

Warwickshire Governor Services

Training & Support Programme for Governors & Clerks

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April 2017 to March 2018



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In Support of
Learning



Warwickshire
Education Services





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Introduction



Dear governors, head teachers and clerks,

Over the past two years we have seen continued growth in attendance at Warwickshire governor training events, from both maintained schools and academies.

Governors and head teachers are increasingly conscious of the value placed on governors' skills and effectiveness by the DfE, Regional Schools Commission and Ofsted.

Ofsted's September 2016 inspection handbooks now explicitly require inspectors to consider "the effectiveness of governors ... and how committed they are to their own development as governors in order to improve their performance".

As inspectors look for evidence of this, the DfE's new Governor Competencies Framework defines a good governing board as one which

- "recognises its own strengths and areas for development and seeks support and training to improve knowledge and skills where necessary
- undertakes self-review, reflecting on their personal contributions to the board, ... identifying areas for development and building on existing knowledge and skills".

So what's in the programme? Our comprehensive training syllabus for 2017-18 gives schools a firm planning basis, with fixed dates and venues across the county. We aim to provide training which meets the needs of experienced and new governors and trustees in maintained schools and academies.

New courses this year include Induction and chairs' training, which are redesigned to reflect the most recent experiences of our training team and feedback from you, and to respond to the priorities of the Competencies Framework and revised Governance Handbook.

The programme includes new training subjects for maintained schools considering a change to academy status and other collaboration options. For current and potential academy governors we introduce a course on the unique aspects of being an academy board trustee.

Other courses continue to be updated to reflect the latest intelligence, notably our training on preparation for Ofsted inspection. As always, our centre-based courses are supplemented by in house sessions chosen by subscribing schools and clusters, as well as optional on-line learning from GEL. GovernorHub has become a key part of our offer, and feedback from the first 50 subscribing schools is very positive.

To achieve the best value from in house training we welcome proposals from governors for combined training open to schools in consortia and multi academy trusts.

On behalf of the Governor Services team

Vince Quayle

Manager, WCC Governor Services

If you have any questions, please don't hesitate to contact us on 01926 745120 or email governors@warwickshire.gov.uk

Prices and Subscription Information



Subscription to the Training & Support Programme

This entitles your governing board to:

- Unlimited bookings on centre-based courses from the training programme (*subject to availability*)
- Attendance for every new governor at the Induction to the Effective Governance of Schools
- Full access to our newly developed document resource library
- Unlimited advice and guidance to governors and clerks both via telephone and email
- A two hour in-house training course chosen from our subject list and customised to the needs of your governing board. Delivered by one of our trainers at your school for your governing board on a date agreed with you
- A reduction of 20% from the standard charge for further in-house training sessions
- Access to GEL & GovernorHub at a reduced price

No. of pupils	Subscription price	Collaborative Subscription Price per school
1 - 119	£540	£486
120 - 199	£675	£607
200 - 350	£725	£652
351 - 500	£820	£738
500 - 999	£920	£828
1000+	£995	£895

Buy as you need prices & details of what is included in the subscription package

Service	Included in the Subscription	Collaborative Subscription	Cost for non-subscribers
Training course (2hrs)	Yes	Yes	£95 per governor
Half day course	Yes	Yes	£145 per governor
Full day course	Yes	Yes	£285 per governor
In house session (2hrs)	Yes	Yes but limited no.	£360 per session
Access to Governor E-Learning (GEL)	£60 cost option	£60 cost option	£155 per GB
Access to The Key	25% discount	25% discount	Subscribe direct
Access to Advice and Guidance	Yes	Yes	Not available
Access to GB Document Resource	Yes	Yes	Not available
GovernorHub	£125 cost option	£125 cost option	£200
Headteacher Recruitment Support	No	No	£350 per session
Headteacher Induction Programme	No	No	£495
Complaints, Grievance & Exclusions panel member support	No	No	£350
External Review of Governance (ERG)	No	No	£950
Follow up to the ERG	No	No	£450
Chairs/Clerks mentoring	No	No	To be agreed
Clerks Accreditation Programme	No	No	£350

Collaborative Subscription for Training & Development

The collaborative subscription is available to a formal cluster of schools or schools in an agreed collaborative partnership such as clusters or professional learning communities. Schools can subscribe using this option for a reduction of 10% off the normal subscription price which enables governing boards to plan and receive joint training sessions.

This option includes everything as per the full subscription but only a limited number of in-house sessions between the cluster of schools as below:

No. of schools jointly subscribing	No. of In-house sessions
2/3 schools jointly subscribed	1
4/5 schools jointly subscribed	2
6 or more schools jointly subscribed	3

The Clerking Service

If you choose to purchase the service we will provide:

- A full clerking service to ensure the effective operation of your governing board.
- Maintenance of your governing board records including membership and governor attendance at meetings
- Advice to the governing board on membership matters;
- Advice and guidance on governing board procedural matters, including conduct of meetings and the school governance regulations

No. of meetings	Subscription price
6 meetings	£1550
10 meetings	£2100
12 meetings	£2400

If required, subscribing schools can also purchase the following additional services:

Additional meetings	£160 per meeting
Panels (complaints & grievance hearings)	£300 per meeting
Additional administrative work (agreed by Chair of Governors)	£24 per hour

Non-subscribing schools can purchase the following services on a buy as you go basis:

Clerking a meeting	£250 per meeting
Panels (complaints & grievance hearings)	£350 per meeting
Panel membership	£250 per member
Clerks' training	£285 per session

Additional Services



1. Complaints, Grievance & Exclusions panel member support

(Not included in the subscription)

To support governing boards Governor Services can provide support to manage the process effectively. We will appoint one of our experienced team members to advise and help you to manage the process effectively and advice on next steps.

The cost for this service is £350

In addition we can also provide an experienced clerk to professionally clerk the hearing meeting.

For more information or to arrange support please contact Gurby Dhesi on 01926 745137 or email: gurbydhesi@warwickshire.gov.uk.

2. External Review of Governance

(Not included in the subscription)

A review of governance may be required as a result of an Ofsted inspection, and in this case, the governance review report may form part of the school's evidence demonstrating how it is responding to Ofsted's recommendations. Alternatively, a maintained school or academy may independently decide that a review would be helpful as part of an on-going process to develop and improve governance.

The review will focus on 3 major headings:

- Governors' engagement in School Improvement
- Statutory responsibilities
- Governance organisation and working relationships

Within those headings, we will ensure we take into account the key governance criteria specified by Ofsted and the National College.

The review will consist of a "desktop" review of background documents (which we obtain and provide to the reviewer) plus evidence from other documents including your own head teacher's reports and governor meeting minutes for the past year. This is followed by interviews with a number of governors.

The reviewer will then draft a report for discussion with the full governing board, and arrange a date to come to your school to provide feedback face to face with the governing board.

Our aim would be to identify both strengths and areas of governance that should be improved, and to recommend specific actions that we know have been effective elsewhere. Overall, the review usually requires 2½ days work by an experienced governance reviewer, for which we charge £950.

To arrange a Governance review or for further information please contact Gurby Dhesi on 01926 745137 or by email: gurbydhesi@warwickshire.gov.uk

3. Follow up to the External Review of Governance

(Not included in the subscription)

Following the External Review of Governance (ERG), we would suggest a follow up activity to consider the impact of the recommendations.

The follow up review will consist of:

- A short interview with yourself as the chair and with the headteacher, to discuss the changes since the original review.
- Review of recent governing board minutes.

The reviewer will provide a report commenting on the progress against the original report and providing further recommendations.

You will find this process of practical use and helpful as evidence of the governing board continued self-review.

The cost for this service is £450.

4. GovernorHub

(Not included in the subscription)

GovernorHub brings together the key tools a governing board needs, it's easy to use and update. Offers a mobile app for IOS and Android; can be used to download documents to use in meetings even when there is no internet access.

At a "touch of a button" it offers:

- Tools for the Clerk - to make life easier for the Clerk, the Clerk can be set up as an administrator and will easily be able to: set up meetings; upload documents for governors to review/use; download reports as and when necessary e.g. committee list, training records; add and remove governors; control which governors are on which committees; access and update governor contact information
- Confidential and accessible storage for your own governing board's documents – all in one place and easily available to all governors
- a shared calendar which enables meetings and activities to be recorded instantly and which can be synchronised to governors' phones and / or calendar
- a private area for governors / governing boards to exchange messages and emails
- governors can find key data about their school via links to local and national sources and are able to view data / search for different schools
- governors can access / amend their own personal details and update and maintain their training records
- access to the Governor Services document resource library and news bulletins/updates
- national and local education news is available to everyone
- links to DfE and Ofsted data
- a governing board health check questionnaire to help with self-evaluation

The discounted cost to subscribe to GovernorHub is: £125 per year for schools subscribing to one of our other services and £200 for non-subscribers. Direct Subscription cost would be £400.

5. Governor E-Learning (GEL)

(Not included in the subscription)

We consider online training as a valuable complement for our face to face training; it is not a replacement for the opportunity to discuss governance issues face to face with an experienced tutor and other governors. Governor E-Learning (GEL) has been developed by the Eastern Leadership Centre (ELC) in partnership with practising, experienced LA governor service managers and expert governance consultants.

For schools who subscribe to Warwickshire Governor Services and who wish to access GEL, we will subsidise the cost of the GEL subscription price so that the cost of access is £60. The cost to non-subscribers will be the full £155 subscription price.

6. The Key for School Governors

(Not included in the subscription)

The Key is offering a free trial to all school governors in Warwickshire, if you have not been a member of The Key before, please take the opportunity to try the service through a five click free trial.

For governing boards interested in an online governor information service, Warwickshire Governor Services has organised membership of The Key for School Governors for schools in the county. The service answers questions on any aspect of school governance. Members use the service to stay up to date, understand their role, and quickly get to grips with important issues. Their answers contain practical information and expert guidance from authoritative sources, checklists, sample documents, case studies and news about the school sector.

Size of school (number of pupils on roll)	Standard price per school (including £100 joining fee, excluding VAT)	Reduced price per school, approx 25% discount (no joining fee, excluding VAT)	Savings
1 - 100	£495	£295	£200
101 - 400	£595	£370	£225
401 - 600	£640	£405	£235
601 - 900	£695	£445	£250
901 - 1500	£755	£490	£265
1501 - 2000	£825	£545	£280
2001+	£865	£575	£290

Warwickshire schools are entitled to a 25% discount and a waiver on the £100 joining fee for membership of The Key for School Governors. Some of the benefits of the service include:

- **Gain confidence in your role** – rely on us for instant answers to questions on all areas of governance
- **Be prepared** – use planners and checklists ahead of governing board meetings. Use Dig-down questions that governors can ask to fully understand how their school works
- **Make an impact** – plan, monitor and evaluate confidently with tools and resources
- **Stay up to date** – get to grips with important issues with news alerts and legislation changes with our Need-to-Knows and QuickReads
- **Work effectively with the leadership team** – shape the school's strategy with effective planning tools and policy database which has over 750 examples of policies from schools and other organisations
- **Be Ofsted-ready** – prepare with pre-inspection resources, including examples of questions that inspectors might ask

If you would like to become a member of The Key, email Matthew Doughty on school.governors@thekeysupport.com or call 0800 060 7732

Governor Training Course Diary



Summer Term 2017

Course Title	Date	Venue	Time
Child Protection & Safeguarding	Wednesday 07 June 2017	Warwick Trident College, CV34 6SW	1000 - 1230
Child Protection & Safeguarding	Monday 03 July 2017	Racemeadow Primary School, Atherstone	1845 - 2115
Clerks' Induction	Wednesday 07 June 2017	Bulkington Village Centre, Bedworth	0930 - 1530
Clerking Effectively	Tuesday 27 June 2017	Bulkington Village Centre, Bedworth	0930 - 1530
Clerking Exclusions, Appeals & Complaints Hearings	Thursday 29 June 2017	Stratford College	1000 - 1200
Clerks' Conference	Tuesday 23 May 2017	The Welcome Centre, Coventry	0930 - 1230
Closing the Gap	Wednesday 03 May 2017	Aylesford School, Warwick	1900 - 2100
Effective Classroom Visits - Primary	Thursday 25 May 2017	Aylesford School, Warwick	1900 - 2100
Effective Governance in the Early Years & Foundation Stage	Wednesday 21 June 2017	Boughton Leigh Junior School, Rugby	1900 - 2100
Engaging with Parents and The Community	Tuesday 13 June 2017	Aylesford School, Warwick	1900 - 2100
"Essentials" Update for experienced governors	Tuesday 27 June 2017	Myton School, Warwick	1900 - 2100
Finance Part 1: Introduction to Budget Planning & Monitoring	Tuesday 04 July 2017	Stratford-Upon-Avon School	1900 - 2100
Finance Part 2: Budget Management – a closer look	Tuesday 11 July 2017	Stratford-Upon-Avon School	1900 - 2100
Handling Complaints	Monday 15 May 2017	Myton School, Warwick	1900 - 2100
Head Teacher Appraisal & Teacher Pay and Performance	Thursday 18 May 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Health & Safety - For all schools where WCC is the employer	Thursday 15 June 2017	Stratford College	1700 - 1900

Health & Safety - For all academies and schools where the school is the employer	Monday 19 June 2017	Stratford-Upon-Avon School	1900 - 2100
Induction: the Effective Governance of Schools	Thursdays 04,11 & 18 May 2017	Boughton Leigh Junior School, Rugby	1900 - 2130
Induction: the Effective Governance of Schools	Tuesdays 9,16 & 23 May 2017	Stratford-Upon-Avon School	1900 - 2130
Induction: the Effective Governance of Schools	Wednesday 14 June 2017	Pound Lane Learning Centre, Leamington Spa	0930 - 1630
Induction: the Effective Governance of Schools	Monday 26 June 2017	Bulkington Village Centre, Bedworth	0930 - 1630
Induction: the Effective Governance of Schools	Wednesdays 28 June, 05 & 12 July 2017	Racemeadow Primary School, Atherstone	1900 - 2130
Joining or Setting Up a Multi Academy Trust	Thursday 11 May 2017	Myton School, Warwick	1900 - 2100
Leading Governance in Schools	Tuesday 20 June 2017	Stratford College	0930 - 1630
Preparing for Ofsted Inspection	Monday 12 June 2017	Boughton Leigh Junior School, Rugby	1900 - 2100
Quality of Teaching – A Governor's Guide	Thursday 08 June 2017	Stratford-Upon-Avon School	1900 - 2100
Special Schools Governance Conference	Wednesday 10 May 2017	Warwick Trident College, CV34 6SW	0930 - 1230
Special Educational Needs and the Governing Body	Monday 05 June 2017	Racemeadow Primary School, Atherstone	1900 - 2100
SENCo and the SEND Governor	Monday 22 May 2017	Aylesford School, Warwick	1900 - 2100
The Governor's Role in School Improvement part 1 of 2: School Self-Evaluation & Improvement Plans	Wednesday 17 May 2017	Myton School, Warwick	1900 - 2100
The Governor's Role in School Improvement part 2 of 2: Monitoring & Evaluation	Wednesday 24 May 2017	Myton School, Warwick	1900 - 2100
The Role of Academy Board Trustees	Thursday 22 June 2017	Myton School, Warwick	1900 - 2100
Using School Performance Data - Primary	Wednesday 28 June 2017	Myton School, Warwick	1900 - 2100

Autumn Term 2017

Course Title	Date	Venue	Time
Child Protection & Safeguarding	Thursday 28 September 2017	Stratford College	1000 - 1230
Child Protection & Safeguarding	Wednesday 08 November 2017	Boughton Leigh Junior School, Rugby	1845 - 2115
Clerks' Induction	Monday 16 October 2017	Stratford College	0930 - 1530
Clerking Effectively	Thursday 09 November 2017	Stratford College	0930 - 1530
Clerking Exclusion, Appeals & Complaints Hearings	Tuesday 17 October 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Closing the Gap – the achievement of pupil groups	Tuesday 10 October 2017	Bulkington Village Centre, Bedworth	1900 - 2100
Effective Classroom Visits - Primary	Monday 27 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Effective Governance in the Early Years & Foundation Stage	Monday 04 December 2017	Stratford-Upon-Avon School	1900 - 2100
Engaging with Parents and The Community	Thursday 28 September 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
"Essentials" Update for experienced governors	Thursday 19 October 2017	Stratford-Upon-Avon School	1900 - 2100
Finance Part 1: Introduction to Budget Planning and Monitoring	Thursday 23 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Finance Part 2: Budget Management – a Closer Look	Thursday 30 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Handling Complaints	Wednesday 06 December 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Head Teacher Appraisal & Teacher Pay and Performance	Tuesday 26 September 2017	Stratford-Upon-Avon School	1900 - 2100
Head Teacher Appraisal & Teacher Pay and Performance	Monday 02 October 2017	Boughton Leigh Junior School, Rugby	1900 - 2100
Head Teacher Appraisal & Teacher Pay and Performance	Wednesday 18 October 2017	Pound Lane Learning Centre, Leamington Spa	1000 - 1200
Health and Safety FOR ALL SCHOOLS WHERE WCC IS THE EMPLOYER	Tuesday 14 November 2017	Bulkington Village Centre, Bedworth	1000 - 1200

Health & Safety FOR ALL ACADEMIES & SCHOOLS WHERE THE SCHOOL IS THE EMPLOYER,	Wednesday 29 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Induction: the Effective Governance of Schools	Wednesdays 27 September, 04 & 11 October 2017	Myton School, Warwick	1900 - 2130
Induction: the Effective Governance of Schools	Monday 09 October 2017	Rugby College Technology Centre, Rugby	0930 - 1630
Induction: the Effective Governance of Schools	Thursdays 16, 23 & 30 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2130
Induction: the Effective Governance of Schools	Monday 20 November 2017	Racemeadow Primary School, Atherstone	0930 - 1630
Induction: the Effective Governance of Schools	Thursday 07 December 2017	Stratford College	0930 - 1630
Joining or Setting Up a Multi Academy Trust	Tuesday 14 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Leading Governance in Schools	Wednesdays 15, 22 & 29 November 2017	Boughton Leigh Junior School, Rugby	1900 - 2100
Leading Governance in Schools	Thursday 30 November 2017	Pound Lane Learning Centre, Leamington Spa	0930 - 1630
Preparing for Ofsted Inspection	Thursday 12 October 2017	Myton School, Warwick	1900 - 2100
Quality of Teaching – A Governor's Guide	Tuesday 07 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Special Educational Needs and the Governing Body	Wednesday 11 October 2017	Aylesford School, Warwick	1900 - 2100
SENCo and the SEND Governor	Thursday 16 November 2017	Bulkington Village Centre, Bedworth	1700 - 1900
The Governor's Role in School Improvement part 1 of 2: School Self-Evaluation & Improvement Plans	Tuesday 14 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
The Governor's Role in School Improvement part 2 of 2: Monitoring & Evaluation	Monday 13 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
The Role of Academy Board Trustees	Wednesday 01 November 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Using School Performance Data - Primary	Monday 25 September 2017	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Using School Performance Data - Secondary	Tuesday 03 October 2017	Myton School, Warwick	1900 - 2100

Spring Term 2018

Course Title	Date	Venue	Time
Child Protection & Safeguarding	Tuesday 23 January 2018	Bulkington Village Centre, Bedworth	1000 - 1230
Child Protection & Safeguarding	Thursday 01 March 2018	Aylesford School, Warwick	1845 - 2115
Clerks' Induction	Thursday 01 March 2018	Pound Lane Learning Centre, Leamington Spa	0930 - 1530
Clerking Effectively	Tuesday 13 March 2018	Pound Lane Learning Centre, Leamington Spa	0930 - 1530
Closing the Gap	Thursday 25 January 2018	Stratford-Upon-Avon School	1900 - 2100
Effective Classroom Visits	Tuesday 13 March 2018	Stratford-Upon-Avon School	1900 - 2100
Effective Governance in the Early Years & Foundation Stage	Thursday 15 March 2018	Racemeadow Primary School, Atherstone	1900 - 2100
Engaging with Parents and The Community	Monday 05 February 2018	Stratford-Upon-Avon School	1900 - 2100
"Essentials" Update for experienced governors	Wednesday 14 February 2018	Nicholas Chamberlaine School, Bedworth	1900 - 2100
Induction: the Effective Governance of Schools	Wednesday 31 January 2018	Bulkington Village Centre, Bedworth	0930 - 1630
Induction: the Effective Governance of Schools	Thursdays 01, 08 & 15 February 2018	Racemeadow Primary School, Atherstone	1900 - 2130
Induction: the Effective Governance of Schools	Tuesday 06 February 2018	Pound Lane Learning Centre, Leamington spa	0930 - 1630
Induction: the Effective Governance of Schools	Wednesdays 28 February, 07 & 14 March 2018	Boughton Leigh Junior School, Rugby	1900 - 2130
Induction: the Effective Governance of Schools	Mondays 05, 12 & 19 March 2018	Stratford-Upon-Avon School	1900 - 2100
Joining or Setting Up a Multi Academy Trust	Wednesday 07 February 2018	Stratford-Upon-Avon School	1900 - 2100
Leading Governance in Schools	Monday 29 January 2018	Bulkington Village Centre, Bedworth	0930 - 1630

Preparing for Ofsted Inspection	Wednesday 07 February 2018	Stratford College	1900 - 2100
Quality of Teaching – A Governor’s Guide	Monday 12 February 2018	Myton School, Warwick	1900 - 2100
Special Educational Needs and the Governing Body	Thursday 01 February 2018	Stratford-Upon-Avon School	1900 - 2100
SENCo and the SEND Governor	Wednesday 21 March 2018	Stratford College	1700 -1900
The Governor’s Role in School Improvement part 1 of 2: School Self-Evaluation & Improvement Plans	Wednesday 07 February 2018	Stratford-Upon-Avon School	1900 - 2100
The Governor’s Role in School Improvement part 2 of 2: Monitoring & Evaluation	Tuesday 06 March 2018	Stratford-Upon-Avon School	1900 - 2100
The Role of Academy Board Trustees	Monday 07 March 2018	Stratford-Upon-Avon School	1900 - 2100
Using School Performance Data - Primary	Tuesday 13 February 2018	Stratford-Upon-Avon School	1900 - 2100



Course Booking and Cancellation Information



How to book your courses

1. You can email your booking to governors@warwickshire.gov.uk, via telephone on 01926 745120 or book via the WES website at www.warwickshire.gov.uk/wes (you will need log in details for this – see your clerk for these and go to the 'Training' tab). Please remember to quote the course reference number and title.
2. An email confirmation will be sent to you upon booking. Please put the date in your diary as soon as you book – reminder email will be sent nearer the course date.
3. If your governing board has not bought into the Governor Development subscription but has chosen the buy as you need option, please check that funding is available before registering for the course.
4. Please note that if you register for a course and subsequently find that you cannot attend, it is most important that you let us know. Governors who book places and do not attend will be charged a fee (see below).
5. Where courses are oversubscribed, places will be filled on a first come - first served basis.
6. Courses are suitable for all governors unless otherwise indicated in the course description.

Please Note: Lunch is provided for full day training. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

Non-attendance charge

There will be a charge of £15 per session per governor for any course where 24 hours' notice of non-attendance is not given. This charge applies to all governors, regardless of whether they are subscription or buy as you need schools. This is necessary as a result of costs incurred for venues and trainers where delegates do not honour arrangements made. However, if you are able to arrange for another governor to attend in your place, a cancellation charge will not apply.

Our course cancellation policy

In order for courses to be effective and financially viable, we need a minimum of 6 governors enrolling. We keep a constant eye on all course bookings. If the numbers are low, e.g. below 6, we make a decision two weeks before the start of the course whether to cancel or not. In the rare event of a course cancellation, we will inform all delegates by email.

1

The essentials for all governors



re-designed

Induction: the Effective Governance of Schools

Target Audience in your first 6 months in post: Every governor of Primary, Secondary, Nursery and Special Maintained schools. Every Academy board trustee/director/governor, and every member of academy local governance committees

We have redesigned this course from new for 2017-18, to allow for more structured discussion, and to reflect the priorities of the new DfE Competencies Framework and revised Governance Handbook.

The Induction course is a core requirement for all new governors, its aim is to provide a rounded picture of the principles of governance, but also to give practical guidance on how all governors can actively contribute to the leadership of their school, in partnership with their head teacher.

Delegates require no prior knowledge of governance, but our course tutors will adapt their approach to suit participants' needs.

Unit 1: Strategic leadership (competency 1, 5)

- Introduction to the principles of governance
- Outline of the governing board's statutory responsibilities
- Strategic direction and priorities: what these mean in practice

Unit 2: Accountability (competency 2)

- Getting to know your school. Your key role in holding the school to account for teaching and learning
- How to use different sources of information and advice to monitor and evaluate your school's strengths and weaknesses, and to determine its improvement priorities
- Initial view of school performance data
- Principles of school finance
- Staffing and performance management

Unit 3: Governance (competencies 3, 4, 6)

- People – working relationships, skills, communications
- Governance Structures – meetings, committees and more
- Evaluation & development of governance

This course is available in several formats:

- A single whole day session
- Three evening sessions of 2½ hours each
- As a Cluster/Partnership Induction session

Course was far better than expected, very good delivery by trainer.

The course met my expectations; it was very valuable, armed me with the right tools to fulfil my role and has also given me more confidence.

Please Note: Lunch is provided for full day training. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

G17-IG-E-01

Thursdays 4, 11 & 18 May 2017
1900 – 2130
Boughton Leigh Junior School
Rugby

G17-IG-C-01

Wednesday 14 June 2017
0930 – 1630
Pound Lane Learning Centre
Leamington Spa

G17-IG-N-01

Wednesdays 28 June,
5 & 12 July 2017
1900 – 2130
Racemeadow Primary School
Atherstone

G17-IG-E-02

Monday 9 October 2017
0930 – 1630
Rugby College Technology Centre

G17-IG-N-02

Monday 20 November 2017
0930 – 1630
Racemeadow Primary School
Atherstone

G17-IG-NB-03

Wednesday 31 January 2018
0930 – 1630
Bulkington Village Centre
Bedworth

G17-IG-C-03

Tuesday 6 February 2018
0930 – 1630
Pound Lane Learning Centre
Leamington Spa

G17-IG-S-03

Mondays 5, 12 & 19 March 2018
1900 – 2130
Stratford-Upon-Avon School

G17-IG-S-01

Tuesdays 9, 16 & 23 May 2017
1900 – 2130
Stratford-Upon-Avon School

G17-IG-NB-01

Monday 26 June 2017
0930 – 1630
Bulkington Village Centre
Bedworth

G17-IG-C-02

Wednesdays 27 September,
4 & 11 October 2017
1900 – 2130
Myton School
Warwick

G17-IG-NB-02

Thursdays 16, 23 & 30 November 2017
1900 – 2130
Nicholas Chamberlaine School
Bedworth

G17-IG-S-02

Thursday 7 December 2017
0930 – 1630
Stratford College

G17-IG-N-03

Thursdays 1, 8 & 15 February 2018
1900 – 2130
Racemeadow Primary School
Atherstone

G17-IG-E-03

Wednesdays 28 February,
7 & 14 March 2018
1900 – 2130
Boughton Leigh Junior School
Rugby

The course was excellent; I wish I had attended six months into being a governor as I think some background is necessary. Delivery of the course was engaging and lively. The trainer demonstrated great knowledge of her subject.

“Essentials” Update for experienced governors

(also available as an In-house Session)

Target Audience – governors from all Schools & Academies

This course is provided in response to requests received from experienced governors for a session which reinforces and updates their earlier Induction training.

Session structure:

1. Outline of the key changes initiated in the past year by the DfE, Ofsted and others, and their implications for the work of your governing board. The tutor will also identify sources of further guidance and support.
2. Exploration of examples of effective practice in the core strategic functions of governance.

The aim of the course is to provide some practical solutions to delegates, and to promote the exchange of ideas between governing boards.

If you have a particular topical issue you would like to explore in this session, please advise Governor Services at the time of booking.

G17-GE-C-01

Tuesday 27 June 2017
1900 – 2100
Myton School
Warwick

G17-GE-S-01

Thursday 19 October 2017
1900 – 2100
Stratford-Upon-Avon School

G17-GE-NB-01

Wednesday 14 February 2018
1900 – 2100
Nicholas Chamberlaine School
Bedworth



I feel confident that what I have been attempting to achieve is in line with what has been recommended this evening – Thank you

2

Leading your Governor Board



re-designed

Leading Governance in Schools

Target Audience – Current & potential Chairs of governing boards and committees from all Primary, Secondary, Special Schools & Academies

This course is rewritten from new for 2017-18, to add specific guidance on questions frequently asked by chairs, to respond to changes in the education landscape, and to promote more discussion between chairs.

Are you a chair of a governing board or a committee — or are you thinking about becoming one? This course explores how to ensure a shared strategic focus and good communication as you lead and manage the governance team. This course is led by an experienced Chair of Governors who will identify practical examples of good practice. Feedback from previous chairs' courses consistently shows that delegates value enormously the chance to discuss shared concerns with fellow governors who have a wide range of experience levels.

In advance of the course, we will provide to delegates a small amount of pre-reading.

Unit 1: Leading the Team

- Basic roles of the chair
- Working relationship with the head teacher
- Keeping the team strategic

Unit 2: Leading School Improvement

- Focusing governance resources on improving pupil outcomes
- Using the most effective governance levers to make a difference

Unit 3: The Business of Leading Effective Governance

- Ideas to improve processes and structure
- Delegation
- Development of the team's skills and leadership capacity

Please Note: Delegates bring their own school's development plan to Unit 2.

Lunch is provided for full day training. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

G17-TTC-S-01

Tuesday 20 June 2017
0930 – 1630
Stratford College
Stratford Upon Avon

G17-TTC-C-01

Thursday 30 November 2017
0930 – 1630
Pound Lane Learning Centre
Leamington Spa

G17-TTC-E-01

Wednesdays 15, 22 & 29 November 2017
1900 – 2100
Boughton Leigh Junior School
Rugby

G17-TTC-NB-01

Monday 29 January 2018
0930 – 1630
Bulkington Village Centre
Bedworth

Chairs' Mentoring Support

The Chair of Governors has a crucial role in ensuring the effectiveness of the governing board. Our mentoring service can, for example, be used to help a recently elected Chair who is new to the role, or an existing Chair to review practice.

This will be tailored to your needs. Please contact Gurby Dhesi to discuss.

Handling Complaints

(also available as an In-house Session)

Target Audience – governors (particularly chairs), clerks, headteachers from all Primary, Secondary, Special Schools & Academies

From time to time, any school may receive a complaint from a parent or others, so it makes sense for the governing board to be prepared to deal with it fairly and efficiently. The best way to minimise stress for all concerned is to base your process on a published complaints policy which clearly lays out the steps required of the complainant and the school.

In this course, the tutor will

- Outline the requirements of DfE regulations and guidance
- Examine a model complaints policy
- Discuss each step in the complaints procedure, focusing on the roles of the chair of governors, panel members and clerk

G17-HC-C-01

Monday 15 May 2017
1900 – 2100
Myton School
Warwick

G17-HC-NB-01

Wednesday 6 December 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth



Excellent course
– thorough and
informative would
definitely recommend.

Well run course with lots of
interaction and ran at a good
pace. Very informative and the
trainer had loads of knowledge
– Thank you



Joining or Setting Up a Multi Academy Trust

Target Audience – governors, clerks, headteachers from all maintained schools

In late 2016, the government dropped plans to mandate conversion to academy status of Good and Outstanding schools. However, DfE strategy continues to make clear the direction of travel: it believes that for most schools, the most effective route for achieving structured collaboration will be to set up or join a multi academy trust.

Against a background of teaching schools and system leadership, maintained schools are considering their options. Schools will be increasingly dependent on school to school collaboration to support their development, and to improve outcomes for their children.

Maintained school governing boards do not need to rush into a new partnership arrangement, but we have had many requests from governors who are preparing now to ensure they have the right information to make an informed choice for their school at the right time.

The purpose of this course is to summarise a range of choices around academy status and other collaboration options, and to identify key questions for governors to consider. Delegates will be introduced to the essentials:

- Why should we consider change – how might our pupils benefit?
- What is an academy? Who controls it?
- Due diligence: how will our school benefit in terms of leadership capacity, support, finances?
- Budget implications
- Legal implications
- Governance accountability and powers
- Professional and Staffing structures

A key message of the course is that the principal reason for change must be based on improving pupil outcomes, and delegates will discuss lessons learned from some recent academy conversions.

G17-JSUMAT-C-01

Thursday 11 May 2017
1900 – 2100
Myton School
Warwick

G17-JSUMAT-NB-01

Tuesday 14 November 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-JSUMAT-S-01

Wednesday 7 February 2018
1900 – 2100
Stratford-Upon-Avon School



The Role of Academy Board Trustees

Target Audience – governors, clerks, headteachers from all Primary, Secondary, Special Schools & Academies

For current and potential academy governors we introduce a course on the unique aspects of being an academy board trustee and director.

The session will provide an overview of different academy structures, alternative professional staff structures, and will explore the duties and powers of trustees, the schemes of delegation adopted by academy boards and how these relate to local governance committees in individual schools.

With a particular focus on the strategic skills and approach required of board directors, the course will consider the level of information and reporting appropriate to oversight of a group of schools.

G17-TRABT-C-01

Thursday 22 June 2017
1900 – 2100
Myton School
Warwick

G17-TRABT-NB-01

Wednesday 1 November 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-TRABT-S-01

Wednesday 7 March 2018
1900 – 2100
Stratford-Upon-Avon School



Great course, well presented and just the right level of detail.

Tutor was professional, approachable and very knowledgeable. Great course, learnt loads.

The Governance Leadership Development Programme

This national programme focuses on the essential leadership competencies and experiences governors will need in order to be a highly effective leader.

Overview of the Programme

Participants receive high-quality, value-for-money training and support covering the role of the chair, effective governance, and school improvement, with guidance from a dedicated mentor throughout the programme. This programme is made up of a 360° leadership diagnostic and three face to face units, underpinned by further resources contained on our Learner Management System (LMS). Participants will undertake a school based learning activity project with the aim of improving the effectiveness of governance. This is a developmental programme which will require the participant to carry out reflections throughout the duration and capture this with a learning log.

What is Included in the Programme?

A mixture of learning techniques including:

- 360° leadership diagnostic
- Access to a dedicated mentor throughout the programme
- Accessible and interactive resources
- Face-to-face workshops to discuss what's been read in advance, share best practice, learn from others, and try out what you have learnt in a confidential environment
- School-based activities to deepen and extend both your learning and practice in your school
- Opportunities to learn more about leadership and reflect on leadership practice at each stage

Benefits of the Programme

Throughout the programme you will:

- Develop your leadership skills in a flexible way
- Feel confident and ready for Ofsted
- Develop your relationship with your governing board and Headteacher including your ability to support and challenge effectively
- Support succession planning of your governing board by encouraging distributed leadership and shared involvement and accountability
- Get to know other governance leaders.

Costs

Standard charge is £399 per person; however in previous years a scholarship has been available from the National College to reduce this cost. We will ensure you are made aware of any available funding/scholarships.

Governors interested in joining the programme please contact Warwickshire Governor Services on 01926 745120.

3

School Improvement

Making a difference to outcomes for pupils



School improvement lies at the heart of why you are giving your time and expertise – to make a difference to pupils’ learning and to the quality of teaching in your school. The aim of this group of courses is to help you and your governing board to make that difference, through engagement in your school’s key improvement priorities. These courses are suitable for all governors, and in particular for those who are members of the committee which leads on raising standards.

The Governor’s Role in School Improvement part 1 of 2: School Self-Evaluation & Improvement Plans

(also available as an In-house Session)

Target Audience – governors from all Primary, Secondary, Special Schools & Academies

Delegates: please bring your own school’s SEF and School Improvement Plan to the training session.

The school’s Self Evaluation, and the Improvement /Raising Achievement Plan that results from it, are core tools of governance. Governing Boards, with head and senior staff, need to be partners in the self evaluation process so you can help to determine your school’s strategic improvement priorities.

This course will help governors:

- To understand the aspects of school performance they need to evaluate, including:
 - Pupil attainment, progress, achievement
 - Quality of Teaching
 - Behaviour, attendance, safety
 - Leadership and Management
- To agree the school’s strategic improvement priorities (In partnership with head and senior staff) and to frame these in a meaningful action plan
- To identify the wide range of sources of information available as evidence to support school self-evaluation

G17-JSUMAT-C-01

Thursday 11 May 2017

1900 – 2100

Myton School

Warwick

G17-JSUMAT-NB-01

Tuesday 14 November 2017

1900 – 2100

Nicholas Chamberlaine School

Bedworth

G17-JSUMAT-S-01

Wednesday 7 February 2018

1900 – 2100

Stratford-Upon-Avon School

The Governor's Role in School Improvement part 2 of 2: Monitoring & Evaluation

(also available as an In-house Session)

Target Audience – governors from all Primary, Secondary, Special Schools & Academies

The aim of this session is to explore how governing boards can hold their school to account, and get to know how their school is performing, by

- Distinguishing between monitoring and evaluation
- Exploring in some detail a number of key sources of evidence, including
 - Head teacher reports and other professional advice
 - Governors' first-hand experience of the school
 - Performance data
 - Views of parents, pupils and staff

Delegates will consider how governing boards organisation and processes can be effective tools to promote systematic challenge and support of the school.

G17-GRSI-C-01

Wednesday 24 May 2017
1900 – 2100
Myton School
Warwick

G17-GRSI-NB-01

Monday 13 November 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-GRSI-S-01

Tuesday 06 March 2018
1900 – 2100
Stratford-Upon-Avon School

Preparing for Ofsted Inspection

(also available as an In-house Session)

Target Audience – governors from all Primary, Secondary, Special Schools & Academies

This course provides an overview of the latest Ofsted school inspection framework, and includes coverage of the short inspections introduced for Good schools. The session is suitable for all governors and staff including those in Academies. Key resources for this session are the Ofsted Inspection Handbooks effective from September 2016.

The aim is to familiarise delegates with the implications of inspection for your school as a whole, and specifically for the governing boards as part of the school leadership team.

The course examines the main Ofsted judgment headings and grades, and considers how an effective school self-evaluation (supported by robust evidence) is essential. The tutor will outline the inspection process, explore the kind of questions asked by inspectors, discuss useful sources of evidence, and share a range of practical suggestions to help your governing board prepare in advance of the inspector's call.

G17-OFST-E-01

Monday 12 June 2017
1900 – 2100
Boughton Leigh Junior School
Rugby

G17-OFST-C-01

Thursday 12 October 2017
1900 – 2100
Myton School
Warwick

G17-OFST-S-01

Wednesday 07 February 2018
1900 – 2100
Stratford College

Using School Performance Data

(also available as an In-house Session)

**Target Audience – governors from both Maintained Schools and Academies.
Primary & Secondary School data is dealt with in separate sessions.**

Counting on better outcomes ... for all our pupils

If governing boards are to hold their schools effectively to account for pupils' achievement, they need to ask meaningful questions about pupil attainment and progress data.

The aim of the session is to promote governors' understanding and practical use of data; however this is a course about school improvement, not statistics. The approach is a pragmatic look at the questions raised by our schools' main data sources, helping governors from diverse backgrounds to understand the terminology, and to relate data to real school performance. Delegates will consider not just overall average data for attainment and progress, but will also examine the performance of vulnerable groups of pupils, in particular disadvantaged pupils.

To get the most out of the course, you will be asked to bring a copy of your own school's most recent RAISEonline summary report. Before attending the course, it would be useful for delegates to read their school's latest internal tracking data summary, and if available, the Fischer Family Trust Governor Dashboard.

The tutor will discuss a range of sources of data, including the school's own internal tracking, and will outline recent DfE initiatives, for example assessment without levels.

Primary school governors only

G17-USPD-C-01

Wednesday 28 June 2017
1900 – 2100
Myton School
Warwick

G17-USPD-NB-01

Monday 25 September 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-USPD-S-01

Tuesday 13 February 2018
1900 – 2100
Stratford-Upon-Avon School

Secondary school governors only

G17-USPD-C-02

Tuesday 3 October 2017
1900 – 2100
Myton School
Warwick

Very helpful and the trainer was very happy to answer any questions delegates had throughout the day.



Quality of Teaching – A Governors’ Guide

(also available as an In-house Session)

Target Audience – governors from all Primary, Secondary, Special Schools & Academies

Ofsted inspectors examine the extent to which governing boards provide challenge and hold the Headteacher and other senior leaders to account for improving the quality of teaching. As governors are not inspectors, and it is not their role to assess the quality of teaching in their schools, how can governors know about the quality of teaching?

This course will look at governors’ strategic role in monitoring the quality of teaching and will look practically at how the governing board can hold the school to account and help to lead school improvement in this vital area.

The course aims to:

- Provide an insight into what your headteacher and senior staff look for to assess the impact of teaching
- Consider governors’ strategic role in monitoring the quality of teaching
- Highlight some of the monitoring information available and questions governors should ask.

G17-QT-S-01

Thursday 08 June 2017
1900 - 2100

Stratford-Upon-Avon High School

G17-QT-NB-01

Tuesday 07 November 2017
1900 – 2100

Nicholas Chamberlaine School
Bedworth

G17-QT-C-01

Monday 12 February 2018
1900 – 2100

Myton School
Warwick

Child Protection and Safeguarding

This session is delivered as a centre-based course (on the dates shown below) by Adrian Over or Anne Seal from the WCC Safeguarding Team. These are aimed at Child Protection Governor and Chair only, in primary, secondary, special schools and Academies. The Safeguarding team provides separate courses for school staff.

A good update giving plenty of leads/information for further reading/research. I picked up a number of points to incorporate into existing policies/procedures.

[In addition, an overview of this topic is available as an in-house course for your full governing board, delivered by members of the Governor Services tutor team.]

The Governance Handbook makes it clear that there is “a duty on the boards of maintained schools, and academy trusts, to have arrangements in place to ensure that they:

- carry out their functions with a view to safeguarding and promoting 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.”

To ensure your governing board complies with the current statutory guidance Keeping Children Safe in Education issued in September 2016, it is strongly recommended that the Chair and a named governor with Child Protection and Safeguarding responsibility attends this important training.

Governors are advised that safeguarding covers child protection and also wider considerations associated with promoting children’s welfare including early help, site security, bullying issues, online safety, curriculum, health and safety, attendance, identifying the risks of child sexual exploitation and preventing radicalisation.

A good pace; interesting with plenty of points to take back to school for discussion with other governors & DSL. Reinforced the “never do nothing” and never assume it doesn’t happen in our school.

G17-CP-C-01

Wednesday 7 June 2017
1000 – 1230
Warwick Trident College

G17-CP-N-01

Monday 3 July 2017
1845 – 2115
Racemeadow Primary School
Atherstone

G17-CP-S-01

Thursday 28 September 2017
1000 – 1230
Stratford College

G17-CP-E-01

Wednesday 8 November 2017
1845 – 2115
Boughton Leigh Junior School
Rugby

G17-CP-NB-01

Tuesday 23 January 2018
1000 – 1230
Bulkington Village Centre
Bedworth

G17CP-C-02

Thursday 1 March 2018
1845 – 2115
Aylesford School
Warwick

Safer Recruitment Training

(Not included in WCC subscription)

In March 2015, the DfE published updated multi-agency statutory guidance “Working Together to Safeguard Children”. Statutory guidance for schools and FE colleges ‘Keeping Children Safe in Education’ (KCSiE) has recently been updated in September 2016.

The school Staffing (England) regulations 2009 require governing bodies of maintained schools to ensure that at least one person on any appointment panel has undertaken safer recruitment training. Both guidance documents highlight the importance of safer recruitment in the safeguarding arrangements of all agencies that provide services for children and young people including schools and FE colleges. (KCSiE paragraph 72)

The new updated material takes account of new information about the behaviour of sex offenders; strategies to safeguard young people from abuse in schools, colleges, early years and other settings; and the detail of pre-employment checks including DBS checks as set out in Keeping Children Safe in Education.

Based on an understanding of offender behaviour, the training enables delegates to:

- Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting
- Help participants begin to review their own and their organisations’ policies and practices in recruitment with a view to making them safer.

PLEASE NOTE

- If you completed this course previously more than 3 years ago, we recommend that you refresh this training as there have been a number of significant changes.
- This is not a comprehensive workshop on staff recruitment and selection
- Participants MUST attend both consecutive dates for the full duration in order to comply with the requirements of the Safer Recruitment Consortium and in order to receive a certificate

The Education Safeguarding Team provides Safer Recruitment Training. For more information or to book a place, contact Sophie Morley - Education Safeguarding Children Administrator, Email: sophiemorley@warwickshire.gov.uk

Office Tel: 01926 74 2601 Mobile: 077477 58712 Fax: 01926 742394

Course No	Dates	Time	Venue
SE5	Thursday 26 & Friday 27 January 2017	0900 – 1630 0900 – 1230	Pound Lane Learning Centre Leamington Spa
SE6	Tuesday 7 & Wednesday 8 February 2017	0900 – 1630 0900 – 1230	Bulkington Community & Conference Centre Bedworth
SE7	Wednesday 8 & Thursday 9 March 2017	0900 – 1630 0900 – 1230	Rugby College Rugby
SE8	Thursday 4 & Friday 5 May 2017	0900 – 1630 0900 – 1230	Pound Lane Learning Centre Leamington Spa
SE9	Monday 19 & Tuesday 20 June 2017	0900 – 1630 0900 – 1230	Pound Lane Learning Centre Leamington Spa
SE10	Wednesday 5 & Thursday 6 July 2017	0900 – 1630 0900 – 1230	Bulkington Community & Conference Centre Bedworth

Course Fees (Payable 10 working days prior to the first day of the course)

A £160 per course for all schools and early years providers

B £300 per course for independent Sector/Schools

Cancellations

Cancellations received by email more than 10 working days prior to the first day of course will not incur a charge. Cancellations received less than 5 working days will be charged £80.

Otherwise full course fees are payable unless extenuating circumstances.

Closing the Gap – the achievement of pupil groups

(also available as an In-house Session)

Target Audience – governors from all Primary, Secondary, Special Schools & Academies

Governors are required to monitor and evaluate how well pupils are learning, and to use their assessment as a basis for school improvement. A priority for governing boards is to ensure that all groups of pupils are performing well in relation to both national expectations and to other pupils within the school.

The latest Governance Handbook and Ofsted Inspection Handbooks emphasise more clearly than ever the need for governing boards to hold their school to account for closing the gap in performance between any low achieving groups and the other pupils.

A particular focus of this session is on pupils from disadvantaged backgrounds who qualify for Pupil Premium funding (including those qualifying for free school meals). Delegates will consider examples of good practice identified through Warwickshire's current Closing the Gap programme.

The course will also consider other nationally recognised pupil groups, such as those with special educational needs and disabilities, but delegates will discuss any groups of pupils in their own school who are at risk of under-achieving.

The course aims to:

- Establish the key pupil groups in each school and identify useful measures of performance
- Outline governors' statutory roles and responsibilities with regard to specific groups
- Explore how governors can monitor and evaluate the achievement of pupil groups, with particular reference to Pupil Premium outcomes
- Consider examples of good practice and the questions that governors should be asking of their school

It gave some good ideas; questions to ask the headteacher and points for discussion at Standards meeting. It confirmed that our school is on the correct route to improve pupil performance.

G17-CTG-C-01

Wednesday 03 May 2017
1900 – 2100
Aylesford School
Warwick

G17-CTG-NB-01

Tuesday 10 October 2017
1900 – 2100
Bulkington Village Centre
Bedworth

G17-CTG-S-01

Thursday 25 January 2018
1900 – 2100
Stratford-Upon-Avon High
School

Effective Classroom Visits

(also available as an In-house Session)

Target Audience – governors from Primary and Special schools (maintained and academies)

Every governing board is expected to know its school. Governors' visits to classrooms can play a key part in giving governors an insight into teaching and learning, and classroom visits can be valuable both during and outside lesson times. It is important for both governors and staff that the appropriate visit policy is clearly understood by all.

The course reinforced our thoughts about monitoring visits and clarified their purpose.

I now feel more able to contribute more to constructive feedback following classroom visits/lesson observations. Good course; very good trainer.

The course will explore:

- The range of visit opportunities available to governors, ranging from seeing lessons to appreciating the learning environment
- Using visits to understand how your school is addressing its improvement priorities
- Preparing for visits and how the visits can be fed back to the governing board
- How governors might participate effectively in 'Learning Walks'

G17-ESV-C-01

Thursday 25 May 2017
1900 – 2100
Aylesford School
Warwick

G17-ESV-NB-01

Monday 27 November 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-ESV-S-01

Tuesday 13 March 2018
1900 – 2100
Stratford-Upon-Avon High School

Engaging with Parents and The Community

(also available as an In-house Session)

Target Audience – governors from all Primary, Secondary, Special Schools & Academies

The Governance Handbook and new Governor Competencies document expect governing boards to engage with parents to enhance pupils' education, and to develop links with the local community to support school improvement.

The session will consider:

- Examples of good practice and processes for the school and governing board in engaging successfully with parents
- Developing governors' engagement with the local community
- Considering the role of parent governors on the governing board

G17-EPC-C-01

Tuesday 13 June 2017
1900 – 2100
Aylesford School
Warwick

G17-EPC-NB-01

Thursday 28 September 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-EPC-S-01

Monday 05 February 2018
1900 – 2100
Stratford-Upon-Avon High School

Effective Governance in the Early Years & Foundation Stage

This session will be delivered by the WCC Early Years Team
(also available as an In-house Session)

Target Audience – governors from all Primary and Infant Schools

In the same way that members of governing boards should become familiar with their school's provision for different subjects and pupil groups, an understanding of different parts of the school is increasingly important. This course is open to all governors, but is particularly useful for governors with an interest in or responsibility for their school's Early Years and Foundation Stage (EYFS).

The agenda includes:

- An overview of the Early Years Foundation Stage curriculum
- The responsibilities surrounding the EYFS 'Welfare' requirement
- Governing board monitoring and evaluation of EYFS
- Making effective use of EYFS data
- Strengthening links between the school and on-site EY private providers

G17-EGEY-E-01

Wednesday 21 June 2017
1900 – 2100
Boughton Leigh Junior School
Rugby

G17-EGEY-S-01

Monday 04 December 2017
1900 – 2100
Stratford-Upon-Avon High
School

G17-EGEY-N-01

Thursday 15 March 2018
1900 – 2100
Racemeadow Primary School
Atherstone



Brilliant! So much to think about now. This course was interesting throughout. Really appreciated the tutor's knowledge and confident delivery.

4

Special Schools & SEND



Special Schools Governance Conference

Special Education is a disparate activity, with different special schools working in highly specialised but different fields. Nevertheless, governors in special schools have some common issues, not least how they can monitor and evaluate progress without the easy access to performance data. The session is also an opportunity for delegates to share questions and experiences with governors of other Special Schools.

G17-SSPM-C-01

Wednesday 10 May 2017
09.30 – 12.30
Warwick Trident College
CV34 6SW

Very helpful, good debate & discussion; the small group size helped to encourage a lively evening; lots of helpful links & information; I feel more informed and a bit more in control now.

Special Educational Needs & Disability and the Governing Board

This session will be delivered by an officer from the WCC Education and Learning Team (also available as an In-house Session)

Target Audience - governors in mainstream primary and secondary schools who have a specific role in the governing board in relation to Special Educational Needs & Disabilities (SEND).

The governing board has statutory responsibilities for all pupils including those with a disability and/or special educational needs. The many changes in legislation are having a significant impact on the role of governors and this includes the appropriateness and effectiveness of SEND provision.

The course will:

- Provide an update on the changing legislation around SEND funding and legislation
- Consider the challenges and opportunities for schools resulting from the changes
- Explore methods for governing boards to learn about SEND provision in their school and consider how to hold the school to account for the learning of pupils with SEND

G17-SEN-N-01

Monday 05 June 2017
1900 – 2100
Racemeadow Primary School
Atherstone

G17-SEN-C-01

Wednesday 11 October 2017
1900 – 2100
Aylesford School
Warwick

G17-SEN-S-01

Thursday 01 February 2018
1900 – 2100
Stratford-Upon-Avon School

SENCo and the SEN Governor

This session will be delivered by an officer from the WCC Education and Learning Team

Target Audience – This course must be attended with your SENCo

Proposed aims of the session:

- To consider best practice models of collaborative working
- To consider the changing role of the SENCo and the SEN Governor in the light of the Children and Families Act 2014 and the new SEND Code of Practice 2016
- To understand how SEND is funded and consider how the SENCo and SEND Governor can work collaboratively and strategically based on principles of transparency, open dialogue, accountability and mutual support

G17-S&SG-C-01

Monday 22 May 2017

1700 – 1900

Aylesford School

Warwick

G17-S&SG-NB-01

Thursday 16 November 2017

1700 – 1900

Bulkington Village Centre

Bedworth

G17-S&SG-S-01

Wednesday 21 March 2018

1700 – 1900

Stratford College



Thanks! Very clear explanation and great opportunities for discussion.

Very informative, with a wealth of knowledge, able to answer any question and give great advice. Many thanks.



5

School Resources:

Staffing, Finance, Health & Safety



Head Teacher Appraisal & Teacher Pay and Performance

(also available as an In-house Session)

Very helpful – feel more up to date and able to be more challenging and supportive with the new head.

This is essential for all governors who are members of their school's head teacher appraisal panel. We recommend that where possible, one new panel member is appointed and trained every year.

The Ofsted inspection framework highlights the importance of the annual performance review process for teachers and head teachers, as a lever for improving the quality of teaching and pupil achievement in schools.

This session clearly lays out the responsibilities of governing boards for

- Appointing a panel which conducts the head teacher's annual appraisal – agreeing performance objectives, monitoring progress during the year, and assessing the head's performance against those objectives
- Obtaining advice from an external professional adviser
- Ensuring that the head teacher conducts an effective performance appraisal process for teaching staff
- Relating staff pay decisions to performance

Delegates will explore examples of performance objectives which are relevant to their school improvement priorities.

G17-HTA-NB-01

Thursday 18 May 2017
1900 – 2100
Nicholas Chamberlaine School
Bedworth

G17-HTA-S-01

Tuesday 26 September 2017
1900 – 2100
Stratford-Upon-Avon School

G17-HTA-BL-01

Monday 02 October 2017
1900 – 2100
Boughton Leigh Junior School
Rugby

G17-HTA-C-01

Wednesday 18 October 2017
1000 – 1200
Pound Lane Learning Centre
Leamington Spa

Head Teacher Recruitment Support

Governor Services are the initial point of contact for notification of head teacher vacancies (see below)

Pre-recruitment Training for Governors

Our Governor Services Team provide training to Governing Boards. The two-hour session explores the recruitment timetable, the job description and person specification, legal requirements including safer recruitment, consideration of selection activities and questioning techniques. This initial element of the pre-recruitment process is an essential part of attracting and selecting the most suitable candidate. In addition, advice may be offered on potential interim arrangements that may be required to successfully cover a vacancy.

The pre-recruitment training is free of charge to schools who already subscribe to the Governor Services Training Programme and £350 for non-subscribing schools.

Professional Support provided by a Learning Improvement Officer (LIO)

Once Governor Services have been notified, a Learning Improvement Officer will be allocated to offer professional guidance to Governing Boards when assessing candidates. Support is free of charge to maintained schools for the final interview date and further support is available at the school's expense for shortlisting and any preparation for the selection process before the final interview date.

Charges for additional services are dependent on the time involved. LIO support is free of charge to maintained schools for the final interview date. Further support is available and charges are subject to the extra support required.

Additional Administrative Support

(Not included in the subscription)

The HR Resourcing Service offer administrative support and professional advice and guidance, to support the recruitment process. The support offered will be tailored to your specific requirements but can include: a named contact to see your process to completion, creation of a recruitment pack, advice regarding candidate attraction and search, access to an online bespoke application process, template forms for shortlisting and assessing candidates, facilitation of assessment centres and psychometric assessments and feedback, issuing of a confirmation letter to successful candidate and processing all vetting checks in line with safer recruitment guidance.

This assistance is provided on a pay as you need basis, with costs around £500 per campaign. This does not include third party costs such as advertisement and media costs for advertisements, or the cost of venues or assessment day support. We are here to help - for assistance please contact the Resourcing Service; Email: hrandpayroll@warwickshire.gov.uk or Tel: 01926 738444.

Head Teacher Induction Programme

(Not included in the subscription)

This programme is aimed at head teachers who are new to Warwickshire, those who are already Warwickshire staff but new to headship and colleagues who are transferring to another school within Warwickshire. Delegates will receive updates on key topics and have the opportunity to meet colleagues in the LA as well as other new headteachers and consider lessons learned from more experienced headteachers.

There are 6 sessions throughout the year - 4 full days and 2 half days. The cost for the whole of the programme is £495.00; the fees include the presentations, venue cost, lunch (for full days) and refreshments.

For further details please contact Heather Imbush on 01926 742632 or email heatherimbush@warwickshire.gov.uk

School Finance

Finance Part 1: Introduction to Budget Planning and Monitoring

This was an outstanding course full of excellent information to enable governors (who are not financial experts) to thoroughly examine/scrutinise school budgets.

Target Audience: this session is particularly aimed at members of your Finance or Resources committee, but all governors of primary, secondary and special schools are welcome

The purpose of the session is to inform each governing board of its responsibilities for the management of its school's budget.

The session explores:

- The basics of school finance - how schools are funded, budget terminology, revenue and capital budgets
- Statutory responsibilities for approving, monitoring and reporting on your budget
- The effective use of school resources and value for money
- Governance implications of SFVS – the Schools Financial Value Standard
- Recent and potential changes to school funding

G17-FR-S-01

Tuesday 04 July 2017

1900 – 2100

Stratford-Upon-Avon School

G17-FR-NB-01

Thursday 23 November 2017

1900 – 2100

Nicholas Chamberlaine School
Bedworth

Finance Part 2: Budget Management – a Closer Look

Target Audience - this session is intended for governors with some experience of budgeting or schools finance, or for those who have already attended Finance Part 1 above

Session 2 is built around a practical review of examples of 3 year budget reports and reporting formats.

Delegates will:

- Consider case study examples of budget deficit and surplus
- Interrogate planning assumptions and budget variances
- Explore potential actions to bring a budget back into balance

Please Note: delegates should bring to the training their budget planning & monitoring summaries.

G17-FR-S-01

Tuesday 11 July 2017
1900 – 2100
Stratford-Upon-Avon School

G17-FR-NB-01

Thursday 30 November 2017
1900 -2100
Nicholas Chamberlaine School
Bedworth

Health and Safety

This session will be delivered by the WCC Corporate, Health, Safety & Wellbeing Service

FOR ALL SCHOOLS WHERE WCC IS THE EMPLOYER

i.e. community and voluntary controlled schools, community special schools and maintained nursery schools

The LA recognises the important part that governors play in the strategic running of schools. Governing boards, having control of school premises, must take reasonable steps to ensure the health and safety of the school environment, buildings and equipment, ensuring that adequate arrangements are in place in line with policies and procedures.

The school governor's role in health and safety session has been designed to ensure governors have sufficient knowledge and a reasonable overview of current health and safety requirements in schools, to effectively support the Headteacher and senior leadership team. The session is two hours and delivered by the LA's Corporate Health, Safety & Wellbeing Service.

To ensure your governing board is kept up to date with current health and safety legislation and standards in schools, it is strongly recommended that the chair and / or named governor with health and safety responsibility attends one of these important sessions.

G17-HSM-S-01

Thursday 15 June 2017
1500 – 1700
Stratford College

G17-HSM-NB-01

Tuesday 14 November 2017
1000 – 1200
Bulkington Village Centre,
Bedworth

Health and Safety

This session will be delivered by the WCC Property Risk Service Team

FOR ALL ACADEMIES & SCHOOLS WHERE THE SCHOOL IS THE EMPLOYER i.e. Academies, Voluntary aided and foundation/trust schools

As employers, academy and school boards have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and others affected by their activities, e.g. pupils, visitors, contractors. The session will provide academy and school governors and trustees with an overview of their responsibilities under health and safety legislation, and to understand specific employer and employee responsibilities. The session will also include an overview of how the academy trust and school senior leadership teams should be managing and monitoring health and safety, and to ensure that any risks to health and safety are controlled.

G17-HAS-S-01

Monday 19 June 2017

1900 – 2100

Stratford-Upon-Avon School

G17-HAS-NB-01

Wednesday 29 November 2017

1900 – 2100

Nicholas Chamberlaine School

Bedworth



The course was informative and gave me a good deal of information about what is expected of me as a Governor.

6

Clerking your governing board:

For clerks of Governing Boards and Committees



Governing boards need effective clerks who know what the governing board should be doing. Clerks work with the chair and head teacher to set focused agendas and ensure that governors receive necessary information before their meetings. They prepare clear minutes which accurately report decisions and reflect governors' engagement in school improvement and the three core roles of governance.

Clerks' Induction Training

Attending this session will provide clerks with knowledge and advice about:

- Duties of the clerk and what these look like in practice
- Access to the essential documentation needed to carry out their duties
- 'The Governance' Handbook' – the legal framework to which governing boards work
- Key roles and responsibilities of the governing board; particularly their duty to promote school improvement and challenge any areas of underperformance
- Ways in which the work of the clerk can be timetabled to ensure that time is used effectively
- Taking minutes which record the level of challenge provided by the governors and the response of the school's leadership
- Managing governor vacancies, including conducting governor elections
- Importantly, it will provide clerks with information about how they can keep up to date with developments

I feel much more confident with the requirements of the role; I have been given a lot of material to aid my job and to put in place to improve my role.

G17-CI-NB-01

Wednesday 07 June 2017
0930 – 1530
Bulkington Village Centre
Bedworth

G17-CI-S-01

Monday 16 October 2017
0930 – 1530
Stratford College

G17-CI-C-01

Thursday 01 March 2018
0930 – 1530
Pound Lane Learning Centre
Leamington Spa

Please Note: Lunch is provided for full day training. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

Effective Clerking

Minuting School Improvement and the 3 Key Roles

This session builds on the Clerk's Induction Course. It aims to develop the leadership skills of the clerk in promoting effective governance by providing clerks with a model for 'high level' clerking which will cover:

- Strategies to support the production of high quality minutes which record challenging questions about the school's performance and the responses made.
- Opportunities for further work within school governance regulations.
- The clerk's working relationship with the chair and Headteacher.
- Problem solving and the effective management of the Governing Board

Please Note: delegates should bring with them to the training a copy of a set of minutes from a full governing board meeting and if their school is an Academy their Articles of Association.

G17-EC-NB-01

Tuesday 27 June 2017
0930 – 1530
Bulkington Village Centre
Bedworth

G17-EC-S-01

Thursday 09 November 2017
0930 – 1530
Stratford College

G17-EC-C-01

Tuesday 13 March 2018
0930 – 1530
Pound Lane Learning Centre
Leamington Spa

Clerking exclusion, appeals & complaints hearings

This course outlines the role of the clerk in these processes, both in recording decisions and advising governors on procedures.

G17-CEA&C-S-01

Thursday 29 June 2017
1000 – 1230
Stratford College

G17-CEA&C-NB-01

Tuesday 17 October 2017
1900 – 2130
Nicholas Chamberlaine School
Bedworth

Clerks' Conference

The half day conference is suitable to all colleagues who are clerking in Warwickshire schools.

The purpose of the conference is to provide clerks with an update on legislative changes and processes affecting governing boards.

G17-CC-C-01

Tuesday 23 May 2017
0930 – 1230
The Welcome Centre
Coventry

I genuinely always gain so much from these sessions. They are well organised and run; they are pitched at the perfect level for me to understand.

Further information will be sent out nearer the date.

Clerks' Accreditation Programme

(Not included in WCC subscription)

In Warwickshire we offer the clerks' accreditation programme. This nationally recognised programme was developed by Hampshire in co-operation with ISCG (Information for School and College Governors) in 2002.

This is a highly effective programme that has a proven track record of developing the skills and confidence of clerks and therefore improving the quality of governance.

It is a programme that seeks to enable a clerk to demonstrate the quality of their work and receive recognition for it. There is some training associated with the programme but its focus is showing that a clerk meets the standard, not that they have attended a course.

Since the programme was launched the DfE has commissioned through Edexcel and the authors of the National Clerks Training Programme an award for clerks of a level 3 BTEC. Hampshire are currently exploring with Edexcel the degree of prior learning this accreditation programme provides for a clerk seeking to go further and obtain a BTEC.

The programme operates on an annual cycle starting in January of each year, with ISCG awards being made in November of the following year. This means the portfolio needs to be submitted at the end of the summer term. Because clerks use evidence from their governing board work, the programme is best suited to clerks who have been in post for at least a year.

Why should a clerk become accredited?

We believe in clerking as a major contribution to the quality of governance in our schools, and therefore to school improvement. The importance of professional clerking has never been greater. Schools have been given increased freedoms and greater accountability, and the government has recognised that the contribution professional clerking can make to effective governance of schools is very significant. Accreditation means you can be confident that your clerk is fulfilling the requirements of an effective practitioner.

The Accreditation Programme is an evidence-based assessment against national standards and therefore provides your governing body with evidence of your clerk's professional skill and competence as an effective professional practitioner.

With support from the LA, clerks compile a portfolio of evidence to show their competence in:

- Legal knowledge
- Educational awareness
- Advice
- Communication and relationships
- Challenge and intervention
- Performance and professional development
- Supporting the company secretary (optional for academy and free school clerks)

For non LA clerks the cost of £350 per clerk should be met by your school, or spread between schools if you clerk more than one governing board. For Warwickshire LA clerks, Governor Services will fund this accreditation at no additional cost to schools.

National Clerks' Development Programme

(Not included in WCC subscription)

In a speech to the National Governors' Association conference on 6 July 2013, Lord Nash, Parliamentary Under-Secretary of State for Schools announced that the Department for Education would fund a new NCTL training programme for clerks. This programme is an important step towards improving the effectiveness of governing boards by developing the skills needed for high quality clerking.

Having a highly effective clerk within your governing board is key to contributing to the overall success and effectiveness of the governing board in driving school improvement.

The role of the clerk has never been as essential as it is now - headteachers and governing boards need to recognise and support the professional development of their clerks and actively support their engagement with this national clerking development programme.

The training is for new and experienced clerks in all school settings. This national programme is seeking to 'professionalise' the role of the clerk and is a certified programme from the National College for Teaching and Leadership (NCTL).

Participants also have the option to seek further accreditation after completion of the certified programme.

The programme will consist of:

- 360 self-evaluation tool
- 5 essential learning units
- 1 elective learning unit
- Underpinned by a competency framework that focuses on the skills, knowledge and behaviours required to be a highly effective clerk

Participants will learn through a mixture of face to face sessions, online learning and be supported by an individual mentor. The elective units are contextualised and therefore provide the participant with a choice of subject areas that are appropriate to their individual learning development needs.

Participants will have the opportunity to:

1. Identify their own areas of strength & development by undertaking the 360 self evaluation diagnostic
2. Deepen their understanding of the core competencies related to effective and quality clerking
3. Improve their individual skills, practices and behaviours
4. Increase their knowledge and understanding of Education, Governance and, Legal frameworks and regulations
5. Learn from each other, share good practice and promote networking
6. Engage with a range of learning opportunities to drive improvement

The programme is delivered by organisations that have been awarded a license by the NCTL. If you are interested in joining this development programme, please contact Governor Services for more details on 01926 745137.

The full cost of this national clerking development programme is £399, but the National College is providing scholarships of £320 for clerks - a maximum of one per school.



(Not included in WCC subscription)

CPD Opportunities for Governors Summer Term 2017

Further details are available from www.dioceseofcoventry.org/DBE

Annual Conference for Governors of Church Schools

Saturday 13 May 2017
0930 – 1230

One free place for DSA subscribers;
non subscribers £160

Church School

Wednesday 28 June 2017
1800 – 2100pm

DSA subscribers £90;
non subscribers £120

Booking

- To book places on any event please email joanne.evans@covcofe.org giving the event code, name of the event along with the name and email address of the colleague attending. Full joining instructions will be issued directly to delegates prior to the event.
- 10 working days' notice of cancellation must be given to qualify for a full refund.
- If an event is not viable due to insufficient places being booked applicants will be notified by email and their fee refunded.



8 Other Information



You can choose to have your in-house session in your school as one of the following courses from our centre based menu:

- Financial responsibilities – budget planning and monitoring
- Governors' Role in School Improvement Part 1 & 2
- Effective Classroom Visits Primary Schools
- Effective Classroom Visits Secondary Schools
- Effective Governance in the Early Years Foundation Stage
- Ofsted: Governors' role in being ready for inspection
- Closing the Gap – Pupil Group Achievement
- Quality of Teaching – a Governor's Role
- Leading School Improvement
- Prevent Duty
- Child Protection & Safeguarding
- Using School Performance Data
- Headteacher Appointment Training
- Engaging with Parents and The Community
- Handling Complaints
- Special Schools Performance Monitoring
- Special Schools Ofsted – preparing for inspection
- SEN
- Changing the Status of your School (Federation, Amalgamation or becoming an Academy). This is an activity to support governing boards in their decision-making about the future direction of their school. Governors will explore implications of different methods of achieving structured collaboration with one or more other schools. The session will take into account a range of collaborative options including federation between schools, shared head teacher posts and others, however the main focus is likely to be on joining or setting up a Multi Academy Trust.

In House sessions, while following a standard framework, will be customised to the needs and context of individual governing boards.

We would like at least six weeks' notice please and ask you to suggest three possible dates when requesting one of these sessions. To ensure we are able to accommodate your requests and to avoid disappointment we request that all booking for the financial year 2017-18 must be received by **31st December 2017 (maintained schools) and 31 March 2018 (academies).**

If your school is part of a cluster you should agree on topics for shared sessions with the other schools in your group.

Tutor Team

Tracey Davies

Currently working as a teacher and seven years as an Associate Tutor for Warwickshire. Experience of governing boards as a Parent governor and Community governor and as Vice Chair. Courses developed and delivered include New Governors, Foundation Courses and Effective School Visits.

Phil Hand

Phil is a experienced governor in several schools and currently is a governor in Warwickshire. He has led Governor Services in Hampshire, Warwickshire and Walsall. He leads Newport Educational, an independent provider of Governor Development. Phil is also a leader for Governor Mark, a national quality mark for good governance.

Judith Hicks

Judith has extensive experience in the areas of learning and development and human resources and is a Chartered Member of the Chartered Institute of Personnel and Development. As well as her work as an Associate Tutor for Warwickshire County Council, Judith is currently working for two national charities designing and delivering a variety of learning interventions aimed at volunteers. She has been a governor since 2008 and is currently Chair of Governors for a Warwickshire Infant School.

Jo Hotchkiss

Jo has over 20 years' experience of Primary teaching having held a range of roles from Supply Teacher to Acting Headteacher. After several years as a primary Deputy Head Teacher in Essex, Jo completed an M.Ed in Primary School Improvement and became an ICT Curriculum Development adviser for Essex LEA before taking a career break in order to prioritise family. A move to Warwickshire followed and Jo returned to the classroom, teaching both KS1 and KS2 before returning to a management role as both SENCO and Acting Deputy Head Teacher. Jo now works as a freelance trainer and consultant specialising in assessment, maths and English within the Primary curriculum. She is also a governor of a Warwickshire primary school.

Lyn Johnson

Lyn was a teacher until 2001 when she became an Education Adviser for Warwickshire, specialising in literacy and inclusion. She has trained teachers and other school staff in literacy, gender and achievement and higher order thinking skills. She managed the Warwickshire's EAL and GRT teams and she was a consultant for the National College, delivering leadership training programmes on its behalf. Lyn has been a governor in a secondary school, is currently Chair of Governors in a primary school and has been a member of an Interim Board of Governors for a school in difficulty.

Julia Kenny

As well as joining the associate tutor team in 2015, Julia is an experienced tutor in the delivery of cognitive behavioural change programmes for the Probation Service. She has specialist knowledge of domestic violence and safeguarding. Julia has been a governor since 2010 and is currently Chair of Governors of a Warwickshire primary school.

Judith Maudsley

Judith has been clerking in a number of primary and secondary schools since 2004 and more recently in academies. Her experience includes work with IEBs, Shadow Governing Boards, MAT Boards of Directors, the conversion to academy status, work with the LA Clerking service and specialist support for panel meetings. An accredited clerk herself, Judith is an assessor for the Hampshire/ ISCG Clerk's Accreditation Award and has been tutoring and mentoring clerks as a Warwickshire tutor since 2007.

Mary McKay

Currently working as an associate with Governor Services in Warwickshire and Oxfordshire, Mary is also an assessor of the Governor Mark Quality Standard. Previously, Mary was the manager of Governor Development in Warwickshire, a member of the National Co-ordinators of Governor Services (NCOGS), judged the Governor of the Year Award in the Midlands and was seconded to the Department for Education, serving on the Minister's Way Forward group. Currently Chair of Governors of a Warwickshire primary school.

Richard Moore

Richard has had forty years' experience in Primary Education including class teaching, Deputy Headship, Headship, and Teaching Fellowship. He has supported other schools and Head Teachers as a Local Leader of Education as well as trainee teachers and teaching assistants while a Teaching Fellow for four years at the University of Leicester. Richard has an MBA in Educational Management.

Richard is an approved External Adviser to Governors for Head Teacher's Performance Management for the Diocese of Coventry Board of Education. He is a Governor trainer for both the Leicestershire and Warwickshire Governor Development Services and has conducted External Reviews of Governance for schools. He is also a panel member for Warwickshire Schools Admissions Appeals.

Richard's main professional interests and involvements are school self-evaluation and improvement, effective leadership and performance management. He works across all Early Years and Primary phases.

Vince Quayle

Vince is the manager of Warwickshire Governor Services; previously he was the manager of Governor Services in Oxfordshire. He is an experienced school governor and chair with a management background in industry, since 2006 Vince has been developing and delivering a wide range of governor training courses. In addition to training, he has worked with primary and secondary schools in a number of counties to provide independent assessments of governance, analysis of school performance data, and practical advice to governing bodies, Headteachers and school leadership teams. Vince is an experienced Governor Mark assessor.

Joanne Vallis

Joanne has extensive teaching experience, specialising in early years, and has led and managed various teams throughout her career. Since joining Warwickshire Early Years Advisory Team in 2002 her roles have been many and varied and have included establishing and developing the Inspirational Learning Space, writing and delivering training, contributing to the development of Early Years Foundation Stage support materials and leading and managing the Advisory Teacher Team. In 2008 the team scooped Local Authority team of the year in the inaugural Nursery World Awards. Joanne is an EYFS Moderator and has contributed to a range of reports, articles and publications and spoken at several national and regional conferences and seminars. Joanne is currently working as an Early Years Consultant.

Venue Information

Aylesford School & Sixth Form Centre

Tapping Way
Warwick
CV34 6XR
Tel: 01926 747100

Boughton Leigh Junior School

Hollowell Way
Rugby
CV21 1LT
Tel: 01788 577914

Bulkington Village Centre

School Road
Bulkington
CV12 9JB
Tel: 024 7649 4094

Myton School Academy

Myton Road
Warwick
CV34 6PJ
Tel: 01926 493805

Nicholas Chamberlaine School

Bulkington Road
Nuneaton
CV12 9EA
Tel: 024 7631 2308

Pound Lane Learning Centre

Pound Lane
Lillington
Leamington Spa
CV32 7RT
Tel: 01926 736392

Provost Williams C of E Primary School

Sodens Avenue
Ryton-on-dunsmore
Coventry
CV8 3FF
Tel: 02476 302166

Racemeadow Primary School

Ratcliffe Road
Atherstone
CV9 1LT
Tel: 01827 713284

Rugby College Technology

Centre
Technology Drive
Rugby
CV21 1AR
Tel: 07740 419317

Stratford College

The Willows North
Alcester Road
Stratford upon Avon
CV37 9QR
Tel: 01789 266245

Stratford-Upon-Avon School

Alcester Road
Stratford-Upon-Avon
CV37 9DH
Tel: 01789 268051

Service Standards

1. Our tutors:

- Have experience of training and development
- Are school governors themselves or experienced in working with school governors
- Have experience of working with people and/or dealing with complex matters/strategic planning in a business or public sector context
- Will communicate effectively and clearly
- Will liaise with the school in advance of an in-house course to ensure that they are aware of any issues of particular concern

2. Our courses:

- Are regularly updated to reflect current regulations, guidance and good practice
- Take a practical approach to the role of the school governor
- Recognise that governors come from a variety of backgrounds
- Take account of the differences between different types of school
- Include relevant explanation of the school governance regulations
- Include opportunities for participants to share experiences and ask questions
- Promote equality and diversity

3. Our course materials:

- Contain full and appropriate content
- Are distributed at the course, and can be available online on request afterwards

4. We make every effort to ensure that courses take place as booked, but reserve the right to cancel a course or (with your agreement) to vary it in exceptional cases without financial penalty. In such cases we will give reasonable notice except in cases of emergency and endeavour to provide an appropriate replacement session at a later date.

5. If you cancel a booking on a centre-based course with less than 24 hours' notice, a cancellation charge of £15 will apply. However, if you are able to arrange for another governor to attend in your place, the cancellation charge will not apply.

School Obligations

Where we are delivering an in-house course, you will provide appropriate facilities for those attending, including refreshments.

Your responsibilities

Governors have to be provided with training, free of charge, to enable them to discharge their functions effectively. The budget for governor training is delegated to schools.

School Governance Office Team



Vince Quayle

01926 745619

School Governance & School
Leadership Development
Service Manager
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Gurby Dhesi

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Senior School Governance Officer
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Gail Evans

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Heather Imbush

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Administrater Education & Learning
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Amanda Gardiner

01926 745139

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