



## Governor Training Programme – Autumn 2015

To book a place on any of these sessions please see the individual instructions for each session.

If in doubt, contact Governor Support Service on (0114) 2506887 or email [cypd-govtraining@sheffield.gov.uk](mailto:cypd-govtraining@sheffield.gov.uk)

### **Safer Recruitment – Accredited Training for School Governors**

This Safer Recruitment course, delivered by Statutory and Strategic Schools HR is designed for governors who are involved in recruiting people to work in schools. The course will look at the ways we can identify and deter unsuitable candidates whilst embedding safeguarding into the culture of your school.

It is a statutory requirement that all maintained school appointments have at least one person on the recruiting panel who has undertaken this training, schools are expected to demonstrate that this is the case as part of the current Ofsted inspection framework. Academies are also expected to demonstrate their commitment to Safer Recruitment as outlined in the Safeguarding Children and Safer Recruitment in Education 2007. After completing this training, delegates will receive the required statutory accreditation.

Please note that there are only 20 places available for this session and we will only be able to allocate one place per school. The course will be free of charge for all maintained schools and those who buy back statutory and strategic service and priority will be given to these schools. For any other schools there will be a charge of £125 per person. Because of the limited number of places available a charge of £150 will be made to the school for any governors who have booked on the session but do not attend.

**Venue: Conference Room 3, Moorfoot Building, Sheffield, S1 4PL**

**Date: Wed 30 Sept                      8.45 a.m. – 5.00 p.m.**

Tea/coffee will be provided but participants would need to make their own arrangements for lunch.

**All bookings for this session should be made via email to [HRConnectops@capita.co.uk](mailto:HRConnectops@capita.co.uk) or by telephone 0114 273 4299**

### **Safeguarding and Child Protection – Role of the Safeguarding Governor**

This session will be delivered by members of the Safeguarding team and will look at local and national guidance.

- Identifying Safeguarding support in Sheffield
- The role of the Governing Body in Safeguarding – what policies should be in place
- The Headteacher's Annual Report to Governors on Safeguarding
- What to do if an allegation is made against the Headteacher

**Venue: Moorfoot Building, Sheffield, S1 4PL                      Fri 9 October                      9.30am – 12.30pm**

**Venue: Stocksbridge Junior School, S36 1AS                      Wed 25 November                      5.00pm – 8.00pm.**

**To apply for a training place, please contact the Safeguarding Children team on 0114 2734530 or email: [safeguardingchildrentraining@sheffield.gov.uk](mailto:safeguardingchildrentraining@sheffield.gov.uk)**

## **Preparing To Recruit to Senior Leaders**

This training provided by the Statutory and Strategic Schools HR Team gives governors the tools to prepare themselves for recruiting to Senior Leadership roles in school. The course will be free of charge for all maintained schools and those who buy back statutory and strategic services and priority will be given to these schools. For any other schools there will be a charge of £60 per person.

This session includes:

- The Sheffield picture – an overview of the local labour market, statistics and key issues
- Practical advice on where to get help
- Ensuring governors have the right skills and tools to carry out recruitment
- Advertising roles and shortlisting
- Preparing for an Assessment Centre
- Interviewing skills
- Post appointment processes

**Venue: Conference Room 2, Moorfoot Building, Sheffield, S1 4PL**

**Date: 13 October 2015                      9.00 a.m. – 2.00 p.m.**

Tea/coffee will be provided but participants would need to make their own arrangements for lunch.

**All bookings for this session should be made via email to [HRConnectops@capita.co.uk](mailto:HRConnectops@capita.co.uk) or by telephone 0114 273 4299**

## **Information Management ~ Your Statutory Role as a Governing Body**

This workshop is provided by the Information & Knowledge Management Team and is designed to provide governors with an understanding of governors' and schools' statutory role around Data Protection and Freedom of Information.

The session will support you in handling and managing the various aspects of legislative responsibilities that accompany all school Governors as Data Controllers in a school. In particular this session will cover:

- Roles and Responsibilities
- Legislation
- Best Practice
- Devising policies and procedures
- Reducing risk
- FAQ
- An introduction to more formal courses on offer

**Please note that this course does not form part of the Governor Support Service annual package and is available to all governors at a cost of £80 per person – please ensure that the appropriate person at your school is aware of this charge before booking onto the course.**

**Venue: Committee Room 3 Town Hall                      Monday 19<sup>th</sup> October 2015                      5.30pm – 8.00pm**

**To apply for a place on this session, please contact the Governor Support Service on (0114) 2506887 or email [cypd-govtraining@sheffield.gov.uk](mailto:cypd-govtraining@sheffield.gov.uk)**

## **Training for Governing Body Discipline Committees**

This session provides the opportunity to find out what the responsibilities are of governors who sit on Governing Body Discipline Committees:

- Understanding the Governing Body's role in behaviour and discipline
- Who can exclude?
- What is lawful exclusion, who and what circumstances can it be imposed?
- Understanding the Governing Body's role in reviewing exclusions

**Venue: Committee Room 1 Town Hall Sheffield    Wednesday 11<sup>th</sup> November    5.30pm – 7.30pm**

**To apply for a place on this session, please contact the Governor Support Service on (0114) 2506887 or email [cypd-govtraining@sheffield.gov.uk](mailto:cypd-govtraining@sheffield.gov.uk)**

## **Early Years**

This session is for governors of Nursery, Infant and Primary schools to help them ask the right questions in order to find out about the quality of Early Years provision in their schools.

**Venue: Committee Room 1 Town Hall    Tuesday 24<sup>th</sup> November    2.00pm – 4.30pm**

**To apply for a place on this session, please contact the Governor Support Service on (0114) 2506887 or email [cypd-govtraining@sheffield.gov.uk](mailto:cypd-govtraining@sheffield.gov.uk)**

**Further training planned this term – more details to follow as soon as they are available:**

### **The Prevent Duty**

Training sessions will be arranged across the City for governors who are responsible for Safeguarding to give them an understanding of the responsibility in preventing children and young people from being drawn into terrorism.



## **Modern Governor – the online e-learning package**

Don't forget that if you have bought into the Governing Body training package, you can register to use Modern Governor training - **all courses are free of charge.**

You access the training by following the link from our website [www.sheffield.gov.uk/education/schoolgovernors](http://www.sheffield.gov.uk/education/schoolgovernors) or via [www.moderngovernor.com](http://www.moderngovernor.com)

You will be invited to create a new account by giving your email address and setting up a password. Please contact the Governor Support Team if you have any problems on (0114) 2506887 or email [cypd-govtraining@sheffield.gov.uk](mailto:cypd-govtraining@sheffield.gov.uk)

## **Whole Governing Body Training Sessions**

A bespoke whole governing body training session is available for schools who have bought the enhanced package from the Governor Support Service – please book as soon as possible to avoid disappointment.

**Please note that subscribers to this package must use the session by 31 March 2016 (maintained schools) or 31 August 2016 (Academies).**

For schools who have not bought the relevant package, these sessions can be arranged at a cost of £250.



**The following training courses are available through Learners First (also included in the annual Governor Support training offer) – please see the separate Learners First training programme**

### **New Governor Induction Training**

This induction aims to support new governors to play an active and valuable part in their governing body from an early stage. The programme is relevant for governors from all phases and settings and is organised into four core sessions that look at moral purpose, strategic leadership, accountability and the role of governors as a critical friend.

**For full details of the training and booking arrangements, please see the Learners First training programme**

### **Ofsted – New Framework Updates for Governors**

Under the new Ofsted Inspection Framework for schools, the expectations placed on school governors continues to grow and Ofsted have sharpened their focus on effective governance at inspection. A governing body must now be highly skilled and able to commit the time needed to perform an effective role. As a result, the challenge of effective governance is more crucial than ever before.

The course will:

- Clarify the Ofsted governance expectations in the new framework and what evidence you will need to provide at your next inspection
- Understand what the changes mean for your school
- Look at practical ways to prepare for & implement the changes.

**For full details of the training and booking arrangements, please see the Learners First training programme**

## **Understanding School Data**

This session will be led by Helen O' Brien, Headteacher of Rawmarsh Community School and John Brennan, a National Leader of Governance who also has previous Ofsted experience.

The session will provide an opportunity to explore the use of data in its widest sense. Through practical examples, it will consider how governing bodies use pupil performance data, including some background on assessment without levels and the new Ofsted criteria for achievement. It will also look at the construction and use of other data indicators that lie beyond the academic performance of pupils.

**For full details of the training and booking arrangements, please see the Learners First training programme**

## **Governing Body Skills and Experience Audit**

Strong governance is essential for good schools. In many schools though governing bodies are not as effective or confident as they would like to be. The key role of governing bodies is to support and challenge headteachers in order to ensure pupils receive the best possible education. In the changing educational landscape governing bodies need support and challenge too. Conducting a skills audit is challenging for a governing body so at Learners First we are offering to train a maximum of two candidates from each school on how to conduct a governing body skills and experience audit. The course consists of two evenings:

### 1) The 20 questions

The 20 questions activity enables every governing body to challenge its own practice. Candidates will be trained to lead a discussion based on what evidence is available to governors and what actions can be taken by governors that impact on school improvement.

### 2) A skills audit

This exercise trains candidates to identify the life and work skills of governors and match them to the skills required for school governance. Based on the findings from the two parts of this activity the candidates will be given guidance on how to construct an action plan that encompasses the governing bodies training needs.

**For full details of the training and booking arrangements, please see the Learners First training programme**

## **Holding Leadership to Account & Performance Management**

There is a clear requirement for governors to have a role in holding leadership to account and in performance management. In response to feedback Learners First will be offering twilight training for governors on these areas during the autumn term.

Further information and booking details about these sessions will be made available in the very near future. To express an interest in attending this course please send your name, school and contact details to [teachingschool@wickersley.net](mailto:teachingschool@wickersley.net).