

Your 4-page

to

pull-out
and keep

guide

the Governor training programme

www.derbyshire.gov.uk

Delivering your training needs

The best governing bodies are the ones who both support and challenge headteachers and senior staff in schools.

They also know if the school is not achieving as well as it should.

But to do this you, as a governor, need to keep up with the ever changing rules and regulations that affect schools. That is where our governor support team comes in.

We run a range of training programmes that aim to remove the stress of keeping up with issues by telling you what you need to know in easy-to-understand sessions.

Our courses enable you to:

- Get the skills you need
- Learn about the latest regulations or legislation your school needs to implement
- Speak to other governors about their experiences
- Share good practice between schools

Most of our courses are run in the evenings so they fit in around your working day and all are competitively priced.

How to book

phone

- During office hours (9am to 5pm) school/cluster training courses can be booked by ringing **01629 580000 ext 35788**
- Standard training courses can be booked by ringing **01629 580000 ext 35788**

online

You can book online through the Derbyshire Net for Learning (schools extranet) at www.dnfl.org.uk

Go to the governors' section and then click on training and development where you will find the online booking form. If you don't already have a password contact your clerk to governors who will arrange to get one for you.

email

Send us details of the course you are interested in and your personal details to governor.support@derbyshire.gov.uk



Details of the courses on offer in the spring 2011 programme are contained in this pull-out guide. Further details are also available and all the training courses on the Derbyshire Net for Learning (schools extranet) site at www.dnfl.org.uk (click on the governors' section and then go to the training and development link).

Make a difference in 2 training sessions. . .

MONITORING AND EVALUATION

Increase your effectiveness and confidence in your role as critical friend so that:

- You know where the school is doing well and the aspects it needs to improve on.
- You balance support with challenge and feel more confident in asking questions and critically discussing information that you are given.
- You provide support and encouragement when ways to bring about improvement are being explored.

Venue – school

Cost – £252

Course length – Two hours

We can organise customised training for your school or school cluster group. This type of training is very popular, with more 100 sessions being run each year.

We've had very positive feedback from people who have taken part in these sessions. They said that they helped them make a difference in their schools, which in turn creates the best conditions for every child to do well.

We are able to offer a wide range of training and development courses on a theme of your choice for individual school governing bodies and groups of governors within local school improvement cluster groups.

The training events last for two or three hours during an evening and are customised to meet your school's specific needs. All the sessions are delivered by a trainer with an in-depth understanding of the subject.

EXAMPLES OF CUSTOMISED TRAINING AVAILABLE:

- Roles and responsibilities
- National induction overview
- Exclusions
- Ofsted framework
- Performance management – the new regulations
- Safer recruitment
- Self-evaluation/shaping the direction of the school
- Every child matters

Standard training programme - sp

NATIONAL INDUCTION

Venue – High Peak Area
Date – 05/03/11
Time – 9.30am – 3.30pm
Cost – £114 (discount available)
Code – SP1101

Venue – Chesterfield Area
Date – 12/03/11
Time – 9.30am – 3.30pm
Cost – £114 (discount available)
Code – SP1102

Venue – Erewash Area
Date – 19/03/11
Time – 9.30am – 3.30pm
Cost – £114 (discount available)
Code – SP1103

SCHOOL FINANCE – GENERAL

Venue – High Peak Area
Date – 08/03/11
Time – 6pm – 8pm
Cost – £52
Code – SP1111

Venue – Erewash Area
Date – 17/03/11
Time – 6pm – 8pm
Cost – £52
Code – SP1112

Venue – Bolsover Area
Date – 23/03/11
Time – 6pm – 8pm
Cost – £52
Code – SP1113

2011 with customised

NATIONAL INDUCTION TRAINING (FOR NEW GOVERNORS)

The role of the governing body has changed. Governing bodies have become part of the school strategic leadership. You are responsible and accountable for major decisions at your school.

The National Induction Training for new governors will give you a greater understanding of your:

- Strategic role of governors
- Critical friend role
- Accountability role

Keep up to date

CHAIRS' AND VICE CHAIRS' TRAINING

A two-hour course for new chairs and vice chairs establishes all the skills which are relevant to new, inexperienced or prospective chairs or vice chairs.

A separate two hour course offers training relevant to experienced chairs and vice chairs.

GOVERNORS' EXCLUSION TRAINING (two-hour session)

These sessions ensure that governors are aware of revised exclusion guidance from September 2008.

First session is made up of a presentation which summarises the Department for Children, Schools and Families guidance on exclusion.

The second session is made up of a presentation which deals with the procedures to be followed in the meeting itself and the part which governors should play in this.

Spring term 2011

SPECIAL EDUCATIONAL NEEDS

Venue – Buxton Infants School
Date – 09/03/11
Time – 6.30pm – 8.30pm
Cost – £52
Code – SP1118

HEALTH AND SAFETY

Venue – Derbyshire Dales
Date – To be confirmed
Time – 6pm – 8pm
Cost – £52
Code – SP1104

CLERK TO GOVERNORS TRAINING

Venue – High Peak Area
Date – 15/03/11
Time – 10am – 2.30pm
Cost – £103
Code – SP1105

TRAINING FOR NEW CHAIRS AND VICE CHAIRS

Venue – County Hall, Matlock
Date – 22/03/11
Time – 6.30pm – 8.30pm
Cost – £52 (discount available)
Code – SP1107

Venue – South Derbyshire
Date – 31/03/11
Time – 10am – 2.30pm
Cost – £103
Code – SP1106

TRAINING FOR EXPERIENCED CHAIRS AND VICE CHAIRS

Venue – County Hall, Matlock
Date – 23/03/11
Time – 6.30pm – 8.30pm
Cost – £52 (discount available)
Code – SP1108

Identifying governing body training needs

Using a self review form to help

If your governing body is looking to identify the training needs of all its members then it is a good idea to download a self review form from the schools' extranet at www.dnfl.org.uk

It is in the governors' section under 'information for chairs and clerks'.

This document will help a governing body evaluate its own performance and impact - with a view to increasing its effectiveness. Identifying any issues will let you know what training and development needs individual governors have.

It could be used in the following way:

- Invite every governor to complete a copy of this document (but not the judgment sheet). If this document has been used in the past, governing bodies may now feel that they do not need to complete all of the sections, for example the 'general' and 'meetings' sections.
- Carry out this exercise during one of your meetings so that any questions a governor has can be answered.
- Collect the responses and provide every governor with an overview of the whole governing body's response, including how this translates onto the judgment sheet.
- Discuss at the next meeting and build it into the school improvement process.

Self review form extract Achievements and standards

The self review form also prompts governors to check they know:

- How the school's results compare with national standards and similar schools.
- How well different groups of pupils perform.
- If there are significant variations in standards between subjects.
- That senior staff have good systems in place to evaluate pupils' standards and rates of progress and that they provide you with reports on the general progress of pupils towards targets (not naming pupils).
- The value-added measures as reflected in the RAISEonline.

Our governor support service can provide governing bodies training on using and getting the most from data about the school's performance. This can be offered to individual governing bodies or cluster groups.

Clerk to governors

One-to-one support session

Our governor support team is offering a one-to-one support session specifically devised for new clerks or current clerks requiring updated knowledge of new procedures.

This two-hour session is a combination of formal training and open discussion, allowing clerks to raise any issues or queries specific to their governing body. The clerks' handbook is included in the cost of this session.

The course covers the:

- Role of the governing body
- Role of the clerk, chair and head
- Membership and instrument of government
- Meeting administration (eg agenda, minutes)
- Increased delegation (committees)
- Sources of further information and support

The cost of the two hour session is £103. To book sessions please ring 01629 535769.

Further details are also available and all the training courses on the Derbyshire Net for Learning (schools extranet) site at www.dnfl.org.uk

(click on the governors' section and then go to the training and development link)

Anti-bullying training

Derbyshire's Anti-Bullying Commitment has been developed from the successful ABC Scheme which has operated in many schools since 1997.

The commitment requires all schools and other settings working with children and young people to meet key safeguarding standards. The standards include guidance to help schools develop effective anti-bullying policies and practices and emphasise the importance of involving the whole school community.

A one-hour workshop informs governors about the Anti-Bullying Commitment and outlines examples of best practice for anti-bullying work.

The workshop:

- gives a brief overview of the DCC anti-bullying strategy
- looks at the new commitment and its implications
- provides clear guidance on developing an effective anti-bullying policy.
- examines different strategies schools might choose to adopt and provides a clear statement of the responsibilities of governing bodies in resolving complaints around bullying.

For more information call 01629 531670.