

Governor Training and Development Programme

Training and Support for School Governors and Clerks to Governing Bodies

September 2011 to July 2012

Contents

	Page
Making the Most of the Programme, Charges, Venues	1
Booking Arrangements, Whole Governing Body Training, E-Learning	2
Further Information	3
Briefing and Consultation Meetings – Chairs, Clerks and Training Link Governors	4
Special Events and other Training Opportunities	5
New Courses	7
Core Training Programme	9
Training for Clerks and Potential Clerks to Governing Bodies	14
How to get to International House and Lambeth Town Hall	15
Autumn 2011 Booking Form	16
Spring 2012 Booking Form	17
Summer 2012 Booking Form	18

Making The Most Of The Programme

Being a governor is manageable and enjoyable if you are clear about what you have to do and when you have to do it. If you are clear about your roles and responsibilities you will be a more effective governor.

Do you know what you are there for? If you are a new governor, the induction course will give you an overview of the job, covering all you need to know about roles and responsibilities. You will have a better understanding about how schools work, understand the major educational issues and have all that jargon explained.

Education is constantly changing. All governors will find courses on particular aspects of governance which will give you up to date information as well as some practical tools for doing the job. Even if you are an old hand there is something here for you – please use the courses we provide to keep yourself up-to-date. Meeting governors from other schools will give you new ideas and insights.

An effective governing body works as a team. If every governor attends just one training course a year the governing body will gain in skills and knowledge.

We now have reciprocal arrangements with Newham, Greenwich, Lewisham and Southwark. If you live or work in one of these boroughs you are welcome to attend one of their governor training courses - details of the courses available are on each borough's website.

Charges

The central training programme is free of charge to individual governors – the cost is charged to your school, which receives government funding to support the governing body. For the central programme of training courses offered during the 2011/12 financial year schools can pay in three ways.

- **£95 for each attendance by a governor on a course, charged after each attendance; or**
- **a discount rate of £400 for any five governor attendances, payable in advance; or**
- **£800 for an unlimited number of attendances throughout the year, payable in advance**

Payment for non-attendance - provided we are informed in advance there is no charge for governors who are unable to attend a course at short notice. **However, we will charge a school £30 if a governor fails to attend a booked course without informing us in advance.** Sometimes courses are oversubscribed, in which case we could offer the place to somebody else, but courses can also become unviable if too few governors attend.

Venues

Please note that the evening training courses in the central programme are normally held at Lambeth Town Hall, Brixton Hill, London, SW2 1RW but please check the venue as a number of courses, mainly those during the daytime, will continue to be at International House, Canterbury Crescent, London, SW9 7QE.

There are maps, parking and public transport information on page 13.

Booking Arrangements

Courses can be booked:

- by post: return the booking form attached to this programme to Governor Services, International House, Canterbury Crescent, London SW9 7QE
- by phone: 020 7926 9668
- by email: governor@lambeth.gov.uk

Confirmation of booking

Bookings will not normally be acknowledged by post but we will contact you if a place is not available on the course you have requested. A reminder of your booking, together with any relevant pre-course information, will be emailed approximately one week before the date of the course.

Do you need Help of any kind to access our courses?

If you require support of any kind to enable you to participate fully in our training courses - for example, wheelchair access or large print documentation - please could you let us know when you book your place on the course and we will make suitable arrangements with you.

Under-subscription cancellation

If any course does not have a minimum of ten governors registered one week before it is due to run, then the course will be cancelled as unviable. We will notify the trainer and any governor who has registered on the course. If you are interested in a course, please make sure you book a place well in advance. Our courses are very popular and sometimes there is a waiting list.

Whole Governing Body Training

Whole governing body training can be arranged on request and delivered as a school-based session tailored to the needs of your governing body, enabling governors to work together on a subject or theme of their choice. In addition to the courses offered in the central programme, training on other topics and themes can be arranged.

The session will be planned and arranged to meet the specification of the governing body and will be supported by a course pack designed for the purpose. **School-based training sessions are delivered at a cost of £450, including handouts.** Please ring Peter Compton, Coordinator of Governor Services, on 020 7926 9636 or email governor@lambeth.gov.uk for more information.

E-Learning for Governors - Modern Governor

A number of Lambeth schools have subscribed to Modern Governor, a new e-learning service for governors, and have found it usefully complements traditional face-to-face training. Modern Governor provides “bite sized learning” with short courses, typically lasting 30 minutes, structured as short, self contained modules, to allow governors to dip in and out of a course. The courses have been produced with the help of experts in their field and professionals who work with governors and include examples, case studies and scenarios. The courses will remain permanently available so that governors can revisit the material as often as they wish.

There are now eighteen courses available including My Role as a Governor, School Recruitment Practices, Self Evaluation and the new Ofsted Framework, School Finance and Chairing Governing Body Meetings, with new courses released throughout the year. You can subscribe to the Modern Governor blog and share ideas, good practice and suggestions about learning and development: visit www.moderngovernor.com for more information. **The cost is very reasonable – an annual subscription is only £89.00.**

Please ring Peter Compton, Coordinator of Governor Services, on 020 7926 9636 or email governor@lambeth.gov.uk for more information on how to subscribe.

Further Information

We provide advice, information and practical support for all governors, headteachers and clerks to governing bodies of Lambeth schools. **Our advice and support service is completely free of charge and we have the advantage of having good connections within the Council and extensive local knowledge.** Any contact made will be treated in confidence.

Peter Compton
Coordinator of Governor Services
020 7926 9636
pcompton@lambeth.gov.uk

David Jones
Governor Support Officer
020 7926 9669
djones@lambeth.gov.uk

You can also contact Governorline – 08000 722181 or www.governorline.info – an independent source advice, information and support for school governors.

Other useful websites are as follows:

- **The Department for Education (DfE) website:** <http://www.education.gov.uk/> is updated regularly and includes a section on governance: <http://www.education.gov.uk/schools/leadership/governance>. The content of the former governors' website - **GovernorNet** (www.governornet.co.uk) - and teachers' website – **Teachernet** (<http://www.teachernet.gov.uk/>) - has now been archived, but the materials for governors and teachers respectively have either been moved to the DfE website or can be accessed via the National Archives: <http://www.nationalarchives.gov.uk/webarchive/>.
- All **Department for Education (DfE)** guidance and documentation should be available from DfE Publications, tel. 0845 6022260, fax 0845 6033360, or email: online.publications@prolog.uk.com, and can usually be downloaded either from the DfE website: <https://www.education.gov.uk/Publications/>.
- The most up to date version of the now online-only "**Guide to the Law for School Governors**" can be found here: <http://www.education.gov.uk/b0065507/gttl/>, but although it says "Updated 20 July 2011" on the webpage the Guide itself actually hasn't been updated since January 2010.

For further advice, or if you have any queries, in the first instance you should contact either the Clerk to the Governing Body or your Governor Support Officer – see the list at the back of this report. **Our advice and support service is completely free of charge and we have the advantage of having good connections within the Council and extensive local knowledge.** Alternatively you could contact **Governorline** – 08000 722181 or www.governorline.info – an independent source of advice, information and support for school governors but **please be aware that if you give only a partial account of the issue you wish to discuss then the likelihood is that the advice you receive will be wrong.**

Other useful websites are as follows:

- The **National Governors' Association (NGA)**: www.nga.org.uk. The National Governors' Association is an independent membership organisation which represents school governors across England and produces high quality information and advice for its members. Your school can purchase a standard subscription at a reduced cost of £58 per year from April 2011 – please contact Peter Compton, 020 7926 9636 or email governor@lambeth.gov.uk, for further details. Their website has a range of useful information for governors which do not always require membership for access.
- **Information for School and College Governors (ISCG)**, which provides practical advice and independent up-to-date information for governors - www.governors.fsnet.co.uk.
- The **Times Educational Supplement (TES)** has a governors' section and a discussion forum – www.tes.co.uk/governors.
- **UKgovernors** - www.ukgovernors.org.uk/ was set up as an alternative to the discussion boards/forums on GovernorNet, but is purely for discussions and does not have any downloadable content or background materials.
- There is a blog for governors called **Supergovernor**, with free advice for governors on everything from school policies to how to balance work and governor activities - www.supergovernor.co.uk.
- The **School Governors' One-Stop Shop**, which aims to recruit people with transferable skills from the world of work to fill vacancies on governing bodies – www.schoolgovernors-oss.co.uk.
- **Teachers' TV** – following the closure of Teachers TV, the DfE has ensured that the 3500 programmes in the archive, including the programmes for governors, are still available to watch online. You can watch the programmes free of charge via either of the links below:
 - <http://www.schoolsworld.tv/>
 - <http://www.teachersmedia.co.uk/>

Briefing and Consultation Meetings

THE EXECUTIVE DIRECTOR'S BRIEFING MEETING FOR CHAIRS

At the beginning of the terms 1, 3 and 5 (autumn, spring and summer), Debbie Jones, Executive Director of Lambeth's Children and Young People's Service, invites representatives from all governing bodies to an informal meeting to discuss local and national issues that will affect Lambeth schools. The agenda is based on items in "Working Together" – her report to governors and headteachers – and provides an opportunity for discussion on any matters Chairs wish to raise. We hope all schools will send a representative, as this is an opportunity to discuss issues with other schools as well as Local Authority officers.

The dates for the forthcoming year are:

- **Autumn 2011 (Term 1)** - Monday 3 October 2011 at 6.30pm
PLEASE NOTE CHANGE OF DATE
- **Spring 2012 (Term 3)** - Tuesday 24 January 2012 at 6.30pm
- **Summer 2012 (Term 5)** - Tuesday 1 May 2012 at 6.30pm (provisional)

All meetings will be held in the Lecture Theatre at International House. Light refreshments will be available from 6.00pm.

We hope that all Chairs will be able to attend, but if the Chair cannot attend, another representative from the governing body is welcome to attend.

TRAINING LINK GOVERNORS MEETING

Training Link Governors are an important contact between governing bodies and the Local Authority (LA). They meet towards the end of terms 2, 4 and 6 (autumn, spring and summer) to review training provided, identify issues; develop the training programme; and discuss how to provide mentoring and information for new governors in their schools.

Dates for future meetings:

- **Autumn 2011 (Term 2)** - Tuesday 15 November 2011 from 6.30pm to 8.30pm
Venue: Clapham Manor Primary School (tbc)
- **Spring 2012 (Term 4)** - Tuesday 13 March 2012 from 6.30pm to 8.30pm (provisional)
Venue: tbc
- **Summer 2012 (Term 6)** - Tuesday 10 July 2012 from 6.30pm to 8.30pm (provisional)
Venue: tbc

We hope that all Training Link Governors will be able to attend. If your governing body does not currently have a Training Link Governor, please think about appointing one.

BRIEFING MEETINGS FOR CLERKS TO GOVERNING BODIES

At the beginning of the terms 1, 3 and 5 (autumn, spring and summer) we invite all Governing Body Clerks to a briefing meeting based on the Executive Director's Report, "Working Together". The meeting also provides an opportunity to brief clerks on changes to the law and practice on governance and to share information with colleagues.

The dates for the next year are:

- **Autumn 2011 (Term 1)** - Tuesday 20 September 2011 at 1.30pm, Rooms 5, 6 & 7, International House
- **Spring 2012 (Term 3)** - Tuesday 24 January 2012 at 1.30pm, Room 101, Lambeth Town Hall (provisional)
- **Summer 2012 (Term 5)** - Tuesday 1 May 2012 at 1.30pm Room 101, Lambeth Town Hall (provisional)

We hope that all clerks will join us.

Special Events and other Training Opportunities

Changes to the Ofsted Inspection Framework

All governors are welcome to attend this *FREE* briefing session.

The Importance of Teaching: Schools White Paper and the Education Bill, which is taking forward many of the government's proposals, refocuses school inspections on the **quality of teaching and learning**, backed by **excellent leadership and management**, and **good discipline and behaviour**.

The new inspection framework which, subject to legislation will be in place from January 2012, is designed to deliver that new focus. What it means in practice is that schools will be judged on a smaller number of core aspects than before, but they will be examined in greater depth. The changes will result in more streamlined inspections with fewer judgements and grades, leading to sharper reports on the quality of education provided by schools and the most important aspects of their performance.

'The changes we are proposing give inspectors the chance to take an even closer look at teaching and learning, and pupils' behaviour and safety, together with an evaluation of the impact of leadership and management.'

Ofsted, 2011

This briefing will provide governors with the most up-to-date information on the new arrangements for inspection and will help you to understand the new arrangements and the implications for schools, in particular:

- the main changes to the framework and the inspection process;
- the focus of the new model;
- the implications for schools, in terms of staff and governor involvement, notice of inspection etc
- school self evaluation

The briefing will take place on:

Date: Monday 5 December 2011

Time: from 3.00pm – 4.30pm

Venue: Clapham Park Centre, behind Richard Atkins Primary School, New Park Road, SW2 4JP. **The entrance is in Kingswood Road.**

If you would like to attend, please ring 020 7926 9668 or email governor@lambeth.gov.uk to book your place.

Preparing for Ofsted – briefing sessions for governors

If your school is due for an Ofsted inspection you may want to consider asking for a briefing from your School Improvement Adviser (SIA). The briefing will cover:

- the current and new (2012) Ofsted inspection framework
- the inspection process
- the governing body's role in relation to school self evaluation
- best practice
- tips and hints for the Ofsted process.

This course, which is only available as a school-based session for the whole governing body, is available on request. Please contact Richard Blackmore, School Improvement Adviser (Primary Schools), on 020 7926 9594, email: rblackmore@lambeth.gov.uk, or Graham Jackson, School Improvement Adviser (Secondary Schools), on 020 7926 9936, email gjackson@lambeth.gov.uk to discuss arrangements and costs.

Using Data for School Self Evaluation

How well are we currently doing?
What are our strengths and weaknesses?
What must we do to improve?

Governors have responsibility for monitoring school performance and for identifying the strengths and weaknesses of the school to ensure improvement. This training session looks at ways in which a range of data can be used for school self evaluation and improvement including:

- Your school data
- Your LA School Profile, contextual and value added data and reports
- Your school Fischer Family Trust (FFT) data
- Your RAISEonline national data
- Other national and local performance data

The training session uses a data triangulation approach and different sources of data (including LA, school, FFT and national data) to check and establish the validity of evidence to support school self evaluation and target setting. By the end of the course participants will be able to understand their school performance in terms of standards achieved and progress made by the whole school, key stages, cohorts, by pupil groups and individual pupils.

Target Audience: Governors, Headteachers and Senior Teachers.
Venue: School-based evening or daytime training (TBA)
Course Tutor: Feyisa Demie, Head of Research and Statistics
Cost: **FREE** for any school subscribing to Research and Statistics Data service, otherwise £500 per session.

This course is only available on request as a school-based session for the whole governing body - please contact Feyisa Demie, Head of Research and Statistics, on 020 7926 9448, email: fdemie@lambeth.gov.uk.

New Courses

* NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE *

SUPPORT AND ASPIRATION, A NEW APPROACH TO SPECIAL EDUCATIONAL NEEDS (SEN) AND DISABILITY

- How to make sure your school is meeting the needs of its pupils with SEN

This course provides governors who have a particular responsibility for maintaining an overview of SEN policy to consider how well their schools are meeting the needs of pupils with SEN and to consider their achievements. The course will also be suitable if you have an interest in SEN or would like to know more about your school's responsibilities and provision for pupils with SEN.

- Are pupils with SEN achieving well or could they do better?
- How do governors know?

These and other issues, for example, the monitoring of levels of resources, will be discussed. There will also be opportunity to consider the implications of the recent Green Paper published in March 2011 and how the outcomes of its consultation may impact on the responsibilities of the SEN governor.

Tuesday 11 October 2011 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Tutor – Judith Wilson, School Improvement Adviser

* NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE *

* NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE *

DATA FOR BEGINNERS

- Making sense of performance data

Do you ask yourself these questions: what different data is available from within the school and externally? How can it help improve your school? What does CVA and APS stands for? What do they mean when they talk about attainment, progress and achievement and what is the difference? If you do, this course is for you.

School performance data comes from a number of sources – the school, the Local Authority, Fischer Family Trust (FFT), and national data - and in a number of formats. Using data from a real school, this course will arm you with the knowledge you need to ask the important questions in meetings and discussions when you get back to your school. It will cover:

- How you can use data to help identify your schools strengths and weaknesses (Ofsted requirement)
- How data can be used in actively setting priorities for improvement and evaluate the impact of any improvement plans (Ofsted requirement)
- How the governing body can have a clear understanding the school's performance data and as a result has an accurate picture of how well all the pupils are achieving compared with those in other schools, as well as how different groups of pupils within the school are performing. (Ofsted requirement)
- What data is available to challenge and support your school.
- How to specifically interpret it.
- What you should be looking for to help self evaluate and question aspects of the school's work.
- How you can understand what it all means in a local school context.

Monday 17 October 2011 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Tutor – Richard Blackmore, School Improvement Adviser

* NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE *

*** NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE ***

CHANGES TO THE LAW OF EDUCATION

Last year the Secretary of State proposed some significant and wide ranging changes to education in the White Paper "The Importance of Teaching". Many of these proposals are included in a major Education Act which became law this summer.

This course will highlight the changes that will impact on schools and governance including changes in the composition of school governing bodies, the duties of governing bodies and the inspection of schools.

Wednesday 18 January 2012 10.00am to 12.00

Venue: Lambeth Town Hall

or

Thursday 9 February 2012 from 6.30pm to 8.30pm

Venue: Lambeth Town Hall

Tutor – Pat Petch, Education Management and Governance Consultant

*** NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE ***

THE EQUALITY ACT 2010 – WHAT IT MEANS FOR GOVERNING BODIES

This course will provide an overview of the new public sector Equality duty which came into force on 5 April 2011 and which replaces the three previous duties on race, disability and gender, bringing them together into a single duty. The course will explore how schools can avoid breaching the law and how they can actively promote equality. It will cover:

- The Equality Act 2010
- The nine protected characteristics
- Discrimination, harassment and victimisation
- The implication of the Equality Act on aspects of school practice including curriculum content and delivery and managing behaviour and discipline
- How schools can actively promote equality
- How to begin working on a single equality policy

Monday 12 March 2012 6.30 – 8.30pm

Venue: Lambeth Town Hall

Tutor – Clare Warner, Education Consultant

*** NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE * NEW COURSE ***

INDUCTION COURSE FOR NEW GOVERNORS

“Good basic induction. Emphasis on overview left me wanting to learn more and certainly keen to meet with other governors again to discuss experiences and expectations.”

When you first become a school governor you may feel that there is a mountain of information about the job. This two-part course is designed to give new governors the essential information you need to become effective governors. It is based on the National Training Programme For School Governors developed by the Department for Children, Schools and Families (DCSF) and is built around the key roles that governors play in helping their schools to raise standards of educational achievement. The course covers:

- the key roles and responsibilities of governors and governing bodies
- the different and complementary roles of governors and headteachers
- the characteristics of effective schools
- working with the school community
- getting to grips with education jargon

Autumn 2011:

Part 1: Thursday 6 October 2011 from 6.30pm to 8.30pm

and

Part 2: Thursday 13 October 2011 from 6.30pm to 8.30pm

Venue: Lambeth Town Hall

or

Part 1: Tuesday 1 November 2011 from 10.00am to 12.00

and

Part 2: Tuesday 8 November 2011 from 10.00am to 12.00

Venue: International House

Spring 2012:

Part 1: Tuesday 31 January 2012 from 10.00am to 12.00

and

Part 2: Tuesday 7 February 2012 from 10.00am to 12.00

Venue: Lambeth Town Hall

or

Part 1: Wednesday 29 February 2012 from 6.30pm to 8.30pm

and

Part 2: Wednesday 7 March 2012 from 6.30pm to 8.30pm

Venue: Lambeth Town Hall

Summer 2012:

Part 1: Thursday 24 May 2012 from 10.00am to 12.00

and

Part 2: Thursday 31 May 2012 from 10.00am to 12.00

Venue: International House

or

Part 1: Monday 4 June 2012 from 6.30pm to 8.30pm

and

Part 2: Monday 11 June 2012 from 6.30pm to 8.30pm

Venue: Lambeth Town Hall

Tutor: Pat Petch, Education Management and Governance Consultant

PERFORMANCE MANAGEMENT

“Excellent content. Handouts comprehensive. Trainer’s knowledge and expertise very sound.”

This course covers the governing body’s responsibilities for performance management and Headteacher performance management in particular:

- what you have to do - legal duties of the governing body for performance management
- managing the performance of the Headteacher
- the role of the School Improvement Adviser/External Adviser
- the pay policy
- the Headteacher’s annual report to the governing body on performance management – and the questions you can ask
- how you will know if performance management is making a difference – the links to school self evaluation.
- how performance management links to pay

This course is recommended for governors who have a role in performance management. Governors and headteachers will find it particularly useful to attend as a team.

Autumn 2011: Wednesday 28 September 2011 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Spring 2012: Thursday 23 February 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Summer 2012: Wednesday 25 April 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Tutor - Pat Petch, Education Management and Governance Consultant

*** BACK BY POPULAR DEMAND * BACK BY POPULAR DEMAND ***

MONITORING, EVALUATION AND CHALLENGE

Effective monitoring and evaluation underpins school improvement. In the Ofsted Annual Report published in November 2010, Her Majesty’s Chief Inspector said “Governors are most effective when they are fully involved in the school’s self-evaluation and use the knowledge gained to challenge the school, understand its strengths and weaknesses and contribute to shaping its strategic direction.” However, “where governance is weak the involvement of governors in monitoring the quality of provision is not well-enough defined or sufficiently rigorous and challenging.”

In this course we will look at what should be monitored by the governing body and how this can be done most effectively including how work can be divided between GB and committee meetings; the features of effective evaluation; and we’ll look at just what is meant by “challenge” – what this means for governors and how to do it.

Autumn 2011: Wednesday 12 October 2011 from 10.00am to 12.00
Venue: Lambeth Town Hall
or
Monday 14 November 2011 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Spring 2012: Wednesday 1 February 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Summer 2012: Wednesday 18 April 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Tutor – Pat Petch, Education Management and Governance Consultant

*** BACK BY POPULAR DEMAND * BACK BY POPULAR DEMAND ***

GOVERNANCE AND THE NEW OFSTED INSPECTION FRAMEWORK

The Importance of Teaching White Paper and the subsequent Education Bill taking forward many of its proposals refocused school inspections on the quality of teaching and learning; leadership and management; good discipline and behaviour. In January 2012 a new Ofsted inspection framework will be introduced.

The new inspection framework has been formulated in response to this new agenda so schools will be judged on a smaller number of core aspects than before, but will be examined in greater depth. The changes will result in more streamlined inspections, with fewer judgements and grades, leading to sharper reports on the quality of education provided by schools and the most important aspects of their performance.

This course will look at the guidance and the grade descriptors for outstanding, good, satisfactory etc in the new inspection framework and will analyse the judgements made in sample Ofsted reports. What are the key factors to bear in mind? Is the governing body working in ways which are likely to be judged satisfactory? Is self-evaluation providing you with an accurate picture of your school?

Autumn 2011: Tuesday 18 October 2011 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Spring 2012: Tuesday 10 January 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall
or
Monday 23 January 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Summer 2012: Tuesday 24 April 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Tutor – Pat Petch, Education Management and Governance Consultant

FINANCIAL MANAGEMENT FOR GOVERNORS

“As a newcomer to schools and finance, this was a great introduction! Very informative and interesting.”

Governors have ultimate responsibility for financial management within their school and need financial training to fulfil their responsibilities. This session will provide governors with knowledge of the basics of school finances and financial monitoring, as well as a briefing on current issues. It is aimed at governors who are new to finance and those with financial experience who are new to governance. The programme will include budgets, budget setting, income, budget monitoring, governors' responsibilities and the likely requirements of the successor to FMSiS, the Schools Financial Value Standard (SFVS).

Autumn 2011: Thursday 20 October 2011 from 6.00pm to 8.00pm
Venue: Lambeth Town Hall

Spring 2012: Tuesday 21 February 2012 from 10.00am to 12.00
Venue: Lambeth Town Hall

Summer 2012: Tuesday 29 May 2012 from 6.00pm – 8.00pm
Venue: Lambeth Town Hall

Tutor: Nilesh Jethwa, Head of Schools Finance

THE ROLE OF THE STAFF GOVERNOR

“Very informative and clearly set out and delivered.”

Staff representative or a representative member of staff? Being a staff governor is both challenging and rewarding. This course will consider some very practical suggestions about how to :

- raise sensitive issues at the school
- recognise any possible conflicts of interest
- report back to staff in the school
- identify your role in governing body meetings
- deal with confidential issues
- distinguish between your role as a member of staff and your role as a staff governor

The session will also give you an opportunity to talk to other staff governors about how they tackle issues.

Wednesday 2 November 2011 from 3.00pm to 5.00pm

Venue: Lambeth Town Hall

Tutor – Pat Petch, Education Management and Governance Consultant

CHILD PROTECTION, SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN - THE ROLE OF THE GOVERNING BODY

“A very interesting and thought-provoking session. It really opened my eyes.”

Governing bodies have a major role to play in the arrangements their school makes to keep children safe and to promote the welfare of all children, especially vulnerable children. This course gives an overview of basic child protection and safeguarding issues and also looks at the specific statutory duties governing bodies have in this area, in line with current legislation and statutory guidance.

Autumn 2011: Thursday 10 November 2011 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Spring 2012: Monday 20 February 2012 from 10.00am to 12.00
Venue: Lambeth Town Hall

Summer 2012: Thursday 14 June 2012 from 6.30pm to 8.30pm
Venue: Lambeth Town Hall

Tutor - Graham Griffin, Senior Safeguarding Children Manager

CHAIRING AND LEADING THE GOVERNING BODY

This course provides chairs, vice–chairs and any other governor interested in chairing meetings with an opportunity to examine and build on the skills and knowledge needed to ensure that the governing body provides strategic direction and secures accountability.

This course will enable participants to:

- examine the role and responsibilities of the Chair in managing the work of the governing body
- consider the relationship between the Chair and the Headteacher.
- look closely at team leadership and understand the qualities of an effective governing body.
- consider how to ensure that the governing body takes an effective role in school self evaluation and school development planning.
- ensure that the governing body provides an appropriate balance between challenge and support while effectively monitoring progress and evaluating the work of the school.
- examine good practice in chairing meetings– the nuts and bolts of effective meetings including confidentiality, dealing with conflicts of interest, encouraging attendance and active participation.

Tuesday 15 November 2011

from 6.30pm to 8.30pm

Venue: Lambeth Town Hall

Tutor - Pat Petch, Education Management and Governance Consultant

THE LAW AND GUIDANCE ON EXCLUSION FROM SCHOOL

“Very Useful. This particular course had a lot of information - almost too much for one session.”

Governing bodies and headteachers are required by law to follow guidance issued by the Secretary of State when making decisions on exclusion and administering the exclusion procedure. The guidance is detailed and covers everything from the grounds for exclusion to the final appeal against exclusion. This course has been designed for governors and headteachers and covers current guidance, practical advice and examples:

- the grounds for exclusion and the decision to exclude
- lunchtime, fixed period and permanent exclusion
- exclusion and particular issues – SEN pupils; disabled pupils
- procedures following permanent exclusion
- reviewing exclusions – the role of the governing body
- appealing against permanent exclusion – the law and guidance
- procedure at meetings of the Discipline Committee of the governing body

Thursday 1 March 2012

from 6.30pm to 8.30pm

Venue: Lambeth Town Hall

Tutor: Pat Petch, Education Management and Governance Consultant

NATIONAL TRAINING PROGRAMME FOR CLERKS AND POTENTIAL CLERKS TO GOVERNING BODIES

It is widely recognised that an effective clerk is an invaluable resource for a governing body. The NGA believes that all governing bodies should employ a skilled clerk... All governing bodies must have a clerk and there are certain duties which clerks are required by law to carry out, but a skilled clerk can contribute significantly to a governing body's effectiveness. Governing bodies need to recognise that a professional clerk is a valuable asset and should be remunerated accordingly.

National Governors Association, 2011

"... a clerk's first loyalty must be to the whole governing body - not the LEA, not the diocese, not the headteacher, not the chair. The clerk should be the constitutional conscience of the governing body."

Clerking Matters, ISCG Study for DfES, 2001

The Clerk to the Governing Body plays a key role in governing body effectiveness, ensuring that governors have efficient administrative support and offering procedural advice and guidance. This course, based on the Department for Education's national training programme, covers all the practical aspects of clerking within a framework that explains the complex roles and responsibilities of governing bodies. The course comprises three sessions, each covering a different aspect of the role of the clerk, and **attendance at all three sessions is essential**.

Dates for Spring 2012 tba

Target Audience: Potential or Inexperienced Clerks to Governing Bodies
Venue: tbc
Course Tutor: Peter Compton, Coordinator of Governor Services
Cost: £200 if you are a Lambeth school employee, a Lambeth school governor or a Lambeth Council employee; £300 for other applicants.

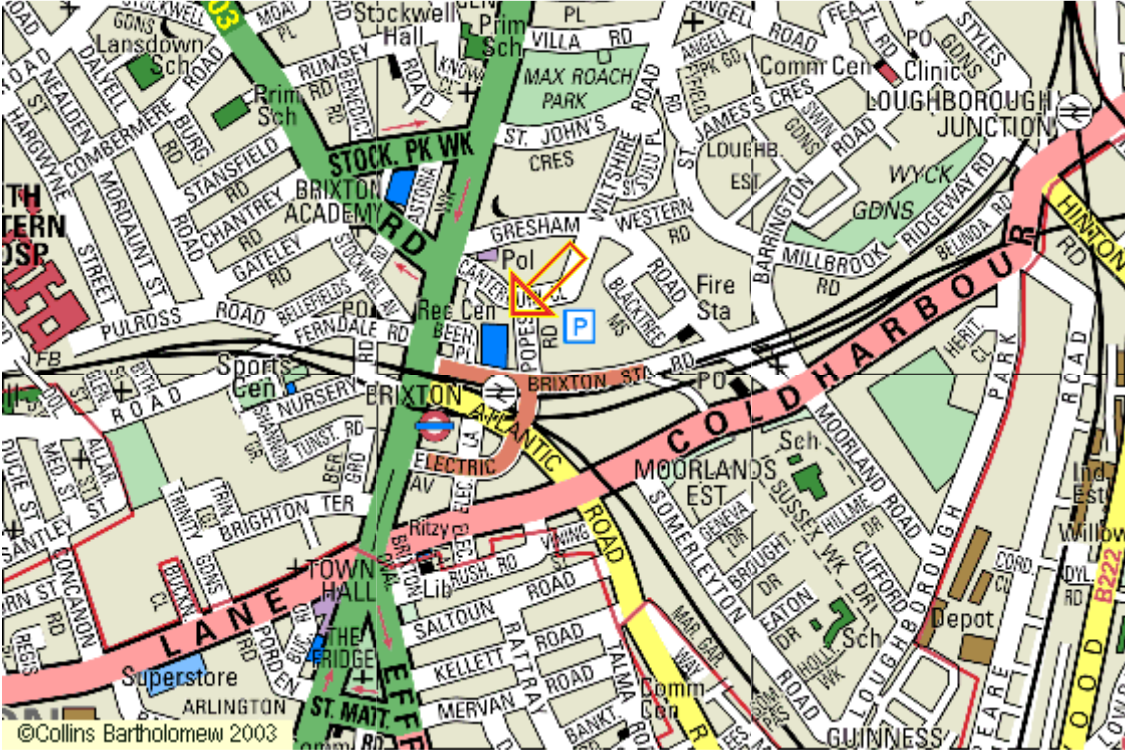
Please contact Peter Compton, Coordinator of Governor Services, on 020 7926 9636 or by email: pcompton@lambeth.gov.uk if you would like further information or if you want to book a place on the course.

Please note that we will only run this course if there is sufficient demand.

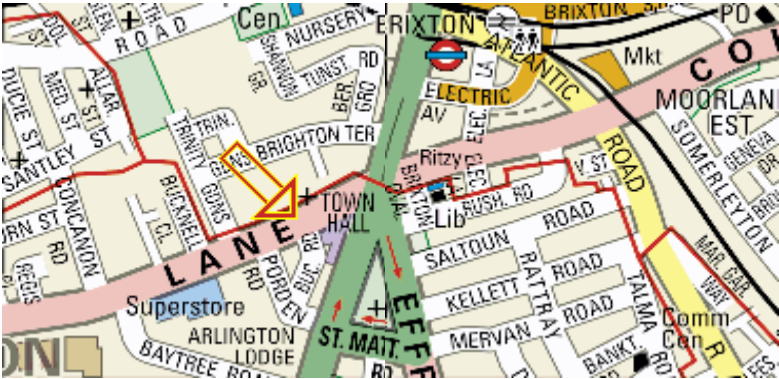
How to get to International House and Lambeth Town Hall

<p>International House Professional Development Centre International House Canterbury Crescent Brixton SW9 7QE Tel. 020 7926 9488</p>	<p>Lambeth Town Hall Acre Lane Brixton SW2 1RW Tel. 020 7926 1000</p>
--	--

International House:



Lambeth Town Hall:



- **Underground:** Brixton Underground Station (Victoria Line)
- **Buses:** 2, 3, 35, 37, 45, 59, 109, 118, 133, 159, 196, 250, 322, 333, 345, 355, 432, P4, P5
- **National Rail:** Brixton Overground Station
- **Parking:** there are designated “Pay and Display” parking spaces in Canterbury Crescent and Popes Road. There is free parking in the parking spaces in Canterbury Crescent, Popes Road and around the market area **after 5.30pm**.

Governor Training Programme – Autumn 2011

Booking Form

Please tick the boxes for those courses you want to attend, but remember to check with the school first as they will be required to pay for your training:

Course: Performance Management

Date: Tuesday 13 September at 10.00am
Venue: Lambeth Town Hall – Antechamber

Clerks' Briefing Meeting – 1.30pm

Venue: International House - Rms 5, 6 & 7
Date: Tuesday 20 September

Course: Performance Management

Date: Wednesday 28 September at 6.30pm
Venue: Lambeth Town Hall – Room 125

Executive Director's Meeting with Chairs and GB representatives

Venue: International House – Lecture Theatre
Date: Monday 3 October at 6.30pm (with refreshments from 6.00pm)

PLEASE NOTE CHANGE OF DATE

Course: Induction for New Governors Parts 1 and 2

Dates: **Part 1:** Thursday 6 October at 6.30pm and **Part 2:** Thursday 13 October at 6:30pm
Venue: Lambeth Town Hall – Room 125

Course: Support and Aspiration, a new approach to Special Educational Needs and Disability – How to make sure your school is meeting the needs of its pupils with SEN

Date: Tuesday 11 October at 6.30pm
Venue: Lambeth Town Hall – Room 8

Course: Monitoring, Evaluation and Challenge

Date: Wednesday 12 October at 10.00am
Venue: Room 125, Lambeth Town Hall

Course: Data for Beginners

Date: Monday 17 October at 6.30pm
Venue: Lambeth Town Hall – Room 125

PLEASE NOTE CHANGE OF DATE

Course: Governance and the New Ofsted Inspection Framework

Date: Tuesday 18 October at 6.30pm
Venue: Lambeth Town Hall – Room 8

Course: Financial Management for Governors

Date: Thursday 20 October at **6.00pm**
Venue: Lambeth Town Hall – Room 125

Course: Induction for New Governors Parts 1 and 2

Dates: **Part 1:** Tuesday 1 November at 10.00am and **Part 2:** Tuesday 8 November at 10:00am
Venue: International House – Lecture Theatre/Rms 5, 6 & 7

Course: The Role of the Staff Governor

Date: Wednesday 2 November at **3.00pm**
Venue: Lambeth Town Hall – Room 125

Course: Child protection, safeguarding and promoting the welfare of children – the role of the Governing Body

Date: Thursday 10 November at 10.00am
Venue: Lambeth Town Hall – Room 125

Course: Monitoring, Evaluation and Challenge

Date: Monday 14 November at 6.30pm
Venue: Room 125, Lambeth Town Hall

Course: Charing and Leading the Governing Body

Date: Tuesday 15 November at 6:30pm
Venue: Lambeth Town Hall – Room 125

Training Link Governors

Date: Tuesday 15 November at 6.30pm
Venue: TBC

FREE Briefing on the New Ofsted Inspection Framework

Date: Monday 5 December at 3:00pm
Venue: Clapham Park Centre, Richard Atkins Primary School

Please complete your contact details below and return this booking form to:

Lambeth Governor Services, 6th Floor, International House, Canterbury Crescent, London SW9 7QE

Tel: 020 7926 9668 Email: governor@lambeth.gov.uk

Name _____ School _____

Address _____

Daytime Tel. _____ Email _____

Governor Training Programme – Spring 2012

Booking Form

Please note that there will be more courses added to the Spring and Summer programmes during the year

Please tick the boxes for those courses you want to attend, but remember to check with the school first as they will be required to pay for your training:

Course: Governance and the New Ofsted Inspection Framework

Date: Tuesday 10 January at 6.30pm

Venue: Lambeth Town Hall – Room 125

Course: Changes to the Law of Education

Date: Wednesday 18 January at 10.00am

Venue: Lambeth Town Hall – Room 125

Course: Governance and the New Ofsted Inspection Framework

Date: Monday 23 January at 6.30pm

Venue: Lambeth Town Hall – Room 101

Clerks' Briefing Meeting

Venue: Lambeth Town Hall – Room 101

Date: Tuesday 24 January at 1.30pm

Executive Director's Meeting with Chairs and GB representatives

Date: Tuesday 24 January at 6.30pm (with refreshments from 6.00pm)

Venue: International House – Lecture Theatre

Course: Induction for New Governors Parts 1 and 2

Dates: **Part 1:** Tuesday 31 January at 10.00am and **Part 2:** Tuesday 7 February at 10:00am

Venue: Lambeth Town Hall – Room 125

Course: Changes to the Law of Education

Date: Thursday 9 February at 6.30pm

Venue: Lambeth Town Hall – Room 101

Course: Performance Management

Date: Thursday 23 February at 6:30pm

Venue: Lambeth Town Hall – Room 125

Course: Monitoring, Evaluation and Challenge

Date: Wednesday 1 February at 6.30pm

Venue: Lambeth Town Hall – Room 125

Course: Child protection, safeguarding and promoting the welfare of children – the role of the Governing Body

Date: Monday 20 February at 10.00am

Venue: Lambeth Town Hall – Room 101

Course: Financial Management for Governors

Date: Tuesday 21 February at 10.00am

Venue: Lambeth Town Hall – Room 125

Course: Induction for New Governors Parts 1 and 2

Dates: **Part 1:** Wednesday 29 February at 6.30pm and **Part 2:** Wednesday 7 March at 6:30pm

Venue: Lambeth Town Hall – Room 125

Course: The Law and Guidance on Exclusion from School

Date: Thursday 1 March at 6.30pm

Venue: Lambeth Town Hall – Room 125

Course: The Equality Act 2010 - What it means for Governing Bodies

Date: Monday 12 March at 6:30pm

Venue: Lambeth Town Hall – Room 125

Training Link Governors

Date: Tuesday 13 March at 6.30pm (TBC)

Venue: TBC

Please complete your contact details below and return this booking form to:

Lambeth Governor Services, 6th Floor, International House, Canterbury Crescent, London SW9 7QE

Tel: 020 7926 9668 Email: governor@lambeth.gov.uk

Name _____ School _____

Address _____

Daytime Tel. _____ Email _____

Governor Training Programme – Summer 2012 Booking Form

Please note that there will be more courses added to the Spring and Summer programmes during the year

Please tick the boxes for those courses you want to attend, but remember to check with the school first as they will be required to pay for your training:

Course: Monitoring, Evaluation and Challenge
 Date: Wednesday 18 April at 6.30pm
 Venue: Lambeth Town Hall - Room 101

Course: Governance and the New Ofsted Inspection Framework
 Date: Tuesday 24 April at 6.30pm
 Venue: Lambeth Town Hall – Room 125

Course: Performance Management
 Date: Wednesday 25 April at 6.30pm
 Venue: Lambeth Town Hall – Room 125

Clerks’ Briefing Meeting
 Venue: Lambeth Town Hall – Room 101
 Date: Tuesday 1 May at 1.30pm

Executive Director’s Meeting with Chairs and GB representatives
 Venue: International House – Lecture Theatre
 Date: Tuesday 1 May at 6.30pm (with refreshments from 6.00pm)

Course: Induction for New Governors Parts 1 and 2
 Dates: **Part 1:** Thursday 24 May at 10.00am and **Part 2:** Thursday 31 May at 10:00am
 Venue: International House – Rooms 5, 6 & 7

Course: Financial Management for Governors
 Date: Tuesday 29 May at **6.00pm**
 Venue: Lambeth Town Hall

Course: Induction for New Governors Parts 1 and 2
 Dates: **Part 1:** Monday 4 June at 6.30pm and **Part 2:** Monday 11 June at 6:30pm
 Venue: Lambeth Town Hall – Room 125

Course: Child protection, safeguarding and promoting the welfare of children – the role of the Governing Body
 Date: Thursday 14 June at 6.30pm
 Venue: Lambeth Town Hall – Room 125

Training Link Governors
 Date: Tuesday 10 July at 6.30pm TBC
 Venue: tbc

Please complete your contact details below and return this booking form to:

Lambeth Governor Services, 6th Floor, International House, Canterbury Crescent, London SW9 7QE

Tel: 020 7926 9668 Email: governor@lambeth.gov.uk

Name _____ School _____

Address _____

Daytime Tel. _____ Email _____