

Governor Training Schedule
2007/8 Academic Year

School Governor's are essential to the effective running of a school. It is a position of responsibility and Blaenau Gwent LEA want to provide support to all Governors. All of the courses listed below are designed to help you meet the requirements and responsibilities that being a Governor entails.

Financial Management

Facilitators: Hannah Meyrick & Claire Lane

The course is designed to inform Governors of the legislation and their responsibilities regarding financial management. The course will also cover convening Finance sub committees, ensuring a focussed approach and also an overview of how a school budget should be monitored.

Course duration: 2 hours

Bullying

Facilitator: Michelle Mansell

The issue of children being bullied has been highlighted in recent years. This course is designed to inform Governors of the role in which they take in preventing and dealing with bullying in the school.

Course duration 1 hour

School Inspections

Facilitators: Jayne Davies/Marj Sheen/Richard Parsons/Phil Bowker

This course is designed to inform governors of the new inspection framework for schools. In addition, it will provide Governor's with an overview of their roles and responsibilities. The course is essential for any school, in the preparation for an inspection.

Course duration: 1 hour

Foundation Phase

Facilitators: Marjorie Sheen & Dawn Harding

As recommended in "The Learning Country", the Welsh Assembly Government has decided to combine Early Years and Key Stage 1 into a Foundation Phase, covering the 3-7 age range.

Attendance at this session will:-

- Raise your awareness of this very significant educational development in Wales
- Develop a good understanding of the aims of the Foundation Phase
- Provide an opportunity to explore some of the leadership and management issues associated with this change.

Course duration: 1 hour

Literacy in the Primary School

Facilitators: Gaynor Murphy

The course is designed to inform Governors of teaching and learning strategies employed in schools across the authority to aid in raising standards in literacy. A session is also available on Internet Safety in Schools.

Course duration: 1 hour

Numeracy

Facilitator: Bev Bannon

The course is designed to inform Governors of teaching and learning strategies employed in schools across the authority to aid in raising standards in numeracy.

Course duration: 1 hour

ICT in the Primary School

Facilitator: Emma Vaughan

The course is designed to inform *Governors* of teaching and learning strategies employed in schools across the authority to aid in raising standards in ICT. A session is also available on Internet Safety in Schools.

Course duration: 1 hour

14-19 Curriculum, Learning Pathways

Facilitator: Richard Parsons

The course is designed to inform *Governors* of developments in the field of 14-19 education, which is a major part of the Welsh Assembly Government's attempts to create a curriculum suitable for the needs of all young people.

Course duration: 1 hour

Admissions

Facilitator: John Howells

The course is designed to provide an insight for *Governors* into the legal framework regulating school admissions, the legal obligations on admission bodies and parents' rights.

Course duration: 1 hour

Community Focussed Schools

Facilitator: Damian Briggs

The course is designed to inform *Governors* of the Welsh Assembly Government's agenda regarding Community Focused Schools. The session will provide examples on how schools can develop the agenda and seek funding to provide additional activities.

Course duration: 1 hour

The Children's University and Out of Hours Learning

Facilitators: Damian Briggs

The course is designed to inform Governors about the Children's University, a new accreditation scheme for participation in "out of school hours learning". The session will also provide a brief overview of the Welsh Assembly Government initiative for "out of school hours learning".

Course duration: 1 hour

Education for Sustainable Development and Global Citizenship

Facilitator: Damian Briggs

The Welsh Assembly Government agenda for Education for Sustainable Development and Global Citizenship is concerned with issues such as interdependence, diversity, needs and rights, values and perceptions and conflict resolution. The course is designed to inform Governors of the key concepts of ESD and Global Citizenship. The session will also highlight some funding avenues to promote the agenda.

Course duration: 1 hour

School Councils

Facilitator: Dave Rees & Shan Palmeria

The course will provide governors with an overview of the School Council Wales 2006 Regulations, with attention given to the role of Associate Pupil Governors. It will include guidance on:

- The United Nations Convention on the Rights of the Child (UNCRC)
- School Council Regulations 2006
- The role of an Associate Pupil Governor

Course duration: 2 hours

Child Protection

Facilitator: Tom Dyson

The protection of children is of paramount importance to all. This course is designed to inform Governors of the relevant legislation surrounding child protection and the school and Governor's role within it. It is particularly important that Governors responsible for child protection issues undertake this course.

Course duration: 1 hour

Family Learning

Facilitators: Valerie Adams

The course is designed to provide a brief introduction into the background of family learning i.e. Words, Talk, Numbers, Count and some statistics and information on funding. A hands on approach will be taken to inform governors of the activities involving parents in the process i.e. planning a reading session with a child. The course will conclude with a discussion of the value of Family Learning in supporting children's development.

Course duration: 1.5 hours

Supporting Parents with their Learning

Facilitators: Sue Thorne

This course is designed to provide a brief introduction into how parents can be encouraged to improve their own learning, giving an insight into the barriers faced by parents who wish to participate together with an explanation of the materials and resources utilised. The course will conclude with a discussion on the benefits to the parent, school and community of encouraging participation in learning.

Course duration: 1 hour

English as a second language

Facilitators: Valerie Adams

The course will provide an overview of the numbers and nationalities of migrant workers and settled immigrants in the area. Activities will be carried out to identify and give an insight into some of the problems faced by parents who do not speak English, or whose English is limited. An explanation will also be provided on the new laws on Citizenship/Indefinite Leave to Remain.

A short explanation will then be provided on how English is taught in ESOL classes and a look at some of the materials used. The course will conclude with a discussion of whether there are ways we can work with schools to help parents develop their English language skills.

Course duration: 1 hour

Grievance and the Bullying & Harassment Policies

Facilitators: QGP Ltd

The course will provide a hands on approach to dealing with hearings associated with grievance and bullying and harassment issues. It will also provide the necessary guidance on recognising bullying and harassment in the workplace and will inform Governors of their involvement in dealing with any related issues. It is recommended that members of the Grievance sub committees attend this training.

An external facilitator is providing this course. Therefore, dates will be arranged and offered on an LEA wide basis only and not offered on a cluster basis. Places will be allocated on a first come, first served basis.

Course duration: 2 hours

Age Discrimination

Facilitators: Kelly Hendy & Emma Bailey

The course will provide an overview of the new age discrimination legislation and how it impacts on all aspects of employment, including retirement. It will also provide an insight into the roles and responsibilities of governors when dealing with staff retirement situations.

Course duration: 1 hour

Redundancy Policy

Facilitators: Hannah Meyrick & Kelly Hendy

The course will inform governors of the new Redundancy Policy and their involvement in the process regarding redundancy situations at their school. A brief overview of the relevant legislation will also be provided.

Course duration: 2 hours

Attendance Policy

Facilitators: Kelly Hendy & Hannah Meyrick

The course is designed to inform governors of the new Attendance Policy for all school based staff and their involvement in the process. The new policy, which replaces the Absence Management Policy, provides the necessary guidance on how absence issues should be dealt with appropriately by all parties concerned. The course will provide a useful tool for governors on how absence issues can be dealt with timely, in order to reduce the current very high levels of absence.

Course duration: 1 hour

Recruitment & Retention Policy

Facilitators: Corporate Training Staff

The course will provide a hands on approach to the process involved in the recruitment of staff, in line with the adopted Recruitment and Retention Policy, including job descriptions and person specifications, writing advertisements, short listing and carrying out interviews. It is recommended that members of the appointment panels attend this training.

Course duration: 2 hours

Training for New Governors

Facilitators: Kelly Hendy and Hannah Meyrick

The course is designed to provide new governors with an insight into their roles and responsibilities on a Governing Body, in order to develop confidence and effectiveness. It will provide guidance on the legal framework that dictates the function of a governing body and advice on how meetings should be conducted.

Course duration: 1 hour

How to Conduct a Disciplinary Hearing

Facilitators: QGP Ltd

The course will provide a hands on approach to dealing with disciplinary hearings, as per the Governing Body's adopted policy. Attendees will be guided through the various stages of the disciplinary process and the involvement of key people at particular junctures. It is recommended that members of the Disciplinary Panel attend this training.

An external facilitator is providing this course. Therefore, dates will be arranged and offered on an LEA wide basis only and not offered on a cluster basis. Places will be allocated on a first come, first served basis.

Course duration: 2 hours

Chairing Skills

Facilitators: To be decided

The course is designed to inform Chairs, or prospective Chairs of Governors, of their key role in relation to conducting meetings. It will include guidance on:-

- The key role of the Chair
- Expectations of the Chair
- How to handle difficult situations
- How to conduct an effective meeting
- An insight into the legislation that dictates the functions of a Governing Body.

Course duration: 1 hour

Dear Governor

Please see attached a copy of the Governor Training Schedule, for the current academic year. Due to the rapidly changing education environment, even the most experienced Governor will gain something from the variety of courses that are provided.

It is appreciated that the role of a Governor involves a huge time commitment in itself, without the additional need to undertake training, however, all Governors are encouraged wherever possible to undertake all relevant training, in order to enable them to carry out their role effectively.

In order to book one or more of the courses, you can simply complete the attached booking form and send it to Julie Parry, Festival House, Victoria Business Park, Ebbw Vale, Blaenau Gwent, NP23 8ER or speak to the Acting Clerk at your Governing Body meeting. You will notice that dates and venues are not listed, as these will be determined following an indication of demand for the specific courses. Following receipt of the booking forms, cluster arrangements will then be organised. Further information regarding the dates and venues will then follow.

The schedule provided is not an exhaustive list, but concentrates on some of the key elements of Governors roles and responsibilities. If you require training on any specific issue, please indicate this on the booking form and we will endeavour to meet your training needs, where possible.

Finally, I would like to thank you for the time you commit as a Governor and your continued support to the schools of Blaenau Gwent.

Yours sincerely