Training and Development for Governors

2018-19

Updated August 2018
WELCOME AND GENERAL INFORMATION

Welcome to the 2018-2019 training and development programme for governors. This booklet contains course information for the next academic year. We will issue details of additional events as they arise and provide written briefings and updates on topical issues.

Our programme aims to:

- Equip governing boards to be effective in the strategic leadership of their school
- Support governors to play their part in school improvement
- Reflect national developments and local issues
- Provide opportunities to share experience and good practice with colleagues across the Royal Borough of Kensington and Chelsea and the City of Westminster and from other boroughs too.

Ofsted will continue to evaluate how well governors support and strengthen school leadership, including by developing their own skills and evaluating their own impact on school improvement. Our courses, forums and briefings are an important means of keeping up to date. All governors can attend courses in this programme.

If your school buys into the Bi-borough School Improvement SLA, all courses will be free of charge (unless otherwise stated). If your school has chosen not to buy into the SLA and you see a course in this booklet which interests you, we will invoice your school on a pay as you go basis. If the timing is not convenient let us know and we may be able to suggest a similar event. Additional courses may be added to the programme according to need.

Currently, Ofsted now consider governance under the criteria of Effectiveness of Leadership and Management. The Common Inspection Framework (CIF) sets out the overarching criteria for judging the effectiveness of leadership and management.

In making this judgement in schools, inspectors will consider:

- the leaders’ and governors’ vision and ambition for the school and how these are communicated to staff, parents and pupils
- whether leaders have created a culture of high expectations, aspirations and scholastic excellence in which the highest achievement in academic and vocational work is recognised as vitally important
- whether leaders have the highest expectations for social behaviour among pupils and staff, so that respect and courtesy are the norm
- the rigour and accuracy of self-evaluation and how well it leads to planning that secures continual improvement
- the design, implementation and evaluation of the curriculum, ensuring breadth and balance
- how the school supplements the formal curriculum with extra-curricular opportunities for pupils to extend their knowledge and understanding and to improve their skills in a range of artistic, creative and sporting activities
how effectively leaders use the PE and sport premium and measure its impact on outcomes for pupils, and how effectively governors hold them to account for this

how the school prepares pupils positively for life in modern Britain and promotes the fundamental British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs and for those without faith

the effectiveness of the actions leaders take to secure and sustain improvements to teaching, learning and assessment

how leaders ensure that the school has a motivated, respected and effective teaching staff to deliver a high quality education for all pupils

the quality of continuing professional development for teachers at the start and middle of their careers and later, and how leaders use performance management to promote effective practice across the school

how effectively leaders and governors track the progress of groups of pupils to ensure that none fall behind and underachieve, and how effectively governors hold them to account for this

how well leaders engage with parents, carers and other stakeholders and agencies to support all pupils

how effectively leaders use additional funding, including the pupil premium, and measure its impact on outcomes for pupils, and how effectively governors hold them to account for this

the effectiveness of governors in discharging their core statutory functions

how leaders promote all forms of equality and foster greater understanding of and respect for people of all faiths (and those of no faith), races, genders, ages, disability and sexual orientations (and other groups with protected characteristics), through their words, actions and influence within the school and more widely in the community

the effectiveness of safeguarding

the work to raise awareness and keep pupils safe from the dangers of abuse, sexual exploitation, radicalisation and extremism, and what the school does when it suspects that pupils are vulnerable to these issues.

Constitution regulations encourage governor recruitment on the basis of their skills and new appointments should continue this process.

The Governor’s Competency Framework was issued in January 2017. This develops the expectation that chairs of governors and governing boards are the key influencers of governing board effectiveness. In addition, The Clerks Competency Framework was issued in April 2017 and this supports the clerks work with governing boards.

Who is included? The courses are relevant for governors, clerks and headteachers in LA maintained schools, Free schools and Academies.

How much does it cost? Most sessions are free to schools that have subscribed to the Bi—borough School Improvement SLA for 2018-2019. Occasionally there is a fee, which is identified in the course details. The cost to non-subscribing schools is £60 per governor for short courses and £120 per governor for half-day courses. If without prior notification, governors do
not attend courses for which they have registered, there is a standard charge of £30 for Maintained Schools and £40 for Free Schools and Academies.

**How to book:** It is essential that you pre-book for all sessions. Courses available to book via our website: [https://www.thelillahuset.com/event-category/governors/](https://www.thelillahuset.com/event-category/governors/). Please click on the course title in the table (on the following page) to book a place. Alternatively visit the website, select CPD and then Governors from drop down list to browse the list of available courses. Once you have booked a place online, you will receive an automatic email confirming your booking. If you have not received this confirmation, please do not assume that you are booked. If you have any queries relating to your booking, please email Clare Sumpter: Clare.sumpter@rbkc.gov.uk or the CPD Team at cpd@thelillahuset.com

**Waiting lists:** If a course is fully booked please email Clare.sumpter@rbkc.gov.uk to join the waiting list. We often get cancellations and can then offer places to governors on the waiting lists or if there is enough demand an additional session can be arranged.

External Courses will need to be booked direct through the organisation providing the course. Details are included in the course information below.

**How is the programme structured?** The programme is divided into six sections and aligns with the [Governors Competency Framework 2017](https://www.thelillahuset.com/event-category/governors/):
## SUMMARY LIST OF COURSES

Please click on the course title for further information and to book a place via our website.

<table>
<thead>
<tr>
<th>Title &amp; Booking (click on course title)</th>
<th>Date</th>
<th>Time</th>
<th>Venue*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Governors Role in HT Performance</td>
<td>11/09/2018</td>
<td>6.30pm-8.30pm</td>
<td>5, TS</td>
</tr>
<tr>
<td>Clerks Briefing</td>
<td>13/09/2018</td>
<td>3.00pm-5.00pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Developing a Strategic Year Plan</td>
<td>20/09/2018</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>Preparation for Ofsted</td>
<td>26/09/2018</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>(Ideal for schools due an Ofsted Inspection)</td>
<td></td>
<td>(date corrected)</td>
<td></td>
</tr>
<tr>
<td>New to being a SEND Governor</td>
<td>3/10/2018</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Welcome to New Governors</td>
<td>6/10/2018</td>
<td>10.00am-3.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>Safeguarding for Governors</td>
<td>10/10/2018</td>
<td>10.00am-12.00noon</td>
<td>KTH</td>
</tr>
<tr>
<td>Health &amp; Safety for Governors</td>
<td>16/10/2018</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Understanding Data (for Primary Schools)</td>
<td>17/10/2018</td>
<td>6.30pm-8.30pm</td>
<td>5, TS</td>
</tr>
<tr>
<td>Prevent Awareness</td>
<td>30/10/2018</td>
<td>6.00pm - 8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>GDPR Briefing for Governors</td>
<td>01/11/2018</td>
<td>6.30pm – 8.30pm</td>
<td>5, TS</td>
</tr>
<tr>
<td>Ofsted Update for Governors</td>
<td>06/11/2018</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>Role of Staff and Parent Governors</td>
<td>13/11/2018</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Chairs Forum</td>
<td>15/11/2018</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>NEW How to present your case effectively at Appeal hearings</td>
<td>21/11/2018</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Governors role in Exclusions</td>
<td>28/11/2018</td>
<td>4.00pm-6.00pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Chairs of Committees &amp; New Chairs Induction</td>
<td>04/12/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Clerk’s Briefing</td>
<td>10/01/2019</td>
<td>3.00pm-5.00pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Emergency Planning and Critical Incidents</td>
<td>15/01/2019</td>
<td>6.30pm -8.00pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Supporting, Challenging &amp; Holding to Account</td>
<td>24/01/2019</td>
<td>6.00pm -8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>Online Safety for Governors</td>
<td>31/01/2019</td>
<td>6.00pm -8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>Course</td>
<td>Date</td>
<td>Time</td>
<td>Venue</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>------------</td>
<td>---------------</td>
<td>-------</td>
</tr>
<tr>
<td>Governor’s Conference</td>
<td>02/02/2019</td>
<td>9.00am-2.00pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Welcome to New Governors</td>
<td>06/02/2019</td>
<td>10.00am-3.00pm</td>
<td>KTH</td>
</tr>
<tr>
<td>How to be an effective Governing Board</td>
<td>13/02/2019</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Safeguarding for Governors</td>
<td>05/03/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Chairs Forum</td>
<td>06/03/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Strategic Financial Management</td>
<td>12/03/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>NEW Dealing with Parental Complaints</td>
<td>19/03/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Governors Hearings – Getting it right</td>
<td>27/03/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Visiting Your School and What To Ask</td>
<td>02/04/2019</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>SEND Finance</td>
<td>24/04/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Clerk’s Briefing</td>
<td>02/05/2019</td>
<td>3.00pm-5.00pm</td>
<td>TBC</td>
</tr>
<tr>
<td>SEND &amp; Ofsted</td>
<td>09/05/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>NEW Reviewing the impact of the your Governing Board</td>
<td>16/05/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Chairs Forum</td>
<td>21/05/2019</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Safeguarding for Governors</td>
<td>13/06/2019</td>
<td>4.00pm-6.00pm</td>
<td>TBC</td>
</tr>
<tr>
<td>Welcome to New Governors</td>
<td>17 &amp; 24/6/19</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
</tr>
</tbody>
</table>

All the above courses can be booked online by clicking the course title. If you have any problems with booking online, please email clare.sumpter@rbkc.gov.uk

*Venue Codes:
LH: Lilla Huset Centre, 191 Talgarth Road, Hammersmith, London, W6 8BJ
KTH: Kensington Town Hall, Hornton Street, Kensington, W8 7NX
S, TS: 5 The Strand, London, WC2N 5HR (The building is next to Charing Cross Station)
TBC: Venue to be confirmed. All governors already booked to attend a course will be emailed the venue details once they are confirmed. Alternatively please check the bookings website for the latest course information.
1. Strategic Leadership

**CHAIR’S FORUM (FOR RBKC AND WESTMINSTER CHAIRS ONLY)**

Open to Chairs of Governors or their designated deputy. We recommend that all governing boards ensure they are represented at these meetings. These termly meetings with senior officers examine significant issues for all schools, look at areas of best practice and are an opportunity to network with colleagues from other schools.

**Dates / Times / Venue:**
- 15 November 2018, 6.30pm to 8.30pm, Kensington Town Hall
- 6 March 2019, 6.30pm to 8.30pm, VENUE TBC
- 21 May 2019, 6.30pm to 8.30pm, VENUE TBC

**Course Leader:** Jackie Saddington, Head of School Governors Services

*There is no charge for this termly forum.*

[Click here to book a place](#)

---

**DEVELOPING A STRATEGIC YEAR PLAN**

This session will help governors strategically plan what they want to achieve in their schools in 2018-19. The course will build on the governance framework approach as well as the core functions. It aims to help them be clear about the difference the governing board can make over the year as well as how they can keep track and evidence their impact. It should turn the 20 questions for the governing board into a useful active tool.

**Dates / Times / Venue** 20 September 2018, 6.00pm to 8.00pm, Lilla Huset Centre

**Course Leader:** Jackie Saddington, Head of School Governors Services

[Click here to book a place](#)

---

**GOVERNORS CONFERENCE**

This annual conference is open to all governors.

Venue, programme and costs will be confirmed in the Autumn Term.

**Date:** Saturday 2 February 2019

[Click here to book a place](#)
2. Accountability

**HEADTEACHER PERFORMANCE MANAGEMENT: GOVERNORS’ ROLE**

The quality of teaching is the main factor which influences the achievement and progress of pupils. Governing boards have a crucial role in recruiting, supporting and developing staff. This session looks at school and headteacher appraisal arrangements; at how the process links with school improvement, school self-evaluation, the teaching standards and professional development.

By the end of this session, governors will understand
- responsibilities of the governing board under the 2012 appraisal regulations and Ofsted arrangements, including model policies
- managing the performance of the headteacher and the role of the External Adviser
- the links to school self-evaluation and school improvement plan
- how performance management links to pay and salary progression
- links to capability procedures
- how to know if performance management is making a difference

**Dates / Times / Venue:** 11 September 2018, 6.30pm - 8.30pm, 5, The Strand

**Course Leaders:** Lucy Nutt, Principal Lead Adviser and Jackie Saddington, Head of School Governors Services

[Click here to book a place](#)

**SUPPORTING, CHALLENGING AND HOLDING TO ACCOUNT**

The September 2015 Ofsted handbook identifies key areas of good governance including “the leaders and governors’ vision and ambition for the school and how these are communicated to staff, parents and pupils”.

By the end of the session participants will have increased understanding of:
- the core issues on which governors need to focus
- what is meant by “challenge” and “holding to account” in a constructive and supportive context
- what aspects of the school’s work should be evaluated by the governing board and how this can be done most effectively
- effective evaluation

Governors will be equipped with a number of tools on issues such as useful questions to ask, head teacher reports and self-evaluation activities to increase effectiveness

**Dates / Times / Venue:** 24 January 2019, 6.00-8.00pm, Lilla Huset Centre

**Course Leader:** Jackie Saddington, Head of School Governors Services

[Click here to book a place](#)
**SEND FINANCE For SEND Governors**

**Funding Special Educational Needs and Disability Provision in Your School.**

This session is designed for governors wanting to have a better understanding of how special educational needs and disability (SEND) provision is resourced and funded. The session is for any governor wanting an introduction to SEND finance. By the end of this session you will:

- have been introduced to the mechanisms for funding SEND in schools;
- understand how SEND provision is funded at SEN Support and for pupils with an Education, Health and Care Plan;
- be familiar with the availability of contingency funding for some pupils;
- introduced to ways schools account for and evaluate their SEND funding;
- be more familiar with the efficient use of SEND funding and resources.

**Dates/Times/Venue:** 24 April 2019, 6.30pm-8.30pm, Venue to be confirmed

**Course Leader:** Andrew Tagg, Director of Operations and Programmes and Julie Ely, Assistant Director for SEND and Vulnerable Children

[Click here to book a place](#)

**SEND AND OFSTED For SEND Governors**

**How will Ofsted Inspect the Special Educational Needs and Disability Provision in Your School?** This session for governors will cover how special educational needs and disability (SEND) provision is inspected by Ofsted in both mainstream and special schools. The session will equip governors with knowledge and understanding in carrying out their role of support and challenge.

By the end of this session you will:

- have been introduced to the current Ofsted inspection framework;
- know how Ofsted reaches a judgement on the quality of SEND provision;
- understand how SEND data is interpreted and used to inform an inspection;
- be equipped with a series of possible questions to ask in relation to SEND provision;
- know how well your school is prepared for its next Ofsted inspection.

**Dates/Times/Venue:** 9 May 2019, 6.30pm-8.30pm, Venue to be confirmed

**Course Leader:** Dr Keith Tysoe, SEND Adviser

[Click here to book a place](#)
STRATEGIC FINANCIAL MANAGEMENT

Ofsted Inspectors and Auditors assess the governors’ role in ensuring solvency and financial probity, that the school’s financial resources are managed effectively and how the pupil premium and other resources are used to overcome barriers to learning. This course will consider these issues and the requirement for online publication of the school’s pupil premium allocation and how it has been spent, plus the Schools’ Financial Value Statement (SFVS).

Participants will understand the governing board’s role in budget planning and monitoring and the effective management of financial resources including:

- factors that affect the size of the school budget
- the use of the pupil premium and sports funding
- accountability and delegation arrangements, e.g. interpretation of termly financial reports, committee structures and terms of reference
- audit arrangements
- tools to assist governors in financial management e.g. benchmarking, SFVS expectations
- useful questions to ask

Dates / Times / Venue: 12 March 2019, 6.30pm-8.30pm, Venue to be confirmed
Course Leader: Kashmira Ladd, Education Finance Consultant
Click here to book a place

VISITING YOUR SCHOOL AND WHAT TO ASK

This session will explore good practice, protocols and the type of questions governors should ask when visiting their school. You will work with other governors to develop appropriate questioning strategies to enable you to have confidence in challenging the Head as well as supporting them.

By the end of the session governors will have gained confidence to visit their schools, have a greater understanding of their roles and responsibilities, what questions to ask and understand how visits fit with Ofsted expectations.

Dates / Times / Venue: 2 April 2019, 6.00pm – 8.00pm, Lilla Huset Centre
Course Leader: Jackie Saddington, Head of School Governors Services
Click here to book a place

UNDERSTANDING DATA (FOR PRIMARY SCHOOL GOVERNORS)

This session will support governors in understanding published data. The session will include looking at school strengths and areas for development. Governors will review Ofsted’s inspection data summary report (IDSR). This will include interpreting the:

- guidance on using the IDSR
- guidance on areas to investigate
- information about the percentile boundaries used
- studying anonymised reports

Dates / Times / Venue: 17 October 2018, 6.30pm – 8.30pm, 5 The Strand (Charing Cross)
Course Leader: Shelley Duffy, Principal Lead Adviser
Click here to book a place
3. People - Building an effective team

CLERKS’ TERMLY BRIEFING

An effective clerk is critical to an effective governing board. These termly sessions provide an update on current issues with a focus on items for forthcoming agendas and good practice in clerking. They are also an opportunity for clerks to share experience.

Dates / Times / Venue
13 September 2018, 3.00pm-5.00pm, Kensington Town Hall
10 January 2019, 3.00pm - 5.00pm, Venue to be confirmed
2 May 2019 (date change)  2019, 3.00pm – 5.00pm, Venue to be confirmed

Course Leader: Jackie Saddington, Bi-borough Head of School Governors Services
Click here to book a place

WHOLE GOVERNING BOARD TRAINING

Whole governing board training can be an effective way of developing the knowledge and skills of all governors, identifying focus and priorities, improving working practices and enhancing teamwork. The following is a list of topics you may wish to consider.

- How to be a more effective governing board
- Self-Evaluation
- What makes an outstanding governing board?
- Governor visits
- Considering alternative governance structures
- Developing a plan of work for the governing board
- More effective committees
- Challenging and supporting: asking the right questions
- Understanding and Analysing Data questions
- Safeguarding
- Preparing for Ofsted
- Role of parent or staff governors
- Dealing with complaints
- Sitting on panel hearings
- Exclusion hearings

Bespoke training sessions can be organised to cover one or more of the above topics. To arrange for whole governing board training, please contact: Jackie.saddington@rbkc.gov.uk
4. Structures- Roles and Responsibilities

NEW GOVERNORS

All new governors should ideally attend within one year of appointment

Ofsted evaluates the effectiveness of governance as part of the school’s leadership and management arrangements. This course will enable new governors to carry out their roles and responsibilities effectively, to support and challenge their schools and to contribute to raising standards. It is helpful but not essential to have been to at least one governing board meeting before attending.

By the end of the course governors will know more about:

- the strategic role of governors in school improvement, Ofsted expectations and governors’ main powers and duties
- how governors provide support and challenge; how to get organised; getting to know your school including the analysis of contextual data
- accountability and communication, working with the headteacher and staff; relationships with parents and the wider community

Dates / Times / Venue:
6 October 2018, 10.00am – 3.00pm, Lilla Huset Centre
6 February 2019 (date changed), 10.00am – 3.00pm, Kensington Town Hall
17 & 24 June 2019, 6.30pm – 8.30pm, Venue to be confirmed. Governors must attend both evenings

Course Leader: Jackie Saddington, Head of School Governors Services

Click here to book a place

NEW TO THE ROLE OF SPECIAL EDUCATIONAL NEEDS AND DISABILITY GOVERNOR

This session for governors will cover basic information on special educational needs and disability (SEND). The session is designed for those new to the role of SEND governor. However, it will be equally useful to any governor wanting to develop their understanding of SEND or those wishing to refresh their knowledge.

By the end of this session you will:

- have been introduced to the SEND Code of Practice (2015) and associated legislation;
- know the common terms and concepts used in relation to SEND matters;
- have a fuller understanding of the responsibilities of the school and governing board in relation to SEND provision;
- be knowledgeable about the SEND information and data available in schools;
- be more confident in carrying out your role of support and challenge in this area.

Dates / Times / Venue: 3 October 2018, 6.30 -8.30pm, Kensington Town Hall,

Course Leader: Dr Keith Tysoe, SEN Adviser

Click here to book a place
ROLE OF STAFF AND PARENT GOVERNORS

The roles of staff and parent governors are quite distinct from the other governors in that they are often seen as representing stakeholders as opposed to being a representative from stakeholders. This course will examine the roles of both types of governors to give a greater understanding of the roles. Staff and parent governors will have a greater understanding of their roles which will enable full participation in governing board decision making and clarity on representation.

Dates / Times / Venue: 13 November 2018, 6.30pm-8.30pm, Kensington Town Hall,
Course Leader: Jackie Saddington, Bi-borough Head of School Governors Services

Click here to book a place

CHAIRS OF COMMITTEES AND NEW CHAIRS INDUCTION

This course will help develop chairing skills with a view to ensuring that agendas are manageable, meetings are well planned and run, all members are encouraged to participate and staff are held to account. Discussions will take place on what makes an effective Chair/meeting. This course is also suitable for new (or relatively new) Chairs of Governors with a view to clarifying the role, your own expectations as a Chair as well as expectations of others. This will help you gain an understanding of the requirements and responsibilities of being a Chair.

By the end of the session governors will have gained a greater understanding of how to chair a meeting effectively, learnt how to prepare agendas with the clerk and Headteacher and learnt how to get the most out of meetings/people as well as understanding the role of the Chair. You will also understand how to handle the expectations of governors, staff and parents and gained knowledge on the importance of delegation and working productively with the Headteacher.

Dates / Times / Venue: 4 December 2018, 6.30pm-8.30pm, Venue to be confirmed
Course Leader: Jackie Saddington, Head of School Governors Services

Click here to book a place
5. Compliance - Statutory and contractual requirements

**SAFEGUARDING For all governors especially child protection governors**

The governing board has a duty under Section 175 of the 2002 Education Act to safeguard and promote the welfare of children. This course gives the latest guidance on the governing board’s role and responsibilities. By the end of the session governors will understand the respective roles and responsibilities of the governing board and staff for child protection and allegations management.

**Issues to be covered include:**

- creating a safe environment
- allegations management
- ensuring safe working practices
- communicating with parents
- safer recruitment procedures
- role of a designated child protection governor
- child protection procedures
- Ofsted expectations
- PREVENT duties
- useful questions to ask

**Dates / Times / Venue**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 October 2018</td>
<td>10am -12noon</td>
<td>Kensington Town Hall,</td>
<td>To be confirmed</td>
</tr>
<tr>
<td>5 March 2019</td>
<td>6.30pm – 8.30pm</td>
<td>To be confirmed</td>
<td></td>
</tr>
<tr>
<td>13 June 2019 (data corrected)</td>
<td>4.00pm– 6.00pm</td>
<td>To be confirmed</td>
<td></td>
</tr>
</tbody>
</table>

**Course Leader:** Hilary Shaw, Bi Borough Safeguarding, Child Protection, Schools and Education Manager

[Click here to book a place](#)

**HEALTH AND SAFETY**

This session will address the key issues for governors when ensuring that their school is a safe and healthy place for learners, staff and visitors. The course will focus on legal requirements to minimise the risk of accidents and litigation. The session is relevant for all types of school – community, voluntary aided and academy.

**Dates/Times/Venue:** 16 October 2018, 6.30pm-8.30pm, Kensington Town Hall

**Course Leader:** Marlon Barnes, Bi-borough (LBHF & RBKC) Corporate Health & Safety Advisor

[Click here to book a place](#)

**PREVENT AWARENESS**

This training session for governors will explore key issues relating to radicalisation and extremism (including an overview of the local threat picture), how these risks might take root and develop, and what schools can do to prevent it. It will also importantly cover how safeguarding concerns about a vulnerable individual can be appropriately shared in order to access specialist support.

**Dates/Times/Venue:** 30 October 2018, 6.00pm-8.00pm, Lilla Huset Centre

**Course Leader:** PREVENT Team

[Click here to book a place](#)
GDPR BRIEFING FOR GOVERNORS

A briefing to outline an overview of the General Data Protection Regulation (GDPR) that came into force across the EU in May 2018. The session will look at how the regulation applies to schools, and what governors should be doing to check that their school is compliant.

Dates/Times/Venue 1 November 2018, 6.30-8.30pm, 5 The Strand (Charing Cross)
Course Leader: Dr Fatima Zohra, DPO, Office of the Data Protection Officer
Click here to book a place

SAFER RECRUITMENT (PROVIDED BY THE LSCB)

The Local Safeguarding Children’s Board (LSCB) run Safer Recruitment training sessions which Governors can attend. Full day sessions are ideal for Governors who have not undertaken any Safer Recruitment training before. The half-day refresher sessions are for governors who have previously attended training. As these training sessions are shared with other organisations, spaces are limited so please book early to avoid disappointment. Please be aware these courses are booked subject to the LSCB’s terms & conditions which include a late cancellation/no-show charge to your school.

All staff recruitment panels must consist of at least one person who has attended safer recruitment training. The Safer recruitment training provides valuable information on a safer school culture, and advice and guidance to support governors/staff against employing unsuitable people in schools. The training will demonstrate how to ensure that effective recruitment and selection processes are in place to enable learners to be well taught and protected.

For enquiries about the LSCB training programme: Phone 020 8753 5317, email: lscb@rbkc.gov.uk or online LSCB website www.rbkc.gov.uk/lscb/ or email clare.sumpter@rbkc.gov.uk

OFSTED UPDATE

Ofsted will evaluate the effectiveness of governance and its impact on raising achievement as part of the school’s leadership and management judgements. This course looks at the guidance and the grade descriptors for outstanding, good, requires improvement and inadequate schools. By the end governors will understand:

• the key factors leading to a particular judgement
• whether self-evaluation is providing you with an accurate picture of your school
• whether the governing board is working in ways which are likely to be judged at least good
• the questions governors are likely to be asked

Dates / Times / Venue 6 November 2018, 6.00pm-8.00pm, Lilla Huset Centre,
Course Leaders: Lucy Nutt, Principal Lead Adviser and Ofsted Inspector and Dr Keith Tysoe, Lead Adviser and Ofsted Inspector, Helen Ridding, Primary Adviser, LDBS
Click here to book a place
NEW  HOW TO PRESENT YOUR CASE EFFECTIVELY AT APPEAL HEARINGS

This course is aimed at those governors who present to appeals panels hearings to provide them with confidence in explaining and justifying the reasons why the original panel reached the conclusion that it did. During this course, governors will examine anonymous case studies from previous hearings and will have the opportunity to discuss cases with other governors. This course will give governors confidence in presenting cases at appeals hearings, ensuring hearings are properly conducted and help avoid legal challenges to decisions.

By the end of this session participants will know how to present their case effectively to appeals hearings.

Dates / Times / Venue 21 November 2018, 6.30pm-8.30pm, Kensington Town Hall
Course Leader(s): Jackie Saddington, Head of School Governors Services and Shereen Moussa, Bi-borough Schools HR
Click here to book a place

NEW  DEALING WITH PARENTAL COMPLAINTS

Every school and academy is required to adopt and to publicise a complaints procedure. The law does not specify what the process should be; academy procedures are more prescriptive. Complaints can be one of the most difficult issues a school has to deal with. If not handled well in the early stages they can become protracted, adversarial and have the potential for further legal action.

By the end of this session participants will have a better understanding of:
• the principles of good complaint handling
• the options for appropriate procedures
and will be equipped to participate in a fair complaints procedure

Dates / Times / Venue: 19 March 2019 (date corrected), 6.30pm-8.30pm, Venue to be confirmed
Course Leader(s): Jackie Saddington, Head of School Governors Services and Shereen Moussa, Bi-borough Schools HR
Click here to book a place

GOVERNORS ROLE IN EXCLUSIONS

This course will look at the responsibilities of the Governors in the exclusion process. It will focus on the role of governors at the discipline committee and current legislation and guidance around exclusions; it will also consider which pupils are most vulnerable to exclusion from their school. This course will increase governors’ awareness of their role in respect of exclusions; provide information on current legislation and guidance which will reduce chances of an exclusion being overturned on appeal. It will also give them a greater understanding of which pupils are more vulnerable to exclusion.

Dates / Times / Venue 28 November 2018, 4.00pm-6.00pm, Kensington Town Hall
Course Leader: Paul Worts, Senior Exclusions and Fair Access Officer
Click here to book a place
## GOVERNORS’ HEARINGS – GETTING IT RIGHT

This course will give governors and clerks confidence that governors’ hearings are properly conducted and conform to the principles of natural justice. It will also help avoid legal challenges to decisions. Areas covered include staff disciplinary hearings, appeals and exclusions.

By the end of this session participants will know how to ensure that justice is done and seen to be done in relation to a panel’s procedures, deliberation and communication to all parties. Issues covered include:

- the role of the clerk and chair
- convening a panel – membership and remit
- pre-meeting preparation and correspondence
- panel procedures, evidence and skills required to ensure a fair hearing
- ensuring a good record of the meeting and appropriate follow up correspondence

**Dates / Times / Venue** 27 March 2019, 6.30pm-8.30pm, Venue to be confirmed

**Course Leader(s):** Jackie Saddington, Head of School Governors Services and Shereen Moussa – Bi-borough Schools HR Manager

[Click here to book a place](#)

---

## EMERGENCY PLANNING AND CRITICAL INCIDENTS

*For all governors particularly those on premises and staffing committees*

This session will provide an overview for governors on developing or reviewing the school’s emergency plan.

**Dates / Times / Venue** 15 January 2019, 6.30pm – 8.00pm, Venue to be confirmed

**Course Leader:** Tony Andrews, Emergency Planning Manager, Westminster

[Click here to book a place](#)

---

## ONLINE SAFETY FOR GOVERNORS

This course will enable governors to be brought up to date with the technology pupils may be using to enable governors to keep pupils safe. By the end of the session governors will be knowledgeable about their strategic role, developments in online safety, how pupils use technology and how to keep pupils and staff safe.

**Dates / Times / Venue** 31 January 2019, 6.00pm-8.00pm, Lilla Huset Centre

**Course Leader:** Helen Warner, Business Development Manager 3BM

[Click here to book a place](#)
SECTION 6: EVALUATION

PREPARATION FOR OFSTED *Ideal for schools due an Ofsted Inspection*

This course will help prepare the governing board for the inspection process and ensure it is aware of Ofsted’s expectations of governance. It will look at how the inspection process works and the key areas of focus in the inspection framework. The session will consider the sources of evidence that will be looked at by the inspection team and will also look at the key characteristics of effective governance.

**Dates / Times / Venue** 26 September 2018, 6.30-8.30pm, Kensington Town Hall

**Course Leaders:** Lucy Nutt, Principal Lead Adviser and Ofsted Inspector

[Click here to book a place](#)

HOW TO BE AN EFFECTIVE GOVERNING BOARD

This course is an opportunity to **clarify** the roles and responsibilities of the school governor/governing board and learn how to carry these out effectively to support the improvement of the outcomes in school. Learn how to develop the governor’s strategic role and explore how to challenge the school by monitoring and evaluation and asking pertinent questions.

Governors will have a clear idea of the role and responsibilities of the governing board and individual governors. They will understand the governor’s strategic roles and how to challenge and hold the Headteacher and their staff to account by asking probing questions, understanding monitoring and evaluation and being supportive of initiatives.

**Dates/Times/Venue** 13 February 2019, 6.30pm-8.30pm, Kensington Town Hall

**Course Leader:** Jackie Saddington, Bi-borough Head of School Governors Services

[Click here to book a place](#)

NEW REVIEWING THE IMPACT OF YOUR GOVERNING BOARD

The Governance handbook (2017) states that governing boards 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.

This session will demonstrate how governing boards should seek to assess how effectively they are functioning and how well they are working with the senior leadership team (SLT). It will include considering how the board plans governance activities to determine how the school is progressing towards its development goals, to identify and evidence the impact of their work, and to ensure the core functions are being achieved. There are a number of ways in which the governing board’s impact can be identified and evidenced and examples of how Governing Boards can identify impact will be shared.

**Dates / Times / Venue** 16 May 2019, 6.30-8.30pm, Kensington Town Hall

**Course Leaders:** Jackie Saddington, Head of School Governors Services

[Click here to book a place](#)
FURTHER DEVELOPING THE GOVERNING BOARD

WHOLE GOVERNING BOARD TRAINING

Whole governing board training can be an effective way of developing the knowledge and skills of all governors, identifying focus and priorities, improving working practices and enhancing teamwork. The following is a list of topics you may wish to consider:

- How to be a more effective governing board
- Self-Evaluation
- What makes an outstanding governing board?
- More useful governor visits
- Considering Alternative governance structures
- Developing a plan of work for the governing board
- More effective committees
- Challenging and supporting: asking the right questions
- Understanding and Analysing Data
- Safeguarding
- Preparing for Ofsted
- Role of parent or staff governors
- Dealing with complaints
- Sitting on panel hearings
- Exclusion hearings

Bespoke training sessions can be organised to cover one or more of the above topics. To arrange for whole governing board training, please contact: Jackie.saddington@rbkc.gov.uk

ONLINE LEARNING: MODERN GOVERNOR

Modern Governor usefully complements our central course programme. With a range of modules that include the following, it can be used by individuals at home or for discussion at governing board meetings:

- Becoming a school governor for Looked after children
- My role as a governor
- School finance
- The new governor
- Is Governor Mark for us?
- Admissions and Discipline
- Chairing governing board meetings
- Self-evaluation and Ofsted framework
- School governors and social media
- Equality and diversity for school governors
- School governors and writing for the web
- Governing board health-check questionnaire
- School recruitment practices
- Safeguarding and promoting child welfare
- Health and safety
- Community cohesion
- Effective minute writing
- Converting to academy status
- Some governors’ questions answered
- Governance of a Church school
- The role of a clerk

The Education Service offers Modern Governor FREE to all Schools that buy into the Bi-borough School Improvement Service Level Agreement (SLA). Schools that choose not to buy into this SLA can purchase this service through Governor Services at a cost of £349, although discounts may be negotiated.

Contact Jackie.saddington@rbkc.gov.uk for more information or visit www.moderngovernor.com to see what this service can offer.
**LINKS AND RESOURCES**

Our website contains a range of useful links, tools, models and materials to help clerks and governors update and improve practice. Examples include a self-evaluation tool, skills audit, code of practice and standing orders. For more details please visit our website [http://webfronter.com/westminster/governors](http://webfronter.com/westminster/governors)

**GOVERNORS SERVICE CONTACT DETAILS**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jackie Saddington, Bi-borough Head of School Governors Services</td>
<td><a href="mailto:Jackie.saddington@rbkc.gov.uk">Jackie.saddington@rbkc.gov.uk</a></td>
<td>020 7598 4782</td>
</tr>
<tr>
<td>Julie Farmer, Bi-borough Governor Support Officer</td>
<td><a href="mailto:Julie.farmer@rbkc.gov.uk">Julie.farmer@rbkc.gov.uk</a></td>
<td>020 7598 4781</td>
</tr>
<tr>
<td>Training and Development Programme Enquiries: Clare Sumpter, Bi-borough CPD Co-ordinator</td>
<td><a href="mailto:Clare.sumpter@rbkc.gov.uk">Clare.sumpter@rbkc.gov.uk</a></td>
<td>07973 124014</td>
</tr>
</tbody>
</table>