles of budgetary planning – maintained schools and academies;
• governors’ roles and responsibilities in the budget planning process, and
• benchmarking financial efficiency.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

• Thursday 30 November 2017
• Wednesday 18 April 2018
Training for
Core Functions

Preparing your GB for Ofsted

Aimed at: All governors.
Linked to competences: 2(a & f), 5(a) and 6(a).

An effective GB should already know its school well enough to answer Ofsted’s questions, but this course will help identify what will be expected of your GB. Specifically it covers:

• the school inspection framework and criteria under which schools are inspected;
• how Ofsted’s inspectors make their judgment about a school;
• the documents inspectors will ask to see, and
• how you might show the impact of the GB.

Course time: 6:00pm-8:30pm.
Venue: Midland Arts Centre.
Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

• Tuesday 21 November 2017
• Tuesday 27 February 2018
• Thursday 17 May 2018
Training for Statutory and Committee Roles

Safer Recruitment Training

Aimed at: Governors who are likely to be involved in the recruitment, selection and appointment of school staff.

Linked to competences: 2(a), 4(a), 5(a) and 6(a).

The school staffing regulations require GBs to ensure at least one person on any appointment panel has undertaken safer recruitment training. The one-day training workshop is offered by Services for Education (S4E) and is led by accredited trainers. For more details and to book online with S4E click here.

Course time: 9:00am-4:30pm.
Venue: Holt Court, Aston.
Cost £250.

- Wednesday 11 October 2017
- Thursday 16 November 2017
- Tuesday 12 December 2017
- Tuesday 16 January 2018
- Thursday 15 February 2018
- Wednesday 21 March 2018
- Thursday 26 April 2018
- Thursday 24 May 2018
- Tuesday 19 June 2018
- Wednesday 11 July 2018

Safeguarding Children: Role of the GB

Aimed at: All governors, especially named governors with responsibility for safeguarding.

Linked to competences: 2(a), 4(a), 5(a) and 6(a).

All lead governors for safeguarding should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years as it is for the designated safeguarding lead in school. This course clarifies the key aspects of the statutory guidance “keeping children safe in education”.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre. Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

- Tuesday 17 October 2017
- Tuesday 6 February 2018
- Wednesday 9 May 2018
Training for Statutory and Committee Roles

Raising Awareness of PREVENT

Aimed at: All governors, especially named governors with responsibility for safeguarding.
Linked to competences: 2(a), 4(a), 5(a) and 6(a).

GBs have a statutory duty to actively prevent radicalisation, which can lead to violent extremism. This course provides an overview of the Prevent Strategy and how schools should support their staff when a person with vulnerabilities to extremism is identified.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre.
Cost: Free.

- Thursday 19 October 2017
- Wednesday 6th June 2018

Bespoke safeguarding training and consultancy

S4E offer bespoke training for GBs on a range of safeguarding topics such as:

- bullying including cyberbullying and homophobic bullying;
- child sexual exploitation (CSE);
- female genital mutilation (FGM);
- gender-based violence;
- drugs and alcohol use;
- domestic violence;
- faith abuse;
- mental health, and
- tackling the risk to children of extremism and radicalisation.

More information
Web: www.servicesforeducation.co.uk
Tel: 0121 366 9950
Email: enquiries@servicesforeducation.co.uk
Training for Statutory and Committee Roles

E-Safety

Training and consultancy is available to help GBs understand their e-Safety responsibilities and raise awareness of a variety of e-Safety issues.

This training and consultancy is offered by Link2ICT.

Bookings, including consultancy requests, can be made via: Web: www.link2ict.org/training
Tel: 0121 303 5100
Email: info@link2ict.org

Role of the SEND Governor

Aimed at: Lead governors for Special Educational Needs & Disability (SEND).
Linked to competences: 1(d), 2(a) and 5(a).

This course clarifies for SEND governors their particular special-interest role and duties, their relationship with the SEND Co-ordinator (SENDCO) and how they challenge and support the Senior Leadership Team. Specifically it covers:

- the current and local context for SEND;
- the SEND Code of Practice;
- the Birmingham Local Offer;
- information on the identification and provision for pupils with SEND;
- supporting the vision and direction of the school;
- raising the profile of SEND on your GB and developing clear priorities, and
- commitment to inclusion.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre. Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

- Wednesday 15 November 2017
- Wednesday 24 January 2018
- Thursday 24 May 2018
Training for Statutory and Committee Roles

Promoting British Values

Aimed at: All governors, especially curriculum committee members. Linked to competences: 1(b), 1(d), 2(f) and 5(a).

Governors have a legal duty to ensure that their schools “actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”. This course sets out what is expected of schools in promoting fundamental British values. Specifically it covers:

• statutory requirements;
• what Ofsted expects;
• how spiritual, moral, social and cultural (SMSC) development and promoting fundamental British Values can lead to improvements in pupil achievement, teaching and learning;
• the fundamental British values pro-forma for SMSC, and
• key questions to ask of your leadership team in school.

Course time: 6:30pm-8:30pm. Venue: Midland Arts Centre. Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

• Monday 15 January 2018
• Wednesday 16 May 2018
Training for Statutory and Committee Roles

NEW for 2017/18

Curriculum Courses

Aimed at: Governors who sit on committees with responsibility for curriculum, outcomes, teaching and learning.
Linked to competences: 2(a, b & f) and 5(a).

GBs must ensure that the school has a broad and balanced curriculum and governors should ask searching questions if changes to the curriculum offer are suggested. The following courses give an overview of the curriculum and subject content as it relates to the phase of school that you govern. Each course will identify links to teaching and learning strategies, assessment, policies and highlight key questions to ask of your leadership team in school.

General overview applicable to Early Years Foundation Stage and Primary Key Stages 1 & 2
Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre. Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

- Tuesday 14 November 2017
- Tuesday 30 January 2018

Focus on the Secondary phase curriculum Key Stages 3 and 4
Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre. Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

- Wednesday 21 March 2018
Training for Statutory and Committee Roles

Managing Financial Resources

Aimed at: Chairs, finance/resource committee members.
Linked to competences: 2(c, d & f), 4(a) and 5(a).

This course provides a more in-depth look at school finances. It clarifies the role and responsibilities of the finance committee in respect of strategic financial management. Specifically it covers:

- strategic financial management in schools;
- budgetary and financial planning responsibilities for schools and GBs, specifically the role of the Finance Committee;
- ensuring financial efficiency;
- Pupil Premium tracking and accounting, and
- the regulatory framework for financial accountability.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

- Wednesday 7 March 2018
- Thursday 21 June 2018
Training for Statutory and Committee Roles

Headteacher Appraisal

Aimed at: Governors appointed to conduct the Headteacher’s appraisal.
Linked to competences: 2(a, b & e) and 5(a).

The performance management and development of the Headteacher, including effective appraisal, is an important part of the GB’s drive for school improvement. This course covers:
• the legal position and the GB’s role in staff performance;
• appointing an external adviser;
• the principles of appraisal and teacher standards and the setting of meaningful objectives for the Headteacher;
• reviewing progress;
• reporting to the board, and
• performance management and making recommendations on performance related pay.

Course time: 6:00pm-8:30pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

• Monday 2 October 2017
• Tuesday 26 June 2018
Training for Statutory and Committee Roles

Training for Panel Members

Perhaps one of the most challenging moments that a governor and clerk will face in their role is when they take responsibility to join or manage the arrangements for a formal panel or hearing. Training is available to inform governors about how to approach panel work, be it hearing formal complaints, reviewing exclusions, or dealing with disciplinary issues.

BCC HR Services for Schools provide training and advice for GBs in dealing with employee relations issues under relevant procedures including conducting hearings and appeals. To arrange training and support telephone 0121 303 8741 or email schoolshrbookings@birmingham.gov.uk.

School Exclusions Service provide training and advice to GBs on their legal duty to consider an exclusion, the delegation of functions, process to be followed and preparing for the consideration of an exclusion decision. To arrange training and support telephone 0121 303 2685 or email exclusions@birmingham.gov.uk.

The National Governance Association (NGA) provides training for GB panels through a 2 hour session tailored to the GBs specific circumstances. To arrange training from the NGA email training@nga.org.uk.
Training for Extended Skills and Strategic Leadership

NEW for 2017/18

Understanding and Interpreting Data

Aimed at: Governors at primary schools particularly those who are tasked with interpreting and evaluating pupil performance data.

Linked to competences: 2(a and b).

This course is offered by the Birmingham Education Partnership (BEP) to provide governors with a clear understanding of the role of data in holding school leaders to account for the performance of their school. Specifically it covers:

- how to make best use of the new “analyse school performance” service (replacement for RAISE on-line) and DfE performance tables;
- how to make best use of your school’s internal data;
- using data to inform self-evaluation, school improvement planning, and
- the questions that data should lead you to ask.

For more details, dates and to book on-line with BEP visit:
www.bep.education/home/training
Training for Extended Skills and Strategic Leadership

Evaluating Pupil Premium Spend

Aimed at: All governors particularly those committee governors who evaluate Pupil Premium spend.
Linked to competences: 2(b & d) and 5(a).

The aim of the pupil premium is to improve social mobility and to reduce the attainment gap between the highest and lowest achieving pupils nationally. However, using the additional resources provided by the premium to achieve these goals is not straightforward. This course provides advice and guidance on ensuring that proposals put forward for pupil premium spending will lead to the biggest possible increases in pupils’ learning. Specifically it covers:

- how pupil premium is allocated;
- using data and research to inform decision making;
- evaluating impact, and
- demonstrating impact to stakeholders.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

- Tuesday 19 September 2017
- Tuesday 8 May 2018
Training for Extended Skills and Strategic Leadership

NEW for 2017/18

Building Partnerships (workshop)

Aimed at: All governors.
Linked to competences: 1(a, c, & d), 4(a) and 6(a & b).

Governors face enormous pressures right now from the impact of funding reforms, increasing costs and the major question of what is the best way forward for their school. This workshop explores the ways in which schools are collaborating and building partnerships to future proof for the long haul. Specifically it covers:

• what drives collaboration;
• the forms of collaboration such as hard and soft federation; learning trusts and multi academy trusts;
• key differences between collaborative structures;
• levels of autonomy and accountability;
• implications for individual schools, and
• frequently asked questions.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre.
Cost £100 S&GS subscribers (£120 non-S&GS subscribers).

• Tuesday 23 January 2018
• Wednesday 2 May 2018
Introduction to Chairing

Aimed at: Chairs, vice-chairs, committee chairs and aspiring chairs of GBs at maintained schools and academies.
Linked to competences: 1(a & c), 2(f), 3(a), 4(a), 5(a) and 6(a).

Chairing a GB is a privilege and a responsibility. It can also be complex and often demanding. This course provides an overview of the work and main responsibilities of the Chair and how to ensure the effective functioning of the GB. Specifically it covers:

- leading governors and building an effective team;
- leading the business, meeting management and working with the clerk;
- the relationship with the Headteacher;
- how to make school improvement the focus of the GB’s work, and
- your continuing professional development and support.

Course time: 10:00am-2:00pm.
Venue: Midland Arts Centre.
Cost £130 S&GS subscribers (£150 non-S&GS subscribers).

- Saturday 11 November 2017
- Thursday 14 June 2018
Training for Extended Skills and Strategic Leadership

Termly networking meetings

Aimed at: All chairs.

These meetings provide a valuable (and rare) opportunity for Chairs' to come together and share the work that they are doing in their schools that makes a real difference to children and young people. As always we will discuss emerging national issues, local issues and give some important reminders for your GB's. These meetings are attended by senior officers in BCC who are on hand to answer your questions.

Course time: 6:15pm-8:15pm.
Venue: Midland Arts Centre.
Cost: Free to S&GS subscribers (£50 non-S&GS subscribers).

- Wednesday 4 October 2017
- Monday 5 February 2018
- Wednesday 13 June 2018

Leadership Development Programme

Aimed at: Chairs and aspiring chairs.
Linked to competences: 6(a & b).

The emphasis of this programme is not on tasks and how to chair a meeting but on developing chairs and aspiring chairs to support and lead their GB with confidence. The programme is made up of the leadership diagnostic and three units. Together they are likely to take up to 50 hours over three terms. However, the majority of those hours will be carried out at times which suit you. Face-to-face sessions are an important element of the programme and are kept to the minimum.

The full cost of this programme is £399, however there are scholarships available, meaning the cost to participants is just £79.

For more information, future workshop dates and scholarship options available visit the Leading Governance website: http://www.leadinggovernance.org
CPD for Clerks

Our programme of CPD for clerks covers all the knowledge, skills and behaviours required to provide professional clerking to the GB as set out in the Clerking Competency Framework (see page 4).

Introduction to Clerking

All new clerks are expected to attend this course.

Aimed at: New clerks and clerks in need of refresher training.

High quality professional clerking is crucial to the effective functioning of the GB. The Clerk should be the GBs “governance professional”. This course covers the key elements of the Clerk’s role, whether at a maintained school or at an academy. Specifically it covers:

• managing meetings, the minute taking role and good practice;
• providing advice to the GB including legislation and procedure;
• providing effective administrative support and record keeping;
• managing information appropriately;
• effective communication, and
• continuing professional development and support.

Course time: 6:30pm-8:30pm.
Venue: Midland Arts Centre.
Cost: Free to S&GS subscribers (£100 non-S&GS subscribers).

- Thursday 2 November 2017
- Tuesday 13 March 2018
- Wednesday 27 June 2018
CPD for Clerks

Termly briefings

Aimed at: All clerks.

Our popular termly briefings keep clerks abreast of changes and developments in school governance, new legislation and amendments to current legislation. They are also a great opportunity to share good practice and network with fellow clerks.

Venue: Birmingham and Midland Institute.
Cost: Free to S&GS subscribers (£50 non-S&GS subscribers).

- Tuesday 17 October 2017, 6:00pm-8:30pm
- Wednesday 7 March 2018, 9:30am-12noon
- Thursday 7 June 2018, 6:00pm-8:30pm

Clerks’ Development Programme

Aimed at: New and experienced clerks who wish to become accredited.

This is a certified programme from the National College for Teaching and Leadership (NCTL). It focuses on the skills, knowledge and behaviours required to be a highly effective clerk. The programme is made up of the leadership diagnostic and three elective units. The elective units are contextualised and therefore provide the participant with a choice of subject areas that are appropriate to their individual learning development needs. Face-to-face sessions are an important element of the programme, but you will not be expected to give up days on end.

The full cost of this programme is £399, however there are part scholarships available meaning the cost to participants is just £79.

For more information, future workshop dates and scholarship options available visit the Leading Governance web-site:
http://www.leadinggovernance.org/clerks-register.html
Modern Governor

Modern Governor is a provider of online professional development for school governors and academy trust board members.

On-line courses are organised into four distinct areas:
• governor induction and skills;
• governing specific schools;
• governor responsibilities, and
• inspection, safeguarding and safety.

Web: www.moderngovernor.com
Email: hello@moderngovernor.com
Tel: 0207 101 9383

Governor E-Learning (GEL)

Governor E-Learning (GEL) has a number of learning modules available covering many aspects of a governor’s role and responsibility.

Web: www.gelregistration.co.uk
Email: gel@nga.org.uk
Tel: 0121 237 4600

NGA Learning Link (launched summer 2017)

“NGA Learning Link” will provide users with access to over fifty modules that cover a range of governance-related topics including: strategy; team work; assessment; staffing; financial oversight; elements of effective governance; compliance, and collaboration. For more information:

Email: bill.kiely@nga.org.uk
Tel: 0121 237 3780
How to Apply for Courses

The following information applies to all courses referred to in this programme, with the exception of Safer Recruitment training (page 12), understanding data (page 20), the Leadership Development Programme (page 24) and the Clerks’ Development Programme (page 26).

Applying for a place:

Complete the form on page 30. Please ensure that you let us know on the form of any special requirements, e.g. venue access, hearing loop etc.

Obtain the signature of the headteacher/appropriate finance officer to authorise payment from the School’s budget.

The School should email the completed form to:

Email: governors@birmingham.gov.uk

Confirmation and joining instructions:

Confirmation of your place and joining instructions for the course are sent to you via email to the address entered on the application form.

If you have not received an email from us five days before the course takes place, then please contact us to ensure that we have received your application.

We will inform you if the course is cancelled for any reason and offer you a place on the next available course.
Our Cancellation Policy

Any cancellations must be confirmed in writing/via email. S&GS is liable for cost of venue hire and facilitators and will therefore charge the full cost for booked places even if delegates do not attend on the day, unless S&GS receive at least 10 working days-notice of cancellation.

Training requests and enquiries

Telephone: 0121 464 2215
Email: governors@birmingham.gov.uk
Fax: 0121 303 7234
Web: www.birmingham.gov.uk/SGS
Governor Training Course Booking Form

Event title:

NB: Do not use this form for Safer Recruitment – see page 12 for booking details

Event date: S&GS subscriber (please tick Y/N): Y N

Applicant’s name:

Applicant’s address:

Governor category: Date of term of office:

School:

We normally confirm booking and send joining instructions by email. Please enter the applicant’s preferred email address below.

Attendee’s email (please PRINT):

We can only accept one email address

Specific requirements (e.g. access):

In case of queries, please give personal contact details:

Applicant’s telephone: Applicant’s mobile:

Authorised signature: Headteacher/relevant Finance Officer

Budget code:

NB: We will use the default subjective code
L680 if no alternative is given above

Please apply by email: governors@birmingham.gov.uk

Cancellation by the Applicant:

Any cancellations must be confirmed in writing/via email. S&GS is liable for cost of venue hire and facilitators and will therefore charge the full cost for booked places even if delegates do not attend on the day, unless S&GS receive at least 10 working days’ notice of cancellation.
# Events Summary

<table>
<thead>
<tr>
<th>Induction</th>
<th>Autumn 2017</th>
<th>Spring 2018</th>
<th>Summer 2018</th>
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<tbody>
<tr>
<td></td>
<td>Sat 21 Oct, MAC</td>
<td>Sat 27 Jan, MAC</td>
<td>Sat 28 April, MAC</td>
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<td></td>
<td>Sat 25 Nov, MAC</td>
<td>Sat 17 Feb, MAC</td>
<td>Sat 19 May, MAC</td>
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<td></td>
<td>Sat 9 Dec, MAC</td>
<td>Wed 21 Mar, MAC</td>
<td>Wed 4 July, MAC</td>
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<thead>
<tr>
<th>Training for Core Functions</th>
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<tbody>
<tr>
<td>Strategic Governance</td>
<td>Tues 5 Dec, MAC</td>
<td>Thurs 1 Feb, MAC</td>
<td>Thurs 19 April, MAC</td>
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<tr>
<td>Effective Challenge</td>
<td>Tues 31 Oct, MAC</td>
<td>Wed 31 Jan, MAC</td>
<td>Mon 30 April, MAC</td>
</tr>
<tr>
<td>Finance Introduction</td>
<td>Thurs 30 Nov, MAC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparing your GB for Ofsted</td>
<td>Tues 21 Nov, MAC</td>
<td>Tues 27 Feb, MAC</td>
<td>Thurs 17 May, MAC</td>
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<thead>
<tr>
<th>Training for Statutory / Committee Roles</th>
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<tbody>
<tr>
<td>Safer Recruitment</td>
<td>Wed 11 Oct, Holt Court Aston</td>
<td>Tues 16 Jan, Holt Court Aston</td>
<td>Thurs 26 April, Holt Court Aston</td>
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<tr>
<td></td>
<td>Thurs 16 Nov, Holt Court Aston</td>
<td>Thurs 15 Feb, Holt Court Aston</td>
<td>Thurs 24 May, Holt Court Aston</td>
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<td></td>
<td>Tues 12 Dec, Holt Court Aston</td>
<td>Wed 21 March, Holt Court Aston</td>
<td>Tues 19 June, Holt Court Aston</td>
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<td>Wed 11 July, Holt Court Aston</td>
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<tr>
<td>Safeguarding (Role of the GB)</td>
<td>Tues 17 Oct, MAC</td>
<td>Tues 6 Feb, MAC</td>
<td>Wed 9 May, MAC</td>
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<tr>
<td>PREVENT</td>
<td>Thurs 19 Oct, MAC</td>
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<td>Wed 6 June, MAC</td>
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<tr>
<td>Role of the SEND governor</td>
<td>Wed 15 Nov, MAC</td>
<td>Wed 24 Jan, MAC</td>
<td>Thurs 24 May, MAC</td>
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<tr>
<td>British Values/SMSC</td>
<td>Mon 15 Jan, MAC</td>
<td></td>
<td>Wed 16 May, MAC</td>
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<tr>
<td>Curriculum Primary and EYFS</td>
<td>Tues 14 Nov, MAC</td>
<td>Tues 30 Jan, MAC</td>
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<td>Curriculum Secondary</td>
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<tr>
<td>Managing Financial Resources</td>
<td></td>
<td>Wed 7 March, MAC</td>
<td>Thurs 21 June, MAC</td>
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<td>Headteacher Appraisal</td>
<td>Mon 2 Oct, MAC</td>
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<td>Training for Extended Skills and Strategic Leadership</td>
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<td>Evaluating Pupil Premium spend</td>
<td>Tues 19 Sep, MAC</td>
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<td>Building Partnerships</td>
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<td>Chairing Introduction</td>
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<td>Chair’s Network Meetings</td>
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<td>Clerk Development</td>
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<tr>
<td>Induction</td>
<td>Thurs 2 Nov, MAC</td>
<td>Tues 13 March, MAC</td>
<td>Wed 27 June, MAC</td>
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<tr>
<td>Clerks’ Briefing (times vary see page 26)</td>
<td>Tues 17 Oct, BMI</td>
<td>Wed 7 March, BMI</td>
<td>Thurs 7 June, BMI</td>
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</tbody>
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MAC = Midland Arts Centre  
BMI = Birmingham and Midland Institute