WELCOME AND GENERAL INFORMATION

Welcome to the 2017-2018 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 bodies 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 three boroughs (London Borough Hammersmith and Fulham – H&F, The Royal Borough of Kensington and Chelsea - RBK&C and The City of Westminster – WCC)

Ofsted will continue to evaluate how well governors support and strengthen school leadership, including by developing their own skills. Our courses, forums and briefings are an important means of keeping up to date. All governors can attend courses in the three boroughs Westminster, RBK&C and H&F. If your school buys in to the 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.

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 Clerks Competency Framework was issued in April 2017 and this will support clerks to governing bodies. The Governor’s Competency Framework had been issued in January 2017. This develops the expectation that chairs of governors and governing bodies are the key influencers of governing body effectiveness.

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?
All sessions are free to schools in all three local authorities that have subscribed to the School Improvement SLA for 2017-2018. 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. All courses are now available to book via the website: 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

External Courses will need to be booked direct through the company providing the course. Details are included below or on flyers that will be sent to governors.

How is the programme is structured?
The programme is divided into six sections and aligns with the Governors Competency Framework 2017:
### 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 Management</td>
<td>07/09/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
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<tr>
<td>Clerk’s Briefing</td>
<td>13/09/2017</td>
<td>4.00pm-6.00pm</td>
<td>KTH</td>
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<tr>
<td>Strategic Year Planning</td>
<td>20/09/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
</tr>
<tr>
<td>Preparation for Ofsted (Ideal for schools due an Ofsted Inspection)</td>
<td>26/09/2017</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
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<tr>
<td>Chairs Forum</td>
<td>04/10/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
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<tr>
<td>New to being a SEND Governor</td>
<td>11/10/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
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<tr>
<td>Welcome to New Governors</td>
<td>14/10/2017</td>
<td>10.00am-3.00pm</td>
<td>LH</td>
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<tr>
<td>Safeguarding for Governors</td>
<td>18/10/2017</td>
<td>10.00am-12.00noon</td>
<td>LH</td>
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<tr>
<td>Prevent Awareness</td>
<td>31/10/2017</td>
<td>4.00pm - 6.00pm</td>
<td>LH</td>
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<tr>
<td>Governors Hearings – Getting it right</td>
<td>02/11/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
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<tr>
<td>Ofsted Update for Governors</td>
<td>09/11/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
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<tr>
<td>Roles of Staff and Parent Governors</td>
<td>14/11/2017</td>
<td>6.00pm-8.00pm</td>
<td>LH</td>
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<tr>
<td>Governors role in Exclusions</td>
<td>22/11/2017</td>
<td>4.00pm-6.00pm</td>
<td>KTH</td>
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<tr>
<td>Chairs of Committees &amp; New Chairs Induction</td>
<td>30/11/2017</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
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<tr>
<td>Primary Assessment</td>
<td>05/12/2017</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
</tr>
<tr>
<td>Clerk’s Briefing</td>
<td>11/01/2018</td>
<td>3.00pm-5.00pm</td>
<td>LH</td>
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<tr>
<td>Emergency Planning and Critical Incidence</td>
<td>16/01/2018</td>
<td>6.30pm - 8.00pm</td>
<td>TBC</td>
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<tr>
<td>Supporting, Challenging &amp; Holding to Account</td>
<td>18/01/2018</td>
<td>6.30pm - 8.30pm</td>
<td>TBC</td>
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<tr>
<td>E Safety for Governors</td>
<td>30/01/2018</td>
<td>6.00pm - 8.00pm</td>
<td>LH</td>
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<tr>
<td>Governor’s Conference</td>
<td>03/02/2018</td>
<td>9.00am-2.00pm</td>
<td>TBC</td>
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<tr>
<td>Welcome to New Governors</td>
<td>07/02/2018</td>
<td>10.00am-3.00pm</td>
<td>TBC</td>
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<tr>
<td>How to be an effective Governing Body</td>
<td>21/02/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td>Course</td>
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<tr>
<td><strong>Improving School Attendance</strong></td>
<td>28/02/2018</td>
<td>4.30pm-6.30pm</td>
<td>TBC</td>
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<tr>
<td><strong>SEND Finance</strong></td>
<td>01/03/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td><em>Funding Special Educational Needs and Disability Provision in Your School</em></td>
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<tr>
<td><strong>Safeguarding for Governors</strong></td>
<td>06/03/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td><strong>Strategic Financial Management</strong></td>
<td>08/03/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td><strong>Chairs Forum</strong></td>
<td>13/03/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td><strong>Visiting Your School and What To Ask</strong></td>
<td>21/03/2018</td>
<td>10am to 12noon</td>
<td>TBC</td>
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<tr>
<td><strong>Clerk’s Briefing</strong></td>
<td>23/04/2018</td>
<td>3.00pm-5.00pm</td>
<td>TBC</td>
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<tr>
<td><strong>Prevent Awareness</strong></td>
<td>08/05/2018</td>
<td>6.00pm-8.00pm</td>
<td>TBC</td>
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<tr>
<td><strong>SEND &amp; Ofsted</strong></td>
<td>16/05/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td><strong>Chairs Forum</strong></td>
<td>24/05/2018</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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<tr>
<td><strong>Safeguarding for Governors</strong></td>
<td>21/06/2018</td>
<td>4.00pm-6.00pm</td>
<td>TBC</td>
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<tr>
<td><strong>Welcome to New Governors</strong></td>
<td>18 &amp; 25/6/18</td>
<td>6.30pm-8.30pm</td>
<td>TBC</td>
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</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:**
- **Lilla**: Lilla Huset Centre, 191 Talgarth Road, Hammersmith, London, W6 8BJ
- **KTH**: Kensington Town Hall, Hornton Street, Kensington, W8 7NX
- **WCH**: 64 Victoria Street SW1E 6QP
- **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.
FULL COURSE DETAILS

1. Strategic Leadership

CHAIR’S FORUM

Open to Chair’s of Governors or their designated deputy. We recommend that all governing bodies 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:** 4 October, 6.00pm – 8.00pm, Lilla Huset Centre [Book Now]  
13 March, 6.30pm-8.30pm, Westminster City Hall [Book Now]  
24 May  6.30pm – 8.30pm Kensington Town Hall [Book Now]  
*For all schools there is no charge for this termly forum.*

STRATEGIC YEAR PLANNING AND VISION

This session will help governors strategically plan what they want to achieve in their schools in 2017-18. 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 body 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 body into a useful active tool.

**Dates / Times / Venue** 20 September, 6.00pm – 8.00pm Lilla Huset Centre [Book Now]  
**Course Leader:** Jackie Saddlington, Head of School Governor Services

GOVERNORS CONFERENCE

Annual conference open to all governors. Programme and costs will be confirmed in the Autumn Term.

**Date:** 3 February 2018 at the Holiday Inn Kensington Forum (near Gloucester Road) times to be confirmed. [Book Now]

2. Accountability

HEADTEACHER PERFORMANCE MANAGEMENT: GOVERNORS’ ROLE

The quality of teaching is the main factor which influences the achievement and progress of pupils. Governing bodies 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 body 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:** 7 September, 6.00pm - 8.00pm, Lilla Huset Centre [Book Now]  
**Course Leaders:** Lucy Nutt, Principal Lead Adviser and Jackie Saddlington, Head of School Governor Services
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 body 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: 18 January, 6.30-8.30pm, venue to be confirmed  Book Now
Course Leader: Jackie Saddington, Head of School Governor Services

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 1 March 2018, 6.30pm-8.30pm, venue to be confirmed  Book Now
Course Leader: Fiona Phelps, Head of SEN and Michael Hallick, Special Education Needs Consultant

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 16 May 2018, 6.30pm-8.30pm, Venue TBC  Book Now
Course Leader: Keith Tysoe, SEN Adviser
STRATEGIC FINANCIAL MANAGEMENT

Ofsted inspectors 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 body’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 8 March, 6.30pm-8.30pm, venue to be confirmed Book Now
Course Leader: Kashmira Ladd, Education Finance Consultant

VISITING YOUR SCHOOL AND WHAT TO ASK

This session will explore the type of questions governors should ask when visiting the 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. You will learn of good practice and protocols. 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 21 March, 10.00am-12.00noon, Venue to be confirmed Book Now
Course Leader: Jackie Saddington, Head of School Governor Services

PRIMARY ASSESSMENT UPDATE

This session will provide an update on assessment for primary school governors.

Dates / Times / Venue 5 December, 6.30pm – 8.30pm, Kensington Town Hall Book now
Course Leader: Shelley Duffy, Principal Lead Adviser
### 3. People - Building an effective team

#### CHAIRS' LEADERSHIP DEVELOPMENT PROGRAMME

Governing Bodies are part of school leadership and the expectations of school leadership at all levels, including governors, have never been greater. Governing Bodies need chairs who possess effective leadership skills. This three module development programme has been specifically created by the National College to help develop the leadership competencies of chairs, enabling them to lead governance more effectively.

**Dates:**
- Unit 2 Saturday 23 September
- Unit 3 Saturday 25 November

Please note there is a charge to schools for chairs to participate in this programme.
For further details and to book: Call: 0800 073 4444 ext 835008
or Email: course.bookings@babcockinternational.com

#### CLERKS’ TERMLY BRIEFING

An effective clerk is critical to an effective governing body. 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, 4.00pm-6.00pm, Kensington Town Hall [Book Now](#)
- 11 January, 3.00pm - 5.00pm, Lilla Huset Centre [Book Now](#)
- 23 April, 3.00pm – 5.00pm Venue to be confirmed [Book Now](#)

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

#### WHOLE GOVERNING BODY TRAINING

Whole governing body 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 body: self-evaluation session
- Alternative governance structures
- More effective committees
- Challenging and supporting: asking the right questions
- Preparing for Ofsted
- What makes an outstanding governing body?
- More useful governor visits
- Developing a plan of work for the governing body
- Understanding and Analysing Data
- Safeguarding
- Role of parent or staff governors

Bespoke training sessions can be organised to cover one or more of the above topics. To arrange for whole governing body training, please contact: Jackie.saddington@rbkc.gov.uk
### 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 body 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**
- 14 October, 10.00am – 3.00pm, Lilla Huset Centre, [Book Now](#)
- 7 February, 10.00am – 3.00pm, Venue to be confirmed [Book Now](#)
- 18 & 25 June, 6.30pm – 8.30pm, Venue to be confirmed [Book Now](#) Governors must attend both evenings

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

### 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 body 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** 11 October 6.00pm-8.00pm, Lilla Huset Centre [Book Now](#)

**Course Leader:** Keith Tysoe, SEN Adviser and Fiona Phelps, Head of SEN Service

### 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 body decision making and clarity on representation.

**Dates / Times / Venue** 14 November, 6.00pm-8.00pm, Lilla Huset Centre, [Book Now](#)

**Course Leader:** Jackie Saddington, Tri-Borough Head of Governor Services
**CHAIRS OF COMMITTEES - GOOD PRACTICE**

This session will also be a good induction for New Chair of Governors

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** 30 November, 6.30pm-8.30pm, Kensington Town Hall [Book Now]

**Course Leader:** Jackie Saddington, Head of Governor Services

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**5. Compliance - Statutory and contractual requirements**

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

The governing body 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 body’s role and responsibilities. By the end of the session governors will understand the respective roles and responsibilities of the governing body and staff for child protection and allegations management.

**Issues to be covered include:**

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

**Dates / Times / Venue**

- 18 October, 10am -12noon Lilla Huset Centre  [Book now]
- 6 March, 6.30pm – 8.30pm Westminster City Hall  [Book Now]
- 21 June, 4pm– 6pm Kensington Town Hall  [Book Now]

**Course Leader:** Hilary Shaw, Tri-borough Safeguarding Officer (Schools and Education)

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**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**

- 31 October, 4.00pm-6.00pm, Lilla Huset Centre  [Book Now]
- 8 May, 6.00pm to 8.00pm, venue TBC  [Book Now]

**Course Leader:** PREVENT Team
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 0208 753 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 body is working in ways which are likely to be judged at least good
- the questions governors are likely to be asked

Dates / Times / Venue 9 November, 6.00pm-8.00pm, Lilla Huset Centre, Book Now
Course Leaders: Lucy Nutt, Principal Lead Adviser and Ofsted Inspector and Keith Tysoe, Lead Adviser and Ofsted Inspector

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 2 November, 6.00pm-8.00pm, Lilla Huset Centre Book Now
Course Leader: Jackie Saddington, Head of Governor Services
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: 22 November, 4.00pm-6.00pm, Kensington Town Hall Book Now
Course Leader: Paul Worts, Exclusions Officer

EMERGENCY PLANNING AND CRITICAL INCIDENTS

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: 16 January, 6.30pm – 8.00pm, Venue to be confirmed Book Now
Course Leader: Tony Andrews, Emergency Planning Manager, Westminster

E 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 the developments in E-Safety, how pupils use technology and how to keep pupils and staff safe.

Dates / Times / Venue: 30 January, 6.00pm–8.00pm, Lilla Huset Centre Book Now
Course Leader: Helen Warner, Business Development Manager 3BM

IMPROVING SCHOOL ATTENDANCE

The course will outline governing body responsibilities around overall attendance and persistent absence and include how to analyse data and questions to ask around data. Governors will have an understanding of Government policy and the local position and will learn some strategies to improve attendance and reduce persistent absence in their school. They will also learn the type of questions required to challenge and support the school.

Dates/Times/Venue: 28 February, 4.30pm – 6.30pm, Venue to be confirmed, Book Now
Course Leader: Liz Spearman, Tri Borough Head of ACE (Attendance (statutory), Child employment and children in entertainment, Elective home education and children missing education)
6. Evaluation

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

This course will help prepare the governing body 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 2017, 6.30-8.30pm, Kensington Town Hall [Book Now]

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

**HOW TO BE AN EFFECTIVE GOVERNING BODY**

This course is an opportunity to **clarify** the roles and responsibilities of the school governor/governing body and learn how to carry these out effectively to support the improvement of the outcomes in school. Learn how to develop the governors 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 body 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** 21 February, 6.30pm-8.30pm, Venue TBC [Book Now]

**Course Leader:** Jackie Saddington, Tri-Borough Head of Governor Services

**FURTHER DEVELOPING THE GOVERNING BODY**

**WHOLE GOVERNING BODY TRAINING**

Whole governing body 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 body: self-evaluation session
- Alternative governance structures
- More effective committees
- Challenging and supporting: asking the right questions
- Preparing for Ofsted
- What makes an outstanding governing body?
- More useful governor visits
- Developing a plan of work for the governing body
- Understanding and Analysing Data
- Safeguarding
- Role of parent or staff governors

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

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

The Education Service offers Modern Governor FREE to all Schools that buy into the 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

TRI-BOROUGH GOVERNORS SERVICE CONTACT DETAILS

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