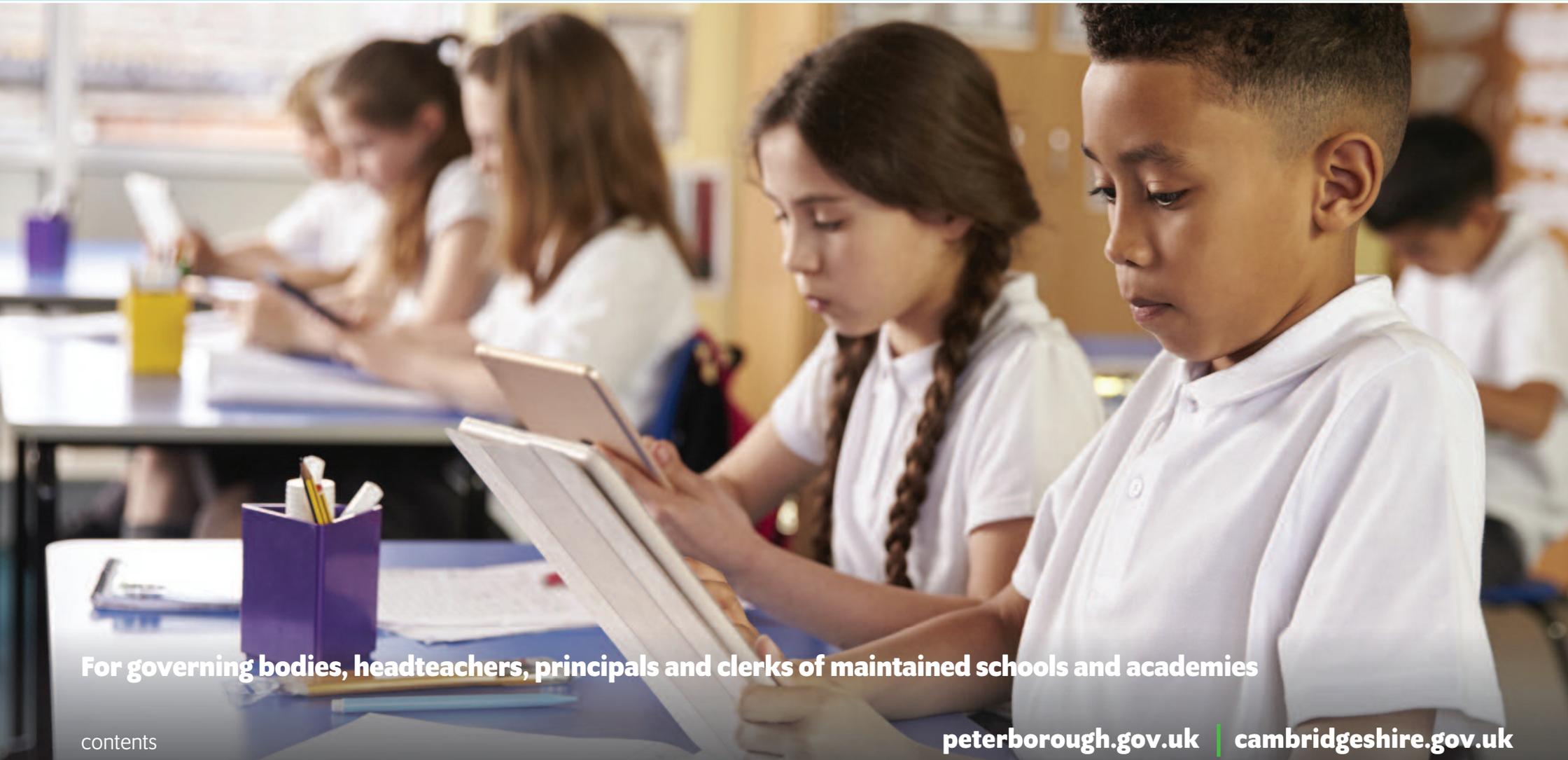


Joint Annual Governance Training Programme

September 2018 – July 2019

School Governance Team



For governing bodies, headteachers, principals and clerks of maintained schools and academies

Foreword

Dear colleagues

‘The role that governance plays in ensuring that every child receives the best possible education has never been more important.’

Sir Michael Wilshire – Former HMCI, Ofsted

Leadership is one of the key factors in creating truly great and sustainable schools. Behind every successful school or academy, is a whole team of people, including governors, local governors and trustees, working to take the school/academy and its community forward. In Cambridgeshire and Peterborough, our governors and trustees have played, and continue to play, a crucial role in driving school improvement. Improving governance is one of the most underdeveloped areas of school improvement – it is as powerful as any intervention around teaching and learning.

Peterborough and Cambridgeshire Governor Services have combined together to support governors across the two local authorities. Our Governor Services provides high-quality information, advice, guidance and training to support governing bodies, in understanding their role and discharging their responsibilities in an appropriate, efficient and professional way. School governance can be a complex and bewildering landscape for governors/trustees both old and new, but we are here to help.

The programme and content of courses has been reviewed to take into account current and emerging local and national issues, developments in best practice, new legislation, governance issues and changing roles and responsibilities. In some cases the title of the course may be similar to, or the

same as, a training course you may have previously undertaken, however the content and focus of courses can change significantly, especially in response to new legislation. We would therefore strongly encourage all governors to consider updating their training, especially in areas for which they hold a responsibility.



I would draw your attention to the following new courses in our offer:

- Moving into Academy Governance
- The Governor’s Role in Headteacher and Staff Well-Being
- Improving Outcomes for Disadvantaged Pupils
- Developing Governing Body Effectiveness

Any governor (of subscribing schools) can access courses run by either Cambridgeshire or Peterborough.

THANK YOU for your continued work and support in securing better outcomes and a brighter future for Cambridgeshire’s and Peterborough’s children and young people.

Jonathan Lewis

Service Director – Education

Cambridgeshire and Peterborough Local Authorities

This Joint Annual Governance Training Programme aims to bring together in one document all the courses available to those involved in governance throughout Cambridgeshire and Peterborough. The method of booking a place on a course will be dependent on whether it is a Cambridgeshire or a Peterborough course. Colour coding has been used to simplify the process.

Any governor, trustee or clerk (of a school that subscribes to either Cambridgeshire or Peterborough) can access courses run by both Cambridgeshire and Peterborough free of charge (unless otherwise stated).

CAMBRIDGESHIRE

Book a place online:

www.cambslearntogether.co.uk/school-improvement/school-governance

PETERBOROUGH

Book a place by emailing:

governor.development@peterborough.gov.uk

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Certificate for those New to Governance

Anybody new to governance is expected to attend induction training as soon as possible to give them an understanding of their role and enable them to play an active part. It is also recommended that those new to governance attend a variety of courses and we suggest the following:

One course from Strategic Leadership

Two courses from Holding the Headteacher to Account

One course from Overseeing Financial Performance

PLUS One other course of your choice.

Learning Link online training modules are available free to governors of subscribing schools: <https://nga.vc-enable.co.uk/Register>

The following online modules count as a Strategic Leadership course:

- Key Functions of the Governing Board
- Early Years Education
- Monitoring and Evaluation – The Governing Board’s Role
- The Governors’ Role in School Improvement
- Different Models of Governance
- Governance of a Church School
- Planning for Succession in the Governing Board

The following online modules count as a ‘Holding the Headteacher to Account’ course:

- Governors’ Visit to School
- Ofsted Inspection of Schools
- Looked After Children
- Head Teacher Recruitment and Succession Planning
- Monitoring Performance Data and Targets
- Health and Safety
- Equality and Diversity
- The Role of Governors in Safeguarding Children
- E-Safety for Governors
- Health and Safety

The following online modules count as ‘Overseeing Financial Performance’ course:

- Pupil Premium
- School Teacher Appraisal and Capability
- Headteacher Appraisal and Capability
- The Role of the SEND Governor
- Understanding Schools Finance
- Managing Academy Finance

Certificate for those New to Clerking

It is recommended that anybody new to clerking attends induction training as soon as possible to give them an understanding of their role and enable them to pro-actively support the governing body. It is also recommended that those new to clerking attend a variety of courses to develop their knowledge of governance. To gain the certificate those new to clerking need to attend the following two courses:

- New to Clerking Induction
- Termly Clerks' Briefing and Networking Sessions

And select a combination of any other 3 courses taken from the Governance Training Programme, and/or the Learning Link online modules for clerks (subscribing schools only).

Safeguarding Children Certificate

Governors can expand their knowledge in the area of safeguarding children by attending a series of courses. This is particularly relevant to Safeguarding Link Governors. The full set of recommended courses is as follows:

- Safer Recruitment in Schools
- Health and Safety*
- Managing Complaints and Allegations for Governors and Clerks
- An Introduction to Child Protection & Safeguarding*
- Creating a Safeguarding Culture
- E Safety*
- Anti-Bullying

Governors can choose to complete four of the courses listed.

**The following Learning Link online training modules can be used to replace those above. They can be accessed free by schools subscribing to the School Governance Team Training and Support Package at:*

<https://nga.vc-enable.co.uk/Register>

1. The Role of Governors in Safeguarding Children
2. E-Safety for Governors
3. Health and Safety

You will need to provide certificates of completion.

We will award a certificate to those governors and clerks who complete the required set of courses within their first two years. A record sheet will be provided by course tutors for certificates of attendance and will also be available on request from the School Governance Team. Governors will then be able to ask course tutors to sign the record sheet as evidence of attendance, and on completion of the series of courses, the record sheet can then be returned to the School Governance Team.

Strategic Leadership

Termly Governance Briefing and Networking Sessions

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

Each term those involved in governance are invited to attend one of a series of briefing and networking sessions held at various locations across Cambridgeshire and Peterborough. They are held early in the term to provide useful information for the forthcoming term's governing body business, offer an update on topical education issues and provide the opportunity to network.

Whilst we aim to align content, there may be a slight variation between Cambridgeshire and Peterborough.

Autumn 2018

Tues 18 Sept 18	Wood Green Animal Shelter, Godmanchester PE29 2NH	7.00pm – 9.00pm
Thurs 20 Sept 18	Westwood Primary School, March (Maple Site) PE15 8JT	7.00pm – 9.00pm
Mon 24 Sept 18	Hampton Gardens School, Peterborough PE7 8HR	6.30pm – 8.30pm
Tues 25 Sept 18	Ely City Golf Club CB7 4HX	1.00pm – 3.00pm
Tues 2 Oct 18	University of Cambridge Primary School CB3 0QZ	1.00pm – 3.00pm
Thurs 4 Oct 18	Cambridge Professional Development Centre CB2 9NL	7.00pm – 9.00pm

Spring 2019

Tues 22 Jan 19	Ely City Golf Club CB7 4HX	1.00pm – 3.00pm
Thurs 24 Jan 19	Hampton Gardens School, Peterborough PE7 8HR	6.30pm – 8.30pm
Mon 28 Jan 19	Wood Green Animal Shelter, Godmanchester PE29 2NH	7.00pm – 9.00pm
Wed 30 Jan 19	Cambridge Professional Development Centre CB2 9NL	7.00pm – 9.00pm
Mon 4 Feb 19	Westwood Primary School, March (Maple Site) PE15 8JT	7.00pm – 9.00pm
Wed 6 Feb 19	University of Cambridge Primary School CB3 0QZ	1.00pm – 3.00pm

Summer 2019

Tues 7 May 19	Westwood Primary School, March (Maple Site) PE15 8JT	7.00pm – 9.00pm
Wed 8 May 19	University of Cambridge Primary School CB3 0QZ	1.00pm – 3.00pm
Mon 13 May 19	Ely City Golf Club CB7 4HX	1.00pm – 3.00pm
Wed 15 May 19	Wood Green Animal Shelter, Godmanchester PE29 2NH	7.00pm – 9.00pm
Tues 21 May 19	Cambridge Professional Development Centre CB2 9NL	7.00pm – 9.00pm

New to Governance Induction

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course forms an important part of an induction programme and it is expected that anybody new to governance will attend. It will cover the essential aspects of a governing board's responsibilities and provide an opportunity for participants to discuss how best to approach their role.

- What is governance?
- The three core functions of governing boards
- Models of governance
- Roles, responsibilities and accountabilities

Autumn 2018

Thurs 18 Oct 18	Oliver Cromwell Hotel, March, PE15 9LH	9.30am – 1.00pm
Thurs 1 Nov 18	Huntingdonshire Football Association, PE29 6XU	9.30am – 1.00pm
Sat 24 Nov 18	Swavesey Village College, CB24 4RS	9.30am – 1.00pm
Tues 11 Dec 18	Ely City Golf Club, CB7 4HX	9.30am – 1.00pm

Spring 2019

Thurs 24 Jan 19	Cambridgeshire Football Association, CB24 9PH	9.30am – 1.00pm
Sat 2 Feb 19	Wood Green Animal Shelter, PE29 2NH	9.30am – 1.00pm
Tues 12 Mar 19	The Boathouse, Wisbech, PE13 3BH	9.30am – 1.00pm
Tues 19 Mar 19	Ely City Golf Club, CB7 4HX	9.30am – 1.00pm

Summer 2019

Thurs 2 May 19	Huntingdonshire Football Association, PE29 6XU	9.30am – 1.00pm
Sat 18 May 19	South Fens Business Centre, PE16 6TT	9.30am – 1.00pm
Mon 3 Jun 19	Ely City Golf Club, CB7 4HX	9.30am – 1.00pm
Tues 18 Jun 19	Cambridge Professional Development Centre, CB2 9NL	9.30am – 1.00pm

Induction for New Governors

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course is an important element of a governor's induction programme and it is most strongly recommended that all new governors attend. It links with the governance competency framework and covers the essential aspects of a governing board's responsibilities.

The workshop provides an opportunity for participants to discuss how best to approach their role as a governor. It is a good forum in which to find answers to those questions that new governors have not dared to ask anyone else.

Autumn 2018

Fri 5 Oct 18	Peterborough United Football Ground, PE2 8AL	9.30am – 4.00pm
Sat 24 Nov 18	Peterborough United Football Ground, PE2 8AL	9.30am – 4.00pm

Spring 2019

Wed 6 Feb 19	Peterborough United Football Ground, PE2 8AL	9.30am – 4.00pm
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Summer 2019

Sat 11 May 19	Peterborough United Football Ground, PE2 8AL	9.30am – 4.00pm
Wed 5 June 19	Peterborough United Football Ground, PE2 8AL	9.30am – 4.00pm

Moving into Academy Governance

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools moving into an academy, or who have recently moved into an academy, across all phases.

This course is designed for existing governors and clerks of a maintained school that is due to become an academy, and existing governors and clerks of a school that has recently moved from maintained to academy status.

It will provide an overview of academy governance, with a particular focus on roles and responsibilities at a local level.

Autumn 2018

Wed 7 Nov 18	Wood Green Animal Shelter, PE29 2NH	9.30am – 12.30pm
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Spring 2019

Wed 27 Feb 19	Cambridgeshire Football Association, CB24 9PH	1.00pm – 4.00pm
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Summer 2019

Thurs 27 Jun	South Fens Business Centre, PE16 6TT	9.30am – 12.30pm
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Joint Annual Governance Conference

A date for your diary. Book now as limited places are available. Further details will be made available in the spring term.

Summer 2019

Sat 15 June 19

Hinchingsbrooke Performing Arts Centre, PE29 3BN

9.30am – 1.00pm

Taking the Chair for New Chairs

Audience: New chairs of governing boards, committee chairs, and aspiring chairs in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course encourages discussion and sharing of experiences. It will enable chairs to reflect, consider strengths and identify areas to develop. The course will cover the following topics:

- Leading and managing the work of the governing body
- The relationship between the headteacher and the chair
- How to have challenging conversations
- Practical issues you may face along the way
- Being an effective chair
- Linking to school improvement and strategy

Autumn 2018

Wed 17 Oct 18	Cambridgeshire Football Association, CB24 9PH	9.30am – 12.30pm
Fri 30 Nov 18	Huntingdonshire Football Association, PE29 6XU	9.30am – 12.30pm

Spring 2019

Mon 25 Feb 19	South Fens Business Centre, PE16 6TT	9.30am – 12.30pm
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Taking the Chair

Audience: New chairs of governing boards, committee chairs, and aspiring chairs in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This extended, practical course explores the skills and knowledge (linking with the governance competency framework) required to lead the governing board and manage its work. The programme uses a variety of learning approaches and there will be plenty of opportunity to join in discussions, participate in activities and learn from the experience of others.

Topics to be covered include:

- **Module one** – The chair and the headteacher/principal/chief executive
- **Module two** – The chair as leader of the team
- **Module three** – The chair's role in securing school improvement in one or more schools

These sessions are best accessed as a whole course. Governors who enrol are asked to commit themselves to attending all three modules.

Spring 2019

Module 1	Wed 9 Jan 19	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.30pm
Module 2	Wed 16 Jan 19	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.30pm
Module 3	Wed 23 Jan	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.30pm

This course is aimed at prospective and new chairs of schools, academies, local governing bodies and MATS and chairs of committees who wish to develop their confidence and skills, also experienced chairs that are keen to review their effectiveness in the role.

Termly Clerks' Briefing and Networking Sessions

Audience: Clerks to governing boards and committees in maintained schools and academies including local governing bodies, across all phases.

These sessions enable clerks to keep abreast of any new initiatives and emerging issues. They aim to:

- share best practice about the role of the clerk
- facilitate networking with other clerks
- inform clerks about the latest developments affecting governing bodies

Please note that the content of the sessions will vary between Peterborough and Cambridgeshire.

Autumn 2018

Mon 1 Oct 18	Huntingdonshire Football Association, PE29 6XU	10.00am – 12.00pm
Thurs 4 Oct 18	March Community Centre, PE15 8LE	10.00am – 12.00pm
Mon 8 Oct 18	Cambridgeshire Football Association, CB24 9PH	1.00pm – 3.00pm
Tues 9 Oct 18	Ely City Golf Club, CB7 4HX	1.00pm – 3.00pm
Thurs 8 Nov 18	Peterborough United Football Ground, PE2 8AL	9.30am – 12.00pm

Spring 2019

Mon 28 Jan 19	Huntingdonshire Football Association, PE29 6XU	1.00pm – 3.00pm
Tues 29 Jan 19	Ely City Golf Club, CB7 4HX	10.00am – 12.00pm
Thurs 31 Jan 19	Cambridge Professional Development Centre, CB2 9NL	1.00pm – 3.00pm
Mon 4 Feb 19	March Community Centre, PE15 8LE	10.00am – 12.00pm
Tues 26 Feb 19	Peterborough United Football Ground, PE2 8AL	9.30am – 12.00pm

Summer 2019

Mon 13 May 19	Huntingdonshire Football Association, PE29 6XU	10.00am – 12.00pm
Tues 14 May 19	Cambridgeshire Football Association, CB24 9PH	10.00am – 12.00pm
Wed 15 May 19	Ely City Golf Club, CB7 4HX	1.00pm – 3.00pm
Tues 21 May 19	March Community Centre, PE15 8LE	1.00pm – 3.00pm
Thurs 6 June 19	Peterborough United Football Ground, PE2 8AL	9.30am – 12.00pm

New to Clerking Induction

Audience: New Clerks to governing boards and committees in maintained schools and academies including local governing bodies, across all phases.

This course is designed to provide newly-appointed clerks to governing boards with the knowledge and understanding required to undertake the role effectively. It will cover:

- The role of the clerk
- Understanding governance
- Supporting effective governance
- Administration
- Advice and guidance
- Next steps

Autumn 2018

Tues 30 Oct 18	Cambridgeshire Football Association, CB24 9PH	9.30am – 1.00pm
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Spring 2019

Tues 12 Feb 19	Huntingdonshire Football Association, PE29 6XU	9.30am – 1.00pm
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Summer 2019

Tues 4 Jun 19	South Fens Business Centre, PE16 6TT	9.30am – 1.00pm
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Managing Complaints and Allegations for Governors and Clerks

Audience: Those involved in governance including clerks in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course will provide an overview of how governing bodies should deal with school complaints and allegations against staff.

Spring 2019

Tues 26 Mar 19

Cambridgeshire Football Association, CB24 9PH

1.00pm – 3.00pm

How to Handle a School Complaint

- Concern or complaint – identification
- Early diffusion and mediation
- Procedural guidance and timelines
- Stage 3 panels and hearings – face to face or written evidence
- Supporting staff
- Complaints about bullying
- Avoiding final resort to the Secretary of State for Education

Allegations against Staff

- What is the role of the headteacher?
- When does the Chair of Governors become involved?
- What is the role of the Designated Person?
- What is the role of the Local Authority Designated Officer?
- What happens when an allegation is made?
- What are the different options for action?
- How do governors monitor the process?
- How is this summed up in statutory guidance for schools – Keeping Children Safe in Education?

Dealing with Allegations of Abuse against Members of Staff

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

The course covers the guidance given by the Department for Education on matters of child protection in schools and colleges, with particular reference to:

- Dealing with allegations of abuse against teachers and other staff
- Guidance from the Department for Education for head teachers, School staff, and governing bodies
- Guidance on the roles played by senior managers and governors
- Handling an allegation of child abuse against a member of the school staff
- Handling disciplinary issues arising out of such allegations including the need to suspend staff in these circumstances

Autumn 2018

Wed 5 Dec 18

Peterborough United Football Ground, PE2 8AL

6.00p – 8.00pm

The Role of Governors and Clerks in Pupil Exclusions

Audience: Those involved in governance including clerks in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course will cover both the latest DfE and LA Guidance regarding the exclusion process, and the key role governors and clerks must play. It will include information on the practical considerations and the governors' and clerks' responsibilities around Discipline Committees and Independent Reviews.

The session will be informal and interactive and will include opportunities for questions, discussion, and sharing good practice.

Autumn 2018

Tues 4 Dec 18

Huntingdonshire Football Association, PE29 6XU

7.00pm – 9.00pm

Pupil Exclusions: Process and Practice

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

Permanent Exclusion is a legal process so it is important for pupils, families and schools that it is conducted accurately. This course is aimed at all educational staff who could be involved in the process. Course covers the DfE Guidance and how to put it into practice effectively:

- The use of exclusion in school
- The different categories of exclusion
- How schools can avoid exclusion
- The role of the governing body meeting (discipline committee)
- Parent(s)/carer(s) appeals against permanent exclusion

Autumn 2018

Thurs 31 Jan 19

City Learning Centre, PE3 3BA

4.00pm – 6.00pm

Developing Governing Body Effectiveness

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course will explore ways governing boards can review individual and team contributions, evidence and evaluate their own impact, and plan to improve their overall effectiveness.

Autumn 2018

Thurs 28 Mar 18	Huntingdonshire Football Association, PE29 6XU	7.00pm – 9.00pm
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Summer 2019

Thurs 13 Jun 19	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 9.00pm
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The Governor's Role in Headteacher and Staff Well-Being

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

Who will look after the children if we do not look after the staff?

Leading a school has never been more complex and challenging. This training session will ensure that governors are fully aware of their responsibilities to their Headteacher and their role with respect to the rest of the staff. The training will look at a number of real issues facing school leaders and explain how well-being could be addressed in schools.

Spring 2019

Mon 11 Feb 19

Swavesey Village College, CB24 4RS

7.00pm – 9.00pm

Holding the Headteacher to Account

Conducting Headteacher Appraisal and Monitoring Staff Performance

Audience: Those governors who are members of the Headteacher’s Appraisal/Performance Management Committee in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This session covers the performance management review process of the headteacher, and how the governing body checks the process is in place for other staff. Governors now need to evidence to Ofsted how they “hold the headteacher to account for the performance of the pupils and staff”. Therefore, suggestions of the types of monitoring systems/processes to be implemented are offered. The aims of the session include:

- Understanding the governor’s role in performance management (PM) monitoring for the headteacher and staff
- Talking through the process and in particular, looking at objectives, success criteria and evidence.

Autumn 2018

Wed 3 Oct 18	South Fens Business Centre, PE16 6TT	1.00pm – 3.00pm
Tues 9 Oct 18	Swavesey Village College, CB24 4RS	7.00pm – 9.00pm

Summer 2019

Thurs 6 June 19	Wood Green Animal Shelter, PE29 2NH	7.00pm – 9.00pm
Thurs 4 Jul 19	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 9.00pm

Headteacher's Performance Management Review

Audience: Those governors who are members of the Headteacher's Appraisal/Performance Management Committee in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

There is a strong expectation that governors who will be "reviewers" for the headteacher's performance will receive training. It is preferable that governors attending this session will be involved in the headteacher's review process and will have already attended the basic session for governors on performance management/appraisal in schools. Whilst the regulations do not apply to academies the funding agreement for academies normally require that performance management/appraisal is conducted in line with the regulations.

Autumn 2018

Wed 19 Sept 18	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.00 pm
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Summer 2019

Wed 12 June 19	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.00 pm
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Topics to be covered include:

- The role of the external adviser in supporting the reviewer governors
- Preparation for Headteacher's Performance Review Meeting
- Importance of the school improvement plan in the process and identifying the performance objectives and success criteria for the headteacher
- The role of the reviewer governors and committees in monitoring performance through the year
- The conduct and outcomes of the Performance Review Meeting and its link to pay

The Governing Body's Role in Holding the School to Account

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

As part of the Ofsted framework for inspecting schools, inspection teams will focus on the effectiveness of the governing board.

Governors need to be able to demonstrate that they provide appropriate challenge, know the school well and actively monitor the progress the school is making in implementing its school development/improvement plan.

Outcomes – to explore and discuss:

- The Governing Board's strategic role
- Accountability
- Holding the Headteacher to account

Spring 2019

Mon 21 Jan 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00 pm

Asking the Right Questions and Putting the Answers to Good Use

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

Effective governing bodies hold their headteacher and other senior school leaders to account for improving school performance by asking the right questions. Good governors know the right questions to ask and expect to receive a response supported by evidence. Lists of different questions can be helpful but governors still need to know what to ask and when.

This course should help to begin to do this.

Outcomes:

- To explore the importance of questioning
- To identify key questions to ask
- To review different sources of evidence

Spring 2019

Mon 25 Feb 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00 pm

Making Sense of Monitoring School Improvement

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course will look at the key factors that Ofsted are looking for when they judge governance.

- Do governors know the school well?
- Are there systematic systems in place for monitoring and evaluation of the school's performance?
- Is safeguarding effective?
- Do you evaluate your own performance?

The session will explore how governing bodies can link their work to that of the school and be more effective. It is not about doing more work but making the best use of your time and resources that are available. There will be opportunities for discussion and practical ideas to take away.

Autumn 2018

Thurs 8 Nov 18	Cambridge Professional Development Centre, CB2 9NL	6.30pm – 8.30pm
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Spring 2019

Thurs 7 Mar 19	Huntingdonshire Football Association, PE29 6XU	7.00pm – 9.00pm
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Accountability and Assessment from 4 to 18

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

The assessment accountability framework in England is a hugely complex one. Understanding how we assess our children and what data means across all key stages is helpful for every governor – do you want to know what progress 8 means at KS4 or how the phonics check operates in Key Stage 1? This course takes you from foundation stage (age 4/5) to Key stage 5 (age 18) and is a helpful summary for primary schools to understand secondary assessment and secondary schools to understand primary assessment.

Autumn 2018

Mon 19 Nov 18

Huntingdonshire Football Association, PE29 6XU

6.30pm – 8.30pm

The Strategic Role of the Governing Body in Using Performance Data (Primary)

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained primary schools and academies. Particularly members of the Standards Committee.

This course will allow governors to:

- Understand their vital role in ensuring all learners irrespective of their starting points make progress
- Know the recent key changes to statutory assessment
- Know the role of standardised scores and how progress will be calculated between the end of KS1 and the end of KS2
- Review key information from Analyse School Performance (ASP) for the school
- Review the Inspection Dashboard and look how the school is addressing the issues raised in the document.
- Interrogate current in-school progress data.
- Review Fischer Family Trust data on the school and its use for setting inspirational targets and benchmarking progress against other similar schools.

Autumn 2018

Tues 20 Nov 18	Swavesey Village College, CB24 4RS	7.00pm – 9.00pm
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Spring 2019

Tues 5 Feb 19	Oliver Cromwell Hotel, March, PE159LH	7.00pm – 9.00pm
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Summer 2019

Thurs 16 May 19	Wood Green Animal Shelter, PE29 2NH	7.00pm – 9.00pm
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Understanding Key Performance Data in Primary Schools

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained primary schools and academies. Particularly members of the Standards Committee.

Pupil achievement data plays a very key role in school self-evaluation and improvement planning and of course within Ofsted Inspections. This session will support governors in understanding pupil level data from statutory assessments for primary schools and in asking the right questions to hold the school effectively to account. The session will look at data available from the DfE as the replacement for the previous RAISEonline and Inspection Dashboard reports to help governors to improve their own understanding of pupil achievement data.

Outcomes:

- To feel more confident with school data
- To be able to use data to identify how well the school is performing
- To use data to structure questions

Autumn 2018

Wed 28 Nov 18

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Getting Ofsted Ready

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This session will help governors prepare for their next Ofsted inspection or HMI monitoring visits. Key elements that will be included are:

- The inspection process and framework
- Latest developments
- Reviewing the information you have
- Assessing the impact you have made
- Questions that could be asked

Autumn 2018

Tues 27 Nov 18	Oliver Cromwell Hotel, March, PE15 9LH	7.00pm – 9.00pm
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Spring 2019

Thurs 21 Mar 19	Huntingdonshire Football Association, PE29 6XU	7.00pm – 9.00pm
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Summer 2019

Tues 25 Jun 19	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 9.00pm
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Ofsted and the Governing Body

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

There are two aspects to this course. Firstly to help governors understand what happens during different types of inspection and to become familiar with the handbook. Secondly, as governors are an integral part of the leadership and management judgement, the course also looks at ways they can prepare for an inspection.

Outcomes:

- To raise awareness of the current Ofsted Framework
- To consider the implications for your school
- To explore the role of governors in an inspection

Autumn 2018

Mon 15 Oct 18

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

An Introduction to Child Protection and Safeguarding

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

Safeguarding children remains a vital role that schools in Cambridgeshire have been committed to. We want to ensure that all schools are supported to effectively safeguard and promote the welfare of children and know how to respond when a child is abused.

This course will explore safeguarding and child protection from the governors' perspective. It will provide background information, changes to legal requirements, opportunities to discuss case studies and being prepared for Ofsted.

Topics to be covered include:

- The difference between safeguarding and child protection
- Child protection procedures in Cambridgeshire
- The role and responsibilities of the governing body
- Monitoring safeguarding progress within school

Autumn 2018

Wed 31 Oct 18	Cambridge Professional Development Centre, CB2 9NL	9.30am – 12.30pm
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Spring 2019

Mon 4 Feb 19	Huntingdonshire Football Association, PE29 6XU	1.30pm – 4.30pm
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Summer 2019

Thurs 16 May 19	South Fens Business Centre, PE16 6TT	9.30am – 12.30pm
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Safeguarding in Education for Governors

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases.

This course will provide:

- An understanding of safeguarding procedures in Peterborough
- An opportunity to improve local practice by considering learning from serious case reviews
- An awareness of school and individual responsibilities
- An understanding of the concept of significant harm and the four categories of abuse
- An understanding of the role of the governing body including policies and record keeping

Autumn 2018

Wed 17 Oct 18	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.00pm
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Spring 2019

Thurs 7 Feb 19	Peterborough United Football Ground, PE2 8AL	6.00pm – 8.00pm
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Creating a Safeguarding Culture

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly Safeguarding Link Governors.

The Education Act 2002 places a duty on schools to have arrangements in place to ensure that they safeguard and promote the welfare of children, and have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make (Governance Handbook (DfE 2017)). This course will address the key aspects of the safeguarding governor's role in discharging these duties, including:

- Understanding the safeguarding requirements
- Supporting the work of the Designated Safeguarding Lead
- Reporting back to the Governing Body about how effective safeguarding is
- Checking that the school is compliant with statutory guidance
- Checking out whether there is a consistency in safeguarding across the whole school
- Making sure that there are effective systems in place to keep vulnerable children safe

Summer 2019

Wed 22 May 19

Swavesey Village College, CB24 4RS

7.00pm – 9.00pm

The Prevent Duty: What do Governors Need to Know?

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly Safeguarding Link Governors.

The Counter-Terrorism and Security Act 2015 placed a new general duty on schools and early years settings to have due regard to the need to prevent people from being drawn into terrorism. For schools this means they need to be aware of local risks of extremism and radicalisation, and ensure that safeguarding procedures and practices keep children safe from harm.

This course will outline the steps that schools need to take to meet to the Prevent duty, as well as ensuring that the school curriculum, including opportunities for SMSC development, builds pupils' skills and resilience.

Autumn 2018

Wed 14 Nov 18

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Outcomes:

- Understand the Prevent duty and what steps schools need to take
- Awareness of what Ofsted will look for when inspecting schools
- Clarity on the role of governors, including making sure that how the school responds to the Prevent duty is consistent with its values and ethos
- Learn about the importance of ensuring that schools are safe places for pupils to discuss sensitive and controversial issues

An Introduction to SMSC and RE

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly SMSC/RE Link Governors and members of the Standards/Curriculum Committee.

This course will look at Religious Education (RE) and make links to Ofsted and the statutory requirements schools need to meet. It will also look at the role of Spiritual, Moral, Social and Cultural Education (SMSC) in the school and the importance it plays in school improvement and how Ofsted inspect and report on SMSC.

Autumn 2018

Tues 2 Oct 18	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 9.00pm
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Spring 2019

Tues 5 Feb 19	Wood Green Animal Shelter, PE29 2NH	7.00pm – 9.00pm
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Summer 2019

Wed 5 Jun 19	Ely City Golf Club, CB7 4HX	7.00pm – 9.00pm
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Religious Education and Collective Worship

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly RE Link Governors and members of the Standards/Curriculum Committee.

This session will look at RE and Collective Worship considering their separate places in the life of a school. The session will make links to Ofsted and the statutory requirements schools need to meet.

Objectives

- Understand the place of RE in the curriculum
- What should be taught in RE?
- Understand the statutory requirements for RE and Collective Worship
- What is Collective worship
- Consider Ofsted's view and role in RE and Collective Worship

Summer 2019

Tues 21 May 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Making Sense of British Values and Understanding SMSC

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly SMSC/RE Link Governors and members of the Standards/Curriculum Committee.

Providing for pupils' spiritual, moral, social and cultural (SMSC) development is a statutory requirement for all schools, and a key aspect of how pupils are prepared positively for life in modern Britain. SMSC development links closely to a school's ethos and core values, and should be visible through all aspects of school life.

Autumn 2018

Mon 12 Nov 18

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Objectives:

- To enable governors to develop a confident understanding of what is meant by SMSC development and British values
- To explore some of the controversies about promoting British values in schools and the challenges that this requirement presents for many schools
- To understand ways that schools can foster inclusive understandings of Britishness that embrace diversity and acknowledge the multiple ways of connecting with British society
- To consider how governors can play an active role to ensure that schools develop a positive school culture that effectively promotes SMSC development, and equality and diversity

The Governor's Role in Supporting Spiritual, Moral, Social and Cultural Development

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly SMSC Link Governors and members of the Standards/Curriculum Committee.

This session will look at the role of SMSC in the school and the importance it plays in school improvement. The session will make links to the British Values and Prevent agenda and how Ofsted inspect and report on SMSC. It will cover:

- The nature and importance of SMSC
- SMSC in practice
- SMSC and British Values
- The governor's role in SMSC

Spring 2019

Thurs 25 April 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Overseeing Financial Performance

SEND: What Governors Need to Know

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly SEND Link Governors and members of the Standards/Curriculum Committee.

This course will focus on the national and local context relating to Special Educational Needs. It will support governors to review the key aspects of SEND provision in their school and identify factors which support good practice. It would be helpful if Governors could bring their school's SEND Policy and SEN Information Report.

Autumn 2018

Mon 29 Oct 18	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 9.00pm
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Spring 2019

Wed 13 Mar 19	Oliver Cromwell Hotel, March, PE15 9LH	1.00pm – 3.00pm
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Summer 2019

Mon 17 Jun 19	Wood Green Animal Shelter, PE29 2NH	6.00pm – 8.00pm
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Special Education Needs, Disability & Inclusion – The Governor’s Role

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly SEND Link Governors and members of the Standards/Curriculum Committee.

This session is aimed to help governors (including those with responsibility for special educational needs and disabilities) to understand how to best support schools in their duties for pupils with SEND.

- The session will introduce governors to relevant legislation / guidance
- Outline the duties expected of governing bodies
- Provide a broader context of SEND in Peterborough and beyond, and a signpost to sources of support

Summer 2019

Wed 22 May 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Improving Outcomes for Disadvantaged Pupils

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly Pupil Premium/Disadvantaged Pupils Link Governors and members of the Standards and Resources Committee.

This course aims to provide governors with the confidence to support and challenge senior leaders in accelerating pupil progress. It will focus on the identification of disadvantaged groups and the use of intervention strategies, and how to monitor their effectiveness. It will also look at associated funding; how to ensure it is well spent and evaluate the impact. Governors will come away with a range of questions that can be used to hold school leaders to account.

Autumn 2018

Wed 14 Nov 18	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 9.00pm
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Spring 2019

Wed 6 Feb 19	Oliver Cromwell Hotel, March, PE15 9LH	7.00pm – 9.00pm
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Summer 2019

Thurs 9 May 19	Wood Green Animal Shelter, PE29 2NH	7.00pm – 9.00pm
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EAL – Improving Attainment

Audience: Those involved in governance in Peterborough maintained schools and academies, across all phases. Particularly EAL Link Governors and members of the Standards Committee. May also be of relevance to Cambridgeshire schools.

This course will cover key English as an additional language (EAL) issues for Peterborough schools and the role of governors in addressing those issues.

Spring 2018

Mon 4 Feb 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

The Education of Children in Care

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly Children in Care/Pupil Premium/Disadvantaged Pupils Link Governors and members of the Standards and Resources Committee.

Schools are required to have a nominated governor with responsibility for Children in Care, but every governor shares the responsibility to ensure that these vulnerable children achieve their full potential in the school. The governing body must be aware of the responsibilities for schools, statutory requirements for staffing, the responsibilities for governors and why this is important.

Spring 2019

Wed 13 March 19

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

The Effective Use of Pupil Premium Funding

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly Pupil Premium/Disadvantaged Pupils Link Governors and members of the Resources/Finance Committee.

Pupil Premium is additional funding to support schools to close the attainment gap between children from low-income, and other disadvantaged families, and their peers. Schools and their governors are accountable for how they use their pupil premium funding and the extent to which they have closed gaps in attainment.

This course will enable governors to understand how they are expected to be part of the decisions made about pupil premium spending, as well as asking leaders challenging questions.

Autumn 2018

Thurs 15 Nov 18

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Objectives

- To learn about the pupil premium and best practice in using it effectively
- To enable governors to consider how they can be actively involved in deciding how the pupil premium is used, developing a whole-school strategy, and monitoring and evaluating its impact
- To learn how schools will be held accountable and how Ofsted will evaluate how the pupil premium is spent and what the school needs to publish online

Schools Funding, Budgeting & Financial Monitoring

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly members of the Resources/Finance Committee.

This course will cover:

- School Funding
- Budget Building
- Budget Monitoring
- Medium Term Financial Planning
- Benchmarking

Autumn 2018

Tues 13 Nov 18	Oliver Cromwell Hotel, March, PE15 9LH	7.00pm – 8.30pm
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Spring 2019

Wed 27 Mar 19	Swavesey Village College, CB24 4RS	7.00pm – 8.30pm
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Summer 2019

Tues 9 Jul 19	Cambridge Professional Development Centre, CB2 9NL	7.00pm – 8.30pm
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Making Sense of Finance & Monitoring your Budget

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools, across all phases. Particularly members of the Resources/Finance Committee.

The aim of this course is to provide governors with the essential information they will need to understand how their school is funded and their role and responsibility in building and monitoring the school's budget.

This course is also designed to enable governors to discharge their responsibilities in protecting and guaranteeing the best use of public resources. The course offers governors the opportunity to find out more about the key financial controls that all maintained schools should have in place.

Autumn 2018

Thurs 22 Nov 18

Peterborough United Football Ground, PE2 8AL

6.00pm – 8.00pm

Topics to be covered include:

- Understanding your funding allocations
- Building your budget
- Links between the school's budget and plans for raising attainment and standards
- Forward planning
- Monitoring your budget
- Assistance available
- Meeting legal requirements and securing value for money when purchasing goods and services
- Local and national benchmarking
- Protecting the school against fraud
- Internal financial procedures
- Assistance available

Safer Recruitment in Schools

Audience: Those involved in governance and senior leaders in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly the Safeguarding Link Governor and those involved in staff/headteacher recruitment.

This course has been developed following Sir Michael Bichard's recommendation to schools following his enquiry into the tragedy at Soham. It is a statutory requirement for every selection panel to have at least one trained person in safer recruitment practices.

Autumn 2018

Tues 16 Oct 18	Ely City Golf Club, CB7	1.30pm – 5.30pm
Mon 3 Dec 18	Wood Green Animal Shelter 4HX	9.30am – 1.30pm

Spring 2019

Wed 23 Jan 19	South Fens Business Centre, PE16 6TT	9.30am – 1.30pm
Tues 5 Mar 19	Cambridge Professional Development Centre, CB2 9NL	1.30pm – 5.30pm

Summer 2019

Mon 20 May 19	Huntingdonshire Football Association, PE29 6XU	9.30am – 1.30pm
Tues 11 Jun 19	Oliver Cromwell Hotel, March, PE15 9LH	1.30pm – 5.30pm

Please note the following charges apply:

Safer Recruitment training (half-day)	<i>Subscribing Schools and Academies £/person</i>	<i>Pay as You Use Schools and Academies £/person</i>	<i>External Customers (including Private Schools) £/person</i>
Governors	£40	£230	£420
School staff *	£105	£260	£420

*who are not governors, associate members, and Peterborough and Norfolk governors

Safer Recruitment

Audience: Those involved in governance and senior leaders in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly the Safeguarding Link Governor and those involved in staff/headteacher recruitment.

This full-day, accredited course aims to assist governors and senior staff responsible for staff recruitment to understand the legal implications and good practice in employing staff.

Topics to be covered include:

- The legal requirements in the Education Act 2002 and the school staffing regulations 2003 for the recruitment and appointment of staff in schools
- DfE guidance document 'Keeping Children Safe in Education'
- The impact of education and employment legislation on the recruitment process and your duties as an employer

Autumn 2018

Wed 21 Nov 18	Peterborough United Football Ground, PE2 8AL	9.00am – 4.00pm
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Summer 2019

Thurs 23 May 19	Peterborough United Football Ground, PE2 8AL	9.00am – 4.00pm
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Safer Recruitment in Schools – Refresher Course

Audience: Those involved in governance and senior leaders in Cambridgeshire and Peterborough maintained schools and academies, across all phases, who have completed the face to face Safer Recruitment Training and now need to refresh their learning.

The aim of the course is to re-visit the learning from the face to face training session and bring participants up to date with the many changes in the law and to look at practices and procedures that now need to be put in place to keep children and young people safe in our schools and colleges.

Autumn 2018

Wed 21 Nov 18 Cambridgeshire Football Association, CB24 9PH 10.00am – 12.30pm

Spring 2019

Tues 26 Feb 19 Ely City Golf Club, CB7 4HX 10.00am – 12.30pm

Summer 2019

Wed 19 Jun 19 Huntingdonshire Football Association, PE29 6XU 10.00am – 12.30pm

Please note the following charges apply:

Safer Recruitment Refresher training	<i>Subscribing Schools and Academies £/person</i>	<i>Pay as You Use Schools and Academies £/person</i>	<i>External Customers (including Private Schools) £/person</i>
Governors	£30	£175	£345
School staff *	£70	£210	£345

*who are not governors, associate members, and Peterborough and Norfolk governors

Health and Safety

Audience: Those involved in governance in Cambridgeshire and Peterborough maintained schools and academies, across all phases. Particularly the Safeguarding/Health & Safety Link Governor and members of the Resources/Premises/Health & Safety Committee.

This course is designed to take the mystique out of the subject and to provide governors with the basic knowledge they need to ensure that their school is managed in accordance with good health and safety practice.

Topics to be covered include:

- Legislation affecting schools
- The governors' roles and responsibilities
- Sanctions
- Policies and procedures
- Risk assessment
- Safety management systems

Spring 2019

Mon 21 Jan 19

Swavesey Village College, CB24 4RS

9.30am – 1.00pm

Other Training Opportunities

NGA Leading Governance – Development for Chairs Programme

This programme is funded by the Department for Education and provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance. It is delivered by the National Governors' Association.

Programme delivery

This programme offers a blend of flexible learning and will take approximately three terms to complete. Led by experienced facilitators, participants will attend workshops and access effective one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent.

Venue:	Huntingdonshire Football Association, PE29 6XU
Mon 14 Jan 19	Programme start date
Sat 2 March 19	Unit 1 face to face session: Leading Governance
	Mentoring 1: telephone/skype conversation with Mentor 25 Mar-14 Apr
Sat 18 May 19	Unit 2 face to face session: Delivering Effective Governance
	Cluster Group session
Sat 14 Sept 19	Unit 3 face to face session: Leading School Improvement
	Mentoring 2: telephone/skype conversation with Mentor 16 Sept-6 Oct
Fri 25 Oct 19	Submission deadline for Action Plan

Costs and registration

The full cost of this programme is £500.

Funding for £500 is available.

Please contact NGA to enquire about eligibility for funding that is available.

0121 237 4600 • leading.governance@nga.org.uk • www.nga.org.uk/leadinggovernance

What's included in the programme?

This is a leadership programme designed for those in a chairing role, or a future chair, and will include:

- three face-to-face workshops focusing on leadership development
- a 360-degree diagnostic to evaluate strengths and development needs
- access to interactive e-learning modules and resources
- participation in action learning sets
- support with creating a school-based project and action plan

NGA Leading Governance – Development for Clerks Programme

This accredited programme is designed for new and experienced clerks currently working in all school and trust settings. It helps develop the knowledge and skills needed for high-quality clerking and results in a Level 3 Certificate in Clerking of School and Governing Boards.

Programme delivery

This programme offers a blend of flexible learning over approximately a nine month period.

Led by experienced facilitators, participants will attend workshops and access effective one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent.

Venue:	Huntingdonshire Football Association, PE29 6XU	
14 Jan 19	Programme start date	
	Unit 1 Understanding Governance Essentials – self-study & diagnostic 1	
	Mentoring 1: telephone/skype conversation with Mentor 11-31 Mar 19	
Thurs 4 Apr 19	Unit 2 face to face session: The role of the modern professional clerk	9.30am – 12.30pm
Thurs 23 May 19	Unit 3 face to face session: The administrative role of the clerk	9.30am – 12.30pm
Thurs 11 Jul 19	Unit 4 face to face session: Accountabilities, advice and guidance	9.30am – 12.30pm
Thurs Sept 19	Unit 5 face to face session: Working together to ensure effectiveness	9.30am – 12.30pm
Scheduled with mentor	Submission deadline for the school based project and learning log	
	Mentoring 2: telephone/skype conversation scheduled with mentor	

Costs and registration

The full cost is £425 and funding is available for £350. There will be a cost of £75 to cover the Level 3 qualification accreditation. Please contact NGA to enquire about eligibility for funding that is available. 0121 237 4600 • leading.governance@nga.org.uk • www.nga.org.uk/leadinggovernance

What's included in the programme?

- four face-to-face workshops focusing on the development of clerking competencies
- a dedicated mentor to provide guidance and support
- a 360-degree diagnostic of the participant's strengths and areas for development
- access to interactive e-learning modules and resources
- participation in peer-to-peer and group learning to strengthen and support networking
- support with completing a school-based project and learning log

Additional Training Opportunities

Online Learning for Governors, Trustees and Clerks

Learning Link – An easy-to-use e-learning portal that will help you every step of the way with your professional development. Flexible e-learning – With many governors undertaking their e-learning in the evenings and on weekends, learning can be done at any time, place and pace that suit you. Learning Link gives you 24/7 access to course materials and training records. Progress can be saved so you are able to complete your course in bitesize chunks. Learners can also access their e-learning across different devices including smartphones and tablets. There are currently over 40 e-learning modules, including a range for clerks.

Registration is FREE to subscribing schools.

Visit <https://nga.vc-enable.co.uk/Register> to find the online self-registration form.

You may buy support from other providers who have additional services or resources for governors. Where we are made aware of those resources we are happy to sign post governors to them.

EPM (Education Personnel Management)

is a specialist HR provider to schools in the eastern region. If your school is an EPM client school, governors can access online training ('webinars'). Governors will need a school email address to access the webinars at www.epm.co.uk.

What is an EPM webinar?

A webinar is an EPM presentation which you view on your computer at home, or at school, or any other convenient location where you have access to a suitable computer and the internet. You may want to join with other governors and/or senior managers to watch as a group so that you can discuss issues relevant to your school. When the webinar goes live you will see a PowerPoint presentation on the screen and you will hear a live audio presentation by the EPM presenter(s). During the webinar you can type in any questions that you have and the EPM presenter will answer your questions live.

How do I get access to an EPM webinar?

Please email www.epmwebinar@epm.co.uk indicating which webinar you would like to join and they will email you a link so that you can register on the EPM webinar channel in advance of the webinar. Please use a school email address if possible.

Can the webinars be accessed again?

Once finished, the webinar will be available on our EPM Webinar Channel on epm.co.uk for registered EPM customers to view at their own convenience.

In-House Governing Body Development Sessions

Please note there is a £200 charge for a 2-hour session. All schools hosting a governing body development session will receive our 'Governing Body Development Session Protocol' which clearly identifies expectations including the requirement for the school to provide copies of course handouts for governors.

We would like to encourage governing bodies to work together to arrange cluster governing body development sessions. As well as being a cost-effective way of delivering training it facilitates the development of relationships and the sharing of good practice.

Any of the Cambridgeshire courses in this training programme can be delivered as an in-house development session, and the following courses are also available:

Personal, Social, Health and Education (PSHE) Overview

This course will clarify for governors what schools should be providing in PSHE and whole school approaches to promoting health and wellbeing. Good PSHE is recognised by the DfE and Ofsted as making an essential contribution to children's achievement and wellbeing. Examples of good practice will be shared, and information about national and local guidance provided.

Whole School Approach to Food Policy and Practice

This course will update governors on the latest guidance around food in schools – both in terms of what the school provides, and how they can ensure there is a whole school approach to healthy eating. This includes information about creating or updating a whole school food policy and about the healthy lifestyles curriculum.

Sex Related Education (SRE) Training

The SRE policy is the direct responsibility of the governing body. This course offers an overview of the national picture for SRE, an example of a progression of learning for children and young people and examples of resources.

Governors may also plan a policy development process and consider ways of communicating with parent/carers about SRE provision at the school.

Drug Awareness Training

This course will enable governors to consider approaches to delivering drug education in school to enable the needs of children and young people to be met. The course will also address responses to drug related situations and incidents and review the school's needs in this area.

Anti-Bullying

Bullying damages children and young people's physical and emotional wellbeing, including their ability to build and sustain relationships and achieve their full potential at school. This training will address the schools' statutory obligations in relation to bullying, including the Common Inspection Framework. It will provide an opportunity for governors to reflect on their role in supporting schools to develop an effective whole school approach to anti bullying work.

Child Protection

The course is designed for all governors and aims to equip them with an understanding of the role of the Designated Person for Child Protection, the legislation, procedures and the monitoring responsibilities of the Governing Body in relation to safeguarding and child protection.

E-Safety

This course will give governors the information necessary to support their schools in managing e-safety issues. E-safety is an increasing area of concern for all those working in schools but with careful management, the benefits can outweigh the potential risks. Children, staff and governors need support to keep them safer online and to understand the risks associated with the use of technology.

Introduction to Safeguarding

Safeguarding children remains a vital role that schools in Cambridgeshire have been committed to. We want to ensure that all schools are supported to effectively safeguard and promote the welfare of children. This course will explore safeguarding issues, particularly from the governors' perspective. The session will provide background information, opportunities to discuss case studies and the questions that governors may be asked in an Ofsted inspection.

Alternatively, governing bodies may prefer to identify their own focus and request a bespoke training session. Either way there will be the opportunity to speak to the trainer during the planning process to ensure the training meets your needs.

Multi Academy Trusts – please contact us to discuss any bespoke requirements.

To book an In-house session:

Telephone: 01223 715933

E-mail: governor.training@cambridgeshire.gov.uk

Please allow at least six weeks' notice when requesting an in-house governing body development session.

In-House Governing Body Development Sessions

In-house sessions

We know that many aspects of governor development are more effective if the governing body works together. Courses that focus on governors working as a team are examples of this, particularly where the development focuses on an issue specific to that governing body e.g. the school improvement/development plan.

Our tutor will come to your school and deliver a session with your governing body. There is the opportunity to discuss the session with our tutor beforehand and to highlight any particular focus that you would like the session to cover. We suggest that this does not form part of a governing body meeting or take place on the same evening as another meeting.

Our Standard contract entitles subscribing Peterborough schools and academies one free individual development session per financial year. Most of our bespoke contracts also include one free development session. Additional courses can be arranged on request at a cost of £250 for subscribing schools or academies and £400 for 'pay as you' use schools and academies

Training as a cluster, triad or collaborative

We encourage governing bodies to work together. Holding an In-house training in this way helps to maximise benefits and control costs, and promotes networking and sharing good practice. As always we can arrange bespoke training. Please discuss arrangements for 'cluster training' with the Governor Services Team.

Courses available:

From 'Good' to 'Outstanding' – the Governor's Role

The work of the governing board is a key aspect of the leadership and management judgement. However, it is important to note that 'outstanding' is a way of being and not just a judgement. This course is to help governors consider what outstanding governance practice could look like and how their own practice compares.

Outcomes:

- To explore aspects of outstanding governance
- To identify your strengths and area for development

The Governing Body's Role in School Improvement

With the increased focus by inspection teams on the governing board's role, governors need to understand the school improvement process and be able to demonstrate that they actively monitor and evaluate the progress the school is making and that they provide appropriate challenge.

Outcomes:

- To explore what is meant by school improvement and its key aspects
- To increase awareness of the governors' role in school improvement
- To consider the importance of the strategic role in school improvement

Understanding some Key Sources of Data – Primary

Pupil achievement data plays a very key role in school self-evaluation and improvement planning and of course within Ofsted Inspections. This session will support governors in understanding pupil level data from statutory assessments for primary schools and in asking the right questions to hold the school effectively to account. The session will look at data available from the DfE as the replacement for the previous RAISE- online and Inspection Dashboard reports to help governors to improve their own understanding of pupil achievement data.

Outcomes:

- To feel more confident with school data
- To be able to use data to identify how well the school is performing
- To use data to structure questions

Safeguarding in Education for Governors

This course will provide:

- An understanding of safeguarding procedures in Peterborough
- An opportunity to improve local practice by considering learning from serious case reviews
- An awareness of school and individual responsibilities
- An understanding of the concept of significant harm and the four categories of abuse
- An understanding of the role of the governing body including policies and record keeping

Ofsted and the Governing Body

There are two aspects to this course. Firstly to help governors understand what happens during different types of inspection and to become familiar with the handbook. Secondly, as governors are an integral part of the leadership and management judgement, the course also looks at ways they can prepare for an inspection.

Outcomes:

- To raise awareness of the current Ofsted Framework
- To consider the implications for your school
- To explore the role of governors in an inspection

The Governing Body's Role in Holding the School to Account

As part of the Ofsted framework for inspecting schools, inspection teams will focus on the effectiveness of the governing board. Governors need to be able to demonstrate that they provide appropriate challenge, know the school well and actively monitor the progress the school is making in implementing its school development/improvement plan.

Outcomes – To explore and discuss:

- The Governing Board's strategic role
- Accountability
- Holding the Headteacher to account

Ofsted Getting to Good – the Governors Role *NEW*

This short course considers the importance of effective governance in reaching a 'Good' outcome in an Ofsted inspection. It gives governors tools, both for thinking through their strategic role and how to find out what they need to know.

Are you an Effective and Efficient Governing Body? *NEW*

This course explores tools and strategies a governing board can use to improve the impact of governance in its school(s). We will discuss how governors can avoid approaching work in a 'tick box' way, simply carrying out processes, rather than focusing on outcomes and effectiveness. It will help ensure that governors' time is used as effectively as possible and focuses on what is important. We will cover practical ways a governing board can model its work to achieve the best for pupils and students.

Getting the most out of your 'In-house' session

Giving some careful thought to the planning of your individual development session can have a real impact on outcomes for the governing body. Consider the following:

- Plan your session as a stand-alone event, not as part of a governing body meeting
- Choose a topic that is relevant to identified development needs of your governing body
- Make sure that the maximum number of governors can attend. This is an opportunity for Governors to develop and work as a team.
- The venue is your responsibility. If the budget can support it, think about holding your session away from the school or academy. We can help you to make a booking with local training venues and hotels where small meeting rooms are available for hire
- If the school or academy is the only possible venue, spend time making sure that it is a suitable and comfortable learning environment. Make sure that you provide "adult-friendly" seating and tables and that the room is tidy. If you have to use a classroom make sure desks are clear

Please contact the governor services team to discuss your individual governing body development needs. We ask you to give at least six weeks' notice and to suggest at least two possible dates when requesting one of these sessions.

To book a session telephone Peterborough governor services team on (01733) 863642 or email Governor.development@peterborough.gov.uk

General Information and Cancellation Policy

General Information and Cancellation

Bookings

All bookings for Cambridgeshire courses with the exception of in-house development sessions, will be made via the County's online booking system which can be accessed at: www.cambslearntogether.co.uk/school-improvement/school-governance

An electronic version of the training programme is also available on the website.

If you encounter any difficulties courses can be booked by emailing: governor.training@cambridgeshire.gov.uk

Cost

Courses for subscribing schools are free unless otherwise stated in the Governance Training Programme. Non subscribing schools should contact the service to confirm the cost of each individual course.

A confirmation email will be sent following booking. Please book early to avoid disappointment and to assist us in supplying accurate course booking information to tutors and venues.

Course Cancellation

- If a course attracts low numbers, we reserve the right to cancel the course. However, we will contact participants and suggest alternative options
- Cancellation fees will be waived if an Ofsted Inspection is due on the day of the course
- There will be no fee for cancellation where more than 7 days' notice is given
- Schools will be invoiced directly for any cancellation fee

Course Cancellation Fees for Pay as You Use Schools

There will be a fee of £100 or the actual cost if higher, where no notice of cancellation is given and a governor does not attend for a place booked.

Course Cancellation Fees for Subscribing Schools

There will be a fee of £100 or the actual cost if higher, where no notice of cancellation is given and a governor does not attend for a place booked on a course that is over-subscribed.

In House GB Development Session Cancellation or Postponement

Any cost we incur as a result of postponement or cancellation will be charged to the school in full.

Learn Together Hub

Governors and clerks from subscribing schools in Cambridgeshire can access resources and information on school governance; including the presentations from the Termly Governance Briefings/Networking Sessions, register with the Learn Together Hub and join the Cambridgeshire School Governance Group: <https://khub.net/learntogether>

Once you have registered with the site for free you will be able to apply to join different groups including the School Governance Group. Within our group you will be able to view and download a range of useful documents in our Library to support you in your role as a governor or clerk.

Course Trainers

Our trainers are drawn largely from LA advisers and officers, and associate advisers who have experience in supporting schools.

People with Disabilities or Special Dietary Requirements

To ensure that we meet individual needs, please remember to inform us of any special requirements when booking your course.

Additional Courses

Additional courses are available if the demand is sufficient. If 15 or more governors request a course we will endeavour to organise a session. Courses will be provided throughout the year as the need arises and in response to changes in government legislation.

Alterations to the Training Programme

Course details in the programme may be subject to change and any changes will be communicated via email.

Options to Improve Governance

Support from National Leaders of Governance

There are a number of National Leaders of Governance available in Cambridgeshire who can provide support such as:

- Mentoring of the chair and/or members of the school's governing body
- Supporting the chair to understand data and raise standards
- Helping the chair to develop their own leadership
- External reviews of governance

If you want to find out what support they can offer and make contact please do so via the NLG East of England website:

<https://nlgeastofengland.wordpress.com/nlgs-in-the-region/cambridgeshire/>

External Review of Governance

These will be available where Ofsted or HMI recommend an external review of governance, or where a request is received from a school, and include:

- An external review of governance, including GB self-evaluation, interviews and review of GB documentation
- A report providing context, findings and recommendations for improvement and an impact evaluation

For information email: schoolgovernance@cambridgeshire.gov.uk

Governance Consultation

A two hour session aimed to:

- Have a sharp focus on a specified topic
- Drive improvement in your governing body
- Identify ideas for improvement

and will include:

- A report for the governing body
- A phone call to discuss impact and next steps the following term

For information email: schoolgovernance@cambridgeshire.gov.uk

Courses in Norfolk – additional Training Opportunities

Opportunities exist for governors to attend courses provided by Norfolk Governor Services. This is a reciprocal arrangement that allows governors access to additional training opportunities. Most courses can be attended free of charge to subscribing schools.

To access these additional training opportunities please use the following routes:

Norfolk Governor Services

Booking Line: 01603 307710

Email: enquiry@educatorsolutions.org.uk

Website: www.educatorsolutions.org.uk/leaders-governors

General Information and Cancellation

Bookings

All courses can be booked via

Email: governor.development@peterborough.gov.uk

Telephone: 01733 863642

Confirmation of course booking

Confirmation will be emailed to you before the training course. If you require to receive this by post, please let us know at the time of booking.

Course cancellation

There will be no charge for cancellation where more than 7 days notice is given. There will be a charge of £60 per session, per governor, for any course where no notice of cancellation is given and a governor does not attend. The charge applies to all governors regardless of whether they are subscription or 'pay as you use' schools. We regret that this is necessary but costs are incurred for venues and trainers even if delegates do not honour arrangements made.

In circumstances where less than 7 days' notice of cancellation is given each case is considered individually. Where a genuine reason for cancellation is given, even if this is on the day of the course, the charge may be waived at the discretion of Governor Services.

Modern Governor is available to those governing bodies who have chosen to add Modern Governor onto their Peterborough governor services subscription.

For information on how to access Modern Governor via www.moderngovernor.com, contact governor services who will send out instructions.

For further information, please contact Peterborough governor services team on (01733) 863642 or email governor.development@peterborough.gov.uk

Peterborough Learning Partnership

Peterborough Learning Partnership (PLP) is a not-for-profit community interest company committed to developing, delivering, commissioning and evaluating a wide range of learning and development opportunities for schools, supporting all members and partners in raising aspirations and standards, creating better outcomes for all.

PLP is a core partner in the delivery of Achievement for All and also offers schools a wide range of CPD opportunities, events for children, high-profile conferences and some training that may be of interest to governors. PLP supports member schools in 4 local authorities – Peterborough, Cambridgeshire, Lincolnshire and Northamptonshire

Further information about PLP and these forthcoming events is available on the website www.peterboroughlearning.org.uk

The EAL Academy

In January 2013 Peterborough City Council completed a city-wide review of demographic trends and attainment, together with analysis of progress and attainment data by language and ethnicity. This has changed our perception of the EAL landscape in Peterborough and moved us from a narrow focus on dealing with pupils new to English, to a broader perspective in which closing the very wide attainment gap is now central.

The LA commissioned The EAL Academy to provide city-wide training for staff on addressing the needs of pupils new to English in mainstream classrooms and to assess options for an initial assessment centre for international new arrivals.

The strategy has six key strands:

- Preparing schools and settings for the growth in numbers of pupils with EAL;
- Addressing the specific needs of newly arrived pupils with a particular focus on those from East European Roma backgrounds;
- Closing the attainment gap for the large cohort of advanced EAL learners by enhancing their academic language skills;
- Engaging bilingual families and communities in raising attainment;
- Creating a city-wide network of highly skilled professionals with accredited EAL expertise;
- Identifying and supporting the development of schools and settings as potential centres of excellence and facilitating school to school support.

Peterborough Diocese

Additional training arranged by Peterborough diocesan education office can be accessed by all governors of Church of England schools in the Peterborough diocese.

If you require more details please contact the diocesan education office on 01604 887006 or visit their website www.peterborough-diocese.org.uk

Ely Diocese

The Ely diocese provides courses for all governors within their diocese. If you require information on their training please contact the Ely diocese on 01353 652724 or email: ed&t@office.ely.anglican.org.

East Anglia Roman Catholic Diocese

The Diocesan Schools' Service Commission works in partnership with all those concerned with Catholic schools to promote the highest standards in the delivery of Catholic education. The commission provides a support service to schools, governors, staff and parishes on all matters relating to Catholic education.

www.rcdea.org.uk

For information about governor support and training please contact:

The Schools' Service Office
21 Uagate
Poringland
Norwich
Norfolk
NR14 7SH

Contact Information

CAMBRIDGESHIRE

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For procedural advice

Email: schoolgovernance@cambridgeshire.gov.uk

PETERBOROUGH

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