

*‘Working Together to
Strengthen Governance
across North Lincolnshire’*

SAFE WELL PROSPEROUS CONNECTED

Governor Development Offer

2019-2020

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Welcome

I am pleased to introduce our governor development offer for 2019-2020.

North Lincolnshire is passionately committed to improving the wellbeing and educational outcomes of all our children and young people, and we recognise the vital role that effective school governance plays in achieving this aim.

We are therefore delighted that most schools and academies in North Lincolnshire have chosen to engage with both our governor development offer and clerking service - a great example of schools, academies and the local authority working together to strengthen governance across the area.

This booklet sets out our governor development offer for the coming academic year, and gives detailed information about the courses, programmes and bespoke training available to help you and your governing body to be the best that you can be. We hope that you find it useful.

In addition, we will continue to supplement our offer with additional CPD opportunities and meetings throughout the year, in order to reflect national developments and local issues as they arise – so look out for these! If there is anything that you would like to see on offer please contact Governor Services.

When asked, the vast majority of you tell us that our governor development offer and clerking service is supporting improvements in governance in your schools – and thus enabling you to make a significant contribution to ensuring good provision and outcomes for children and young people across North Lincolnshire.

Nevertheless, we want to ensure that you continue to receive a high quality service and would welcome further feedback.

On behalf of the North Lincolnshire Council, I would like to thank you for your dedication and commitment as governors and look forward to working with you again in the coming year.

Amy Altoff
Governor Services Officer

Booking Arrangements

Stage 1: How to book

You can book a place on any of the courses by:

- Logging on to: www.servicesforeducation.org.uk
- Email gov.bodies@northlincs.gov.uk for a user guide
- Telephone: 01724297136/9

If you are interested in a course, please make sure you book a place well in advance as courses may be very popular and sometimes there is a waiting list. Whilst all bookings should ideally be made within 48 hours of the course start date, we will always endeavour to accommodate last minute arrangements. However, please do not arrive at a session without making prior arrangements as considerations like fire regulations or insufficient seating and resources may preclude attendance.

Stage 2: What happens after booking?

You will receive confirmation of your place on the course within five days of applying. Once you have requested a course, an acknowledgement will be emailed or, if applicable, posted to you. Attendance instructions are usually emailed about a week prior to the course. Should you not hear from us, please get in touch to confirm your place on the course prior to attending.

If you would like to cancel your place on a course, please give 48 hours' notice where possible, otherwise charges may apply. If there is insufficient demand for any particular course then the course may be cancelled.

Therefore please inform us of your intention to attend and book early to avoid this situation from occurring.

Bespoke Governing Body Development

Individual governing body development can be arranged on request and delivered as a school-based session, for example:

- setting the vision
- effective monitoring
- understanding data and asking the right questions
- succession planning
- preparing for Ofsted

Where possible, this will be tailored to the needs of your governing body, enabling governors to work together on a subject or theme of their choice. For an informal discussion on whole governing body development options, please contact the Governor Services Lead Officer on 01724 297111.

Access and Charges

The governor development offer is available to all governors. The fees and charges are identified below. These relate to SLA costs and non-SLA costs.

All governing bodies have the option to purchase our governor development SLA at a cost of £698 per annum. This aims to enhance governors' skills and knowledge, thus enabling them to carry out their strategic role more effectively.

SLA costs: governing bodies that have purchased the SLA may attend unlimited scheduled sessions at a charge of £13 per person per session.

Pay as you go (PAYG): governing bodies that have not purchased the SLA may attend any training course on a PAYG basis; the charges are as follows:

- Pay as you go half day/evening session per delegate: £95
- Two-hour in-house/cluster session: £325

The charges referred to above relate to current SLAs; any changes will be amended accordingly. Further details about purchasing the current SLA offer can be found by logging onto the Services for Education site and using the following link: www.servicesforeducation.org.uk/Services/2978

Learning Links

The Learning Links e-learning package for governors complements the face to face training and is free of charge to any governing body which have purchased the training SLA. The e-learning is designed to be interactive and engaging, including a number of links to external documents. The material has been written by governors for governors and aims to lead you through what you need to know, give you an opportunity to test your knowledge and gain a certificate for an optional test at the end. Each topic takes between 30 minutes and 3 hours to complete (depending on the topic). There are numerous learning modules available.

How do you register for Learning Link? It is a simple process:

- visit <https://nga.vc-enable.co.uk/Register> to find the online self-registration form.
- add your details to the self-registration form in the following order
- your first name

- your last name
- your email
- your phone number (optional)
- your governance role title (optional)
- your school or academy – use the search box and make sure to select the right one using the address and postcode if necessary*

Read the statement in the large blue box at the bottom of the form and then click anywhere in the large blue box to submit your application for approval. Approval is not immediate and you must wait for email confirmation of approval. It can take time to receive this email particularly if your application is submitted over a weekend or in the evening.

Your confirmation email will be sent to you. Once you receive your email confirmation, which includes your login details you can login to Learning Links and access training at your leisure.

* If your school or academy is not listed, it may not be signed up to Learning Link, in this case please select the “My group has not been listed” box and an email will come through to us so that we can contact you.

If you find any difficulty registering or logging in, please contact your clerk for support.

How To Be An Effective Governor

Options	Date	Time	Venue
All modules – 1, 2 & 3 combined	2 November 2019	9.30 – 15.30	Ashby Link
Module 1	28 April 2020	18.00 – 20.00	Ashby Link
Module 2	12 May 2020	18.00 – 20.00	Ashby Link
Module 3	19 May 2020	18.00 – 20.00	Ashby Link

Description

This course is designed to give all governors, especially new governors, the essential information they need to be effective in helping their school to provide the best possible education for its pupils. The course is based on the National Training Programme for School Governors developed by the DfE, and is built around the three key roles that governors must fulfil: setting the strategic direction, holding the headteacher to account and ensuring value for money. Whilst it is an essential course for new governors, it is also extremely useful for more experienced introduction to using governors who wish to refresh their knowledge and understanding of governance in an ever-changing educational landscape.

Topics covered include:

- categories of schools and governors
- effective governing bodies and meetings
- vision and aims, including statutory and recommended policies
- powers and duties of governing bodies
- the roles of the governing body, the Headteacher and senior leaders
- the key roles and responsibilities of governors

- school development plan
- conduct at meetings and confidentiality
- committee structures and terms of reference
- governor monitoring visits – including a basic introduction to using school performance data
- the Headteacher's/Principal's report
- Ofsted framework and the expectation of the role of the governing body

Governors' Leadership Briefings 2019-2020

Description

Governors' leadership briefings are held at the start of each school term, to ensure that Chairs and Vice Chairs are well-informed about key issues affecting schools and well-prepared for the term ahead. They are led by the Head of Standards and Effectiveness, with individual items presented by both local authority officers and North Lincolnshire governors.

Agenda items are linked to key issues put forward by governors at the start of each academic year.

Aims

- to provide an update on recent developments affecting North Lincolnshire governors
- to explore how we can address current challenges facing Chairs and Vice Chairs
- to facilitate discussion and sharing of good practice between schools

Date	Time	Venue	Aimed at
Autumn			
11 September 2019	8.30-10.30	Ashby Link	Chairs, Vice Chairs, Headteachers and aspiring Chairs/Vice Chairs
11 September 2019	18:00-20:00	Ashby Link	
12 September 2019	10.00–12.00	Ashby Link	
Spring			
8 January 2020	8.30-10.30	Ashby Link	Chairs, Vice Chairs, Headteachers and aspiring Chairs/Vice Chairs
8 January 2020	18:00-20:00	Ashby Link	
9 January 2020	10.00–12.00	Ashby Link	
Summer			
22 April 2020	8.30-10.30	Ashby Link	Chairs, Vice Chairs, Headteachers and aspiring Chairs/Vice Chairs
22 April 2020	18:00-20:00	Ashby Link	
23 April 2020	10.00–12.00	Ashby Link	

These briefings are free to all governing bodies, regardless of whether they have purchased an SLA.

Governors' Advisory Group 2019-2020

Description

Governor's advisory group meetings are held once a term with representatives of governors, Headteachers/Principals, Diocese and LA officers bringing together those with an interest in school governance, to offer a governor perspective on local authority services, policies, practices, training and communications for and affecting governors. Meetings are half a day and are chaired by a North Lincolnshire Chair of Governors; agendas are circulated a week prior to the meeting.

Date	Time	Venue	Aimed at
13 November 2019	9.30 – 12.00	Ashby Link	Governors, Headteachers, Diocese, LA Officers
22 January 2020	9.30 – 12.00	Ashby Link	
29 April 2020	9.30 – 12.00	Ashby Link	

Locality Networks for Governors 2019-2020

Description

As part of North Lincolnshire's aim of promoting sector-led improvement, we are continuing to support network meetings for governors in each of the five localities, which are open to all governors to attend no matter which locality they are in. The locality networks cover Barton, Brigg, Isle of Axholme, North Scunthorpe and South Scunthorpe

Governors will be able to share good practice across the area, hold discussions on the topics that are relevant to their schools and receive updates from LA Officers as required.

Aims:

- to update each other on recent developments affecting governors
- to explore how to address common issues
- to facilitate discussions and sharing of good practice between schools
- to promote sector-led improvement and governing body-to-governing body support

Date	Time	Venue	Aimed at
Barton			
11 November 2019	18:00-20:00	Locality School TBC	All Governors
27 January 2020	18:00-20:00	Locality School TBC	
8 June 2020	18:00-20:00	Locality School TBC	
Brigg			
7 November 2019	18:00-20:00	Sir John Nelthorpe	All Governors
10 March 2020	18:00-20:00	Locality School TBC	
21 May 2020	18:00-20:00	Locality School TBC	

Date	Time	Venue	Aimed at
Isle of Axholme			
26 November 2019	18:00-20:00	Belton CE Primary	All Governors
25 February 2020	18:00-20:00	Eastoft CE Primary	
23 June 2020	18:00-20:00	Epworth Primary	
Scunthorpe North			
16 October 2019	18:00-20:00	St Hugh's School	All Governors
28 January 2020	18:00-20:00	Locality School TBC	
28 April 2020	18:00-20:00	Locality School TBC	
Scunthorpe South			
15 October 2019	18:00-20:00	Ashby Link	All Governors
4 February 2020	18:00-20:00	Ashby Link	
3 June 2020	18:00-20:00	Ashby Link	

Governors Role in the Appraisal Process

Description

Appraisal is a key process in raising achievement. This course is essential for all governors responsible for carrying out the appraisal and is open to any governor interested in this aspect of staff development. The session includes information on the 'appraisal cycle' – setting the objectives, monitoring progress, as well as reviewing and evaluating the outcomes.

Aims:

- having awareness of the appraisal regulations
- preparing for meetings and reviews
- ability to make decisions on performance and link this to pay
- assessing the quality of the Headteacher's report to governors
- how you will know if it is making a difference? Links to school self-evaluation and the Ofsted framework

Date	Time	Venue	Aimed at
25 September 2019	18:00-20:30	Ashby Link	Governors involved in the performance management process

CEIAG – What it means for Secondary Governors

Description

The new Ofsted handbook 6.4.9 Careers guidance 48 states:

Boards must have regard to the careers statutory guidance to ensure that high-quality careers guidance is provided to pupils. Boards should provide clear advice to the Headteacher on which he/she can base a strategy for careers education and guidance, is led and co-ordinated by the school's careers leader, meets the school's legal requirements and is informed by the requirements set out in the document.

Jenny Vincent will look at what governing bodies need to ensure this is in place and how the school are using the Gatsby Charitable Foundations benchmark to monitor the establishment's progress to an excellent careers programme. The session will also be an opportunity for governors to ask questions they may have about CEIAG.

Date	Time	Venue	Aimed at
26 September 2019	18:00-20:00	Ashby Link	Secondary School Governors

Child Protection and Safeguarding for Governors

Description

Safeguarding and Child Protection is an important subject for school governors. The governing body has a legal obligation to ensure that the school is run so that the welfare of the children and young people is safeguarded and promoted. The governing body should ensure that the school has in place the necessary infrastructure and arrangements to support this. It must ensure that there are procedures and policies for promoting and safeguarding the welfare of children.

Aims:

- to have an understanding of appropriate legislation and guidance with respect to safeguarding and child protection in schools
- to be able to monitor and review safeguarding and child protection policies, procedures and practices within schools
- to gain an understanding of Ofsted expectations regarding safeguarding in schools
- to have a toolkit for undertaking governors' responsibilities in respect of safeguarding
- to understand the role of the Local Safeguarding Children Board
- to understand your key responsibilities in keeping children safe
- to understand what to do if you are worried about a child
- to highlight the role and responsibilities of governors in school with regard to e-safeguarding
- to understand the importance of e-security in schools and the current trends around online abuse and cyber bullying

Date	Time	Venue	Aimed at
1 October 2019	18:00-20:00	Ashby Link	All Governors

The New Ofsted Framework – Key Messages

Description

With the introduction of the latest inspection framework comes new judgement areas and a renewed focus on the curriculum. This session will look at the inspection process, what has stayed the same, what has changed, and the implications of the new curriculum expectations on governance.

Date	Time	Venue	Aimed at
2 October 2019	18:00-20:00	Ashby Link	All Governors

IT Drop-in (Move IT, Services to Education) Help Session

Description

This is a drop-in session for any governor to attend in order to ask questions, be given tutorials and have one to one support from the Governor Services staff for the use of Move IT (secure email system for receiving agenda paperwork) and Services to Education (the system used to book onto training courses).

Aim:

- to receive support setting up accounts
- to receive support accessing locked accounts
- to ask questions of the IT systems and use of them
- one to one support / tutorials on either/or both systems to enable better customer use and access to required information

Date	Time	Venue	Aimed at
9 October 2019	9:00-15:00	Hewson House	All Governors
5 February 2020	11:00-15:00	Church Square House	
11 May 2020	9:00-17:00	Ashby Link	

Learning Walks – Effective Monitoring Through Focused Visits to School

Description

Learning walks are an effective and focused means of understanding the procedures and practices in school whereby governors can identify the impact of their decision-making.

You will:

- develop your understanding of why governors should visit school
- have a clearer understanding of the governor monitoring role

- learn about best practice regarding governor visits to school
- learn how to report back following a visit

Aims:

It is good practice to establish a yearly programme of governor visits or learning walks to your school to help focus on gathering evidence to support school self-evaluation. The information gathered during these visits will enable you as governors to:

- shape the direction of the school in partnership with senior leaders
- have an enhanced understanding of areas of strength and weakness so that you can support and hold to account senior leaders effectively
- improve pupil outcomes
- enhance your understanding of the school's teaching and learning practice
- help develop a continuous learning process through "observation, evaluation and reflection"
- explore ideas with governors from other schools
- agree protocols and aims of the visits

Date	Time	Venue	Aimed at
8 October 2019	17:30-19:30	St Peter & St Paul CE Primary	All Governors

Handling Complaints

Description

From time to time schools have to handle complaints from parents and other service users on a wide range of subjects from admissions, exclusions and special educational needs to bullying or problems with a teacher. Usually such concerns can be resolved early on, but sometimes governors need to be involved.

Aims:

- identify which procedure is used for which type of complaint
- consider the requirement to have a formal school complaints procedure and what an effective and fair procedure should cover
- consider the concept of 'reasonableness'
- what is a complaint? how is it defined? consider a system to monitor and record complaints – should this be reported to governors?
- identify good practice in holding a complaint hearing
- consider the role of other bodies (e.g. Ofsted) in terms of parental concerns about schools.

Date	Time	Venue	Aimed at
10 October 2019	18:00-20:00	Ashby Link	All Governors

The Governor's Role at a HR Hearing

Description

This course is aimed at governors who may be requested to sit on a HR panel to consider an employment matter. The course will outline the processes to be followed during hearings and also consider some of the challenges and issues that may arise during these potentially contentious hearings.

Aims:

- provide a short summary overview of the main HR procedures that may result in hearings; disciplinary, sickness absences, grievance, capability
- provide an outline of the expectations and responsibilities of panel members
- discuss the main pitfalls and challenges that often arise during hearings
- ensure that governors are confident to challenge the process and evidence under consideration to ensure a fair process and reduce the likelihood of appeals/tribunals

Date	Time	Venue	Aimed at
15 October 2019	18:00-20:00	Ashby Link	All Governors

Primary Statutory Relationships Education

Description

Under the Children and Social Work Act 2017 the government has committed to making relationships education (primary) and relationships and sex education (secondary) statutory in all schools, including LA maintained schools, academies, faith schools, free schools and independent schools.

All schools will soon be required to have a relationships and sex education policy in place and be able to state how they will meet the requirements of the statutory curriculum.

This briefing will inform governors of the statutory requirements of the new curriculum, exemptions that apply and the steps that schools need to take to ensure that they are prepared for mandatory provision by September 2020.

Date	Time	Venue	Aimed at
17 October 2019	18:00-20:00	Ashby Link	All Primary School Governors
19 March 2020	18:00-20:00	Ashby Link	

Safeguarding Audit Toolkit

Description

The Education Act 2002, Section 175, gives maintained schools a statutory duty to promote and safeguard the welfare of children, and have due regard to the guidance issued by the Secretary of State. Governors have a particular responsibility to maintain an overview and to ensure that the two key aspects of safeguarding arrangements are met.

- safe learning environments, with reasonable steps taken to ensure risks of harm to children's welfare are minimised
- child welfare concerns are responded to appropriately, working to agreed policies and procedures in partnership with other agencies.

This workshop is relevant to schools and academies and will re-introduce governors to the Safeguarding Audit Toolkit, which will help identify whether the school is compliant with safeguarding requirements.

Aims:

Following attendance at the course and implementation of the Safeguarding Audit Toolkit, governors will understand:

- their school's child protection policies and procedures
- whether the school operates safer recruitment procedures, including checks on qualifications
- whether the school has appropriate procedures for handling allegations of abuse against its staff, including if the allegation is against the head teacher where a nominated member of the governing body will take responsibility
- whether a senior member of the leadership team is designated to lead on child protection issues; this person undertakes inter-agency working and refresher training at least every two years
- whether other staff who work with children should have refresher training every three years
- how deficiencies brought to the governing body's attention must be dealt with
- the need to review policies annually

Date	Time	Venue	Aimed at
7 November 2019	18:00-20:00	Ashby Link	All Governors

Secondary Statutory Relationships and Sex Education

Description

Under the Children and Social Work Act 2017 the government has committed to making relationships education (primary) and relationships and sex education (secondary) statutory in all schools, including LA maintained schools, academies, faith schools, free schools and independent schools.

All schools will soon be required to have a relationships and sex education policy in place and be able to state how they will meet the requirements of the statutory curriculum.

This briefing will inform governors of the statutory requirements of the new curriculum, exemptions that apply and the steps that schools need to take to ensure that they are prepared for mandatory provision by September 2020.

Date	Time	Venue	Aimed at
12 November 2019	18:00-20:00	Ashby Link	All Secondary School Governors

Strategic Finance for Governors

Description

The strategic role governors have within a school is of paramount importance. This course covers how effective financial planning, monitoring and evaluation can help you realise your strategic objectives. Within a financial context, it covers the importance of school self-evaluation and the need for strategic thinking, planning and management.

Aims:

- to understand the requirements of the SFVS
- to learn about budgets, budget setting, income and budget monitoring
- to identify sources of funding for schools
- to understand about financial reports and benchmarking data available to governors
- to be aware of governing body's responsibilities relating to financial management and the requirements of the School's Financial Value Standard.
- strategic budget setting – alignment to strategic priorities over a 3 to 5 year period
- discuss main causes of financial uncertainty and vulnerability
- what does a strategic finance plan look like?
- finance as a strategic decision-making tool

Date	Time	Venue	Aimed at
18 November 2019	18:00-20:00	Ashby Link	All Governors, particularly those who are members of the school's resources/finance committee and Chairs/Vice Chairs

Secondary Data / Accountability Measures for Governors

Description

All governors are expected to have an understanding of school accountability/performance measures and the associated data available to schools in order to monitor and challenge the achievement of different cohorts and groups of children. Pupil performance data provides Headteachers, teachers and governors with a wide range of analytical information for reviewing pupil achievement in depth. The objective of this course is to help governors understand the current accountability measures for secondary schools, provide an overview of reformed GCSEs and give details of how to access and use the data available.

Areas covered will include:

- an overview of the current accountability measures
- the new English & maths measure
- the English Baccalaureate (Ebacc)
- Progress 8
- Attainment 8
- floor standard/coasting schools
- reformed GCSE courses and how they are graded
- an overview of both Analyse School Performance (ASP) and the Inspection Data Summary Report (IDSR)
- how all of the above can support governors in monitoring and evaluating the performance of their schools

Date	Time	Venue	Aimed at
3 December 2019	18:00-20:00	Ashby Link	all governors of secondary schools/academies (please note this training does not cover primary school data)

Pupil Exclusions

Description

This session has been designed to provide governors with an understanding of the most recent legislation and guidance in relation to exclusions and it is good practice that all governors who are members of a pupil discipline committee attend. The course will explore the latest exclusion guidance, inclusive practice and give practical examples to support decision-making.

The session will enable governors to:

- develop an understanding of the exclusions process and the latest government guidance
- develop an understanding of the law as it relates to exclusions
- explore the different responsibilities of the Headteacher/Principal, the governing body and the local authority/academy trust
- explore the function of the governors' pupil discipline committee and the role of governors in reviewing exclusions

Date	Time	Venue	Aimed at
23 January 2020	18:00-20:00	Ashby Link	All governors, but of particular interest to governors who may be members of pupil discipline committees.

Understanding Data and Asking the Right Questions

Description

(Please note this training covers primary data only and does not cover secondary, tertiary or special school data)

All governors are expected to have an understanding of the data available to schools to monitor and challenge the achievement of different cohorts and groups of children. Pupil performance data provides Head teachers, teachers and governors with a wide range of analytical information for reviewing pupil achievement in depth. The objective of this course is to help governors understand how to access and use the data in a clear non-technical way. Training will include an overview of the DfE 'Analyse School Performance' feature which has replaced RAISE online.

Aims: at the end of the course you will know:

- how data can be best used by governors to support their statutory monitoring, evaluation and target setting activities
- how to access the performance data you need
- what the key indicators are that can be used to evaluate performance
- what questions are appropriate to ask

Date	Time	Venue	Aimed at
29 January 2020 (session 1 of 2)	18:00-20:00	Ashby Link	All governors of primary schools and primary academies
5 March 2020 (session 2 of 2)	18:00-20:00	Ashby Link	

HR: Top Tips for Governors

Description

HR issues are sometimes the most difficult and complex matters which governors have to deal with. This course aims to give governors a clear and easy to understand overview of the key HR policies and procedures that every governing body should have in place. The session will run like a workshop seeking key issues currently facing schools and recommending practical solutions to overcoming employment matters such as attendance, conduct and performance.

Aims:

- to have a basic understanding of employment law and the responsibilities of governing bodies
- an overview of key HR policies and procedures and how they can be used to manage the workforce
- to enable governors as employers and strategic leaders to effectively support the Headteacher/Principal in their role

Date	Time	Venue	Aimed at
11 February 2020	18:00-20:00	Ashby Link	All governors, but of particular interest to governors who are members of personnel/HR committees

Taking a Strategic Approach to Monitoring

Description

The scope of work that governors need to monitor can sometimes seem overwhelming, especially given the ever-changing focus on high priorities. This session will give governors the opportunity to explore different models or approaches to monitoring

Aims:

- explore models and approaches for monitoring activities and outcomes
- help governors understand how this can be managed strategically
- enable governors to consider how this can be applied to their own governing body practice

Date	Time	Venue	Aimed at
12 February 2020	18:00-20:00	Ashby Link	All governors

Special Educational Needs & Disability Updates – the Role of the SEND Governor

Description

This course is designed to provide governors with an introduction to their schools' duty in respect of the Children and Families Act 2014 and meeting the needs of children and young people with Special Educational Needs and Disabilities.

Aims:

- extension to cover the 0-25 age range
- a clearer focus on views of children/young people and on their role in decision-making (and parents/carers)
- guidance on joint planning and commissioning of services to ensure close co-operation between education, health and social care
- the merging of School Action and School Action Plus into one category – SEN Support
- to co-ordinate the assessment process and the new 0-25 Education, Health and Care (EHC) Plan for children/young people with more complex needs, to replace statements and Learning Difficulties Assessments (LDAs)
- new guidance on the support pupils and students should receive in education and training settings
- a greater focus on support that enables those with SEN to succeed in their education and make a successful transition to adulthood
- personal budgets will be offered to families
- the 'Local Offer' published by local authorities and education settings

Date	Time	Venue	Aimed at
12 March 2020	18:00-20:00	Ashby Link	All governors

Closing the Gap – Impacting on Pupil Premium Outcomes

Description

“Increasing social mobility is important for the health of our society and you, the schools, have a key role to play.” Sir John Dunford, Pupil Premium Champion. What schools are doing to support disadvantaged pupils through the pupil premium statutory and how successful that is in improving outcomes for those pupils, is still a focus under the new Ofsted framework.

This course will guide governors through the changing world of FSM Pupil Premium. It will focus particularly on expectations and accountability of governors and examples of outstanding practice.

Aims:

- help understand and define what ‘closing the gap’ means
- help governors understand their strategic role in closing the gap
- how to use data (benchmarking, monitoring, assessment and tracking) to identify the gap
- learn which strategies and initiatives schools can employ to close the gap
- learn about best practice and evidence based practice
- learn about the expectation of Ofsted around use of Pupil Premium
- identify how governors should record and monitor progress

Date	Time	Venue	Aimed at
25 March 2020	18:00-20:00	Ashby Link	All governors

Everything Governors need to know about Information Governance

Description

The role of the governing body is to ensure that schools have arrangements in place to ensure information is suitably managed. This is known as Information Governance and includes the management of records, the security of information and responding to requests for information.

This course provides governors with an understanding of the key principles and obligations of the Data Protection Act 1998, the Freedom of Information Act 2000 and Records Management and other national good practice. The course will also cover changes to Data Protection Legislation that will see the Data Protection Act 1998 replaced by the General Data Protection Regulation in May 2018.

The course will cover:

- general information governance good practice
- records management
- records retention
- day to day management of records
- disposal of records
- Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR)
- information security
- requests for information

- other data protection obligations
- Freedom of Information Act 2000 (FOIA)

Date	Time	Venue	Aimed at
26 March 2020	18:00-20:00	Ashby Link	All governors

Investigation Skills

Description

From time to time, there is a necessity to conduct an investigation into allegations against members of staff. This event will cover the processes to follow when conducting such an investigation including the gathering of evidence, preparation and interviewing techniques. Examples of the types of allegations will be discussed and the implications for the school/academy and the employee concerned. Advice will be available in respect of writing an investigation report and presenting a case at a disciplinary hearing. There will be a case study in which participants can participate in a safe environment.

Date	Time	Venue	Aimed at
6 May 2020	18:00-20:00	Ashby Link	All governors

Introduction to Recruitment and Selection

Description

This course is an ideal introduction for those new or with limited experience of recruitment and wanting to develop their skills and confidence. The course will cover the recommended good practice elements of recruitment, selection and appointments and offer good practice template documents.

Aims:

- recognise the importance of adopting a structured and transparent recruitment process and the use of relevant selection methods
- how to shortlist candidate application forms using an agreed selection criteria for a job role and identify anomalies for further research
- to consider the methods and type of questions to use at an interview and scoring mechanisms to ensure fairness
- how to provide feedback to candidates

Date	Time	Venue	Aimed at
9 June 2020	18:00-20:00	Ashby Link	Governors who need to develop skills in recruitment and selection

Succession Planning – Building the Capacity of Governance

Description

When an experienced Chair resigns there can sometimes be an unsettled period on the governing body while identifying and establishing a new Chair.

Aims:

This session will explore the role of the Chair of the governing body and committee Chairs and how part of the work of the governing body is to identify potential successors and develop them to build capacity on the governing body.

Date	Time	Venue	Aimed at
16 June 2020	18:00-20:00	Ashby Link	Headteachers, Chairs and Vice Chairs