

# Bracknell Forest Governor Training and Development Programme



## Compliance : Relationships Education, Relationships & Sex Education (RSE) and Health Education

From September 2020, Relationships Education will become compulsory in all primary schools in England and Relationships and Sex Education compulsory in all secondary schools, as well as making Health Education compulsory in all state-funded schools. guidance can be found [here](#)

### What Governing Boards should ensure:

- all pupils make progress in achieving the expected educational outcomes;
- the subjects are well led, effectively managed and well planned;
- the quality of provision is subject to regular and effective self-evaluation;
- teaching is delivered in ways that are accessible to all pupils with SEND;
- clear information is provided for parents on the subject content and the right to request that their child is withdrawn; and
- the subjects are resourced, staffed and timetabled in a way that ensures that the school can fulfil its legal obligations.

Foundation governors and trustees of faith academy trusts will also have wider responsibilities in relation to maintaining and developing the religious ethos of the schools.

### Key Headlines:

- All schools must have a Relationships Education and RSE policy. Policy writing lies with the school leaders but as a statutory policy it should be approved by the governing board.
- Schools retain freedom to develop an age-appropriate, developmental curriculum which meets the needs of young people.
- Schools should have the same high expectations of the quality of pupils' work in these subjects as for other curriculum areas.
- In all schools, teaching should reflect the law (including the Equality Act 2010) as it applies to relationships.

- The right to withdraw from aspects of sex education remains.
- There should be a dedicated subject lead.

### Governing Boards Questions:

- How do you know an appropriate curriculum is in place to support this?
- How do you know sufficient parental engagement / consultation has taken place?
- How is parental right of withdrawal managed?
- How has policy been reviewed, developed and agreed? Does it reflect the community it serves? Does it state the school's intent, describes implementation (provision and practice) and explains how impact is / will be measured (evaluation and assessment)?
- How could you monitor the personal development outcomes within the inspection framework?

Get the facts on Relationships and Sex Education [FAQs](#)



## Briefings &amp; Induction

**Clerks' Briefing****Tuesday 29 September****13:00 - 14:30****Virtual via Microsoft Teams**

To provide information to governing bodies, via the clerk, of relevant actions and information that need to be considered during the term. Briefing papers will be circulated at the meeting. For maintained schools and academies.

Agenda is circulated prior to meeting.

**Booking is required.**

**Course Code:** BG030

**Chairs' Briefing****Tuesday 10 November****19:30 - 21:00****Virtual via Microsoft Teams**

Current initiatives will be discussed with the opportunity to ask questions of the Executive Member for Children, Young People and Learning and the Assistant Director for Education & Learning.

Agenda is circulated prior to meeting.

**Booking is required.**

If the Chair cannot attend, please make every effort to ensure that another governor attends in their place to hear key messages and information. For maintained schools and academies.

**Course Code:** BG031

**Induction for New Governors****Tuesday 6 & 13 October****(attend both evenings)****19:00 - 21:30****Virtual via Zoom**

All maintained and academy governors must attend the training, ideally within six months of appointment or election. Clerks are also encouraged to attend.

**Aim:** Using the competency framework for governance to introduce new governors to their role and responsibilities, thereby enabling them to contribute fully and effectively to their governing body.

**Content:** Identify how the people and structures work together to discharge the roles of:-

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG029 / BG032





## Governor Development Conference September Series

### 'Ensuring Quality - The Pursuit of Happiness'

Governors (including HeadTeacher), associate members and clerks can attend by booking a place. Two places are offered free per school as part of the Governor Services SLA with a small charge for additional attendees.

**David Beeney**  
Wellbeing in Leadership  
Wednesday 16 September  
19:00 - 21:00  
Via Zoom

**Dr Debra Kidd**  
Implementation of the Quality of Education  
19:00 - 20:00  
Wednesday 23 September

**Stephanie Davies**  
Ensuring Positive and Mental Health through the Pursuit of Happiness  
Wednesday 30 September  
19:00 - 21:00  
Via Zoom

Bookings via your Clerk

## Governors' and Clerks' Role in Exclusions

**Tuesday 8 September**

19:00 – 21:00

Virtual via Zoom

**Target audience:** Governors and clerks on exclusions panels should have received training from maintained schools and academies.

### Aim:

- To outline the most recent government guidance;
- To brief governors on exclusions in schools;
- To provide the relevant information to enable governors to understand the exclusion processes.

### Content:

- Types of exclusions & why exclude?
- Roles and responsibilities.
- Governors' Discipline Committee (GDC), what is it and why?
- Independent review process.

**Provider:** Debbie Smith, Safeguarding and Inclusion Team Manager

**Course Code:** BG038

### **\*\*UPDATED COURSE**

**Minute Taking - Are you creating a good evidence trail?**

**Thursday 24 September**

19:00 - 21:00

Virtual via Zoom

**Target audience:** All governors and clerks from maintained schools and academies.

**Aim:** Consider minutes from a governor and clerks perspective to ensure they accurately and effectively reflect governors carrying out their roles.

### Content:

- Structure and purpose of governors' meeting.
- Examining the importance of accurate evidence.
- What should be in the minutes.
- Advice and guidance on additional challenges.

**Provider:** Fiona Edwards, Associate Trainer & Rachel Clayton, Governor Services Officer

**Course Code:** BG034

## Get Berkshire Active Physical Activity Conference for Primary Schools

**Friday 25 September**

**15:50 - 16:50**

**Virtual**

**Target audience:** Primary School PE leaders, headteachers and school governors.

**Aim:** To support schools with many aspects of Physical Activity, PE and School Sport. Highlighting the importance of Physical Activity for all young people.

### Keynotes from:

- Emily Reynolds, Head of Sport at YST—wider PE / Sport landscape, reframing competition and character development
- Bryn Llewellyn, founder of Tagtiv8, co-director of Move & Learn who's talk will focus on Physically Active Learning.

The session will **FREE** with plenty of opportunity to ask questions.

Further information and booking [here](#).  
Once booked an email will be sent to delegates nearer the time with a link to the session.

## Safeguarding for Governors Thursday 8 & 15 October

(attend both sessions)

**19:00 - 20:30**

**Virtual via Zoom**

**Target audience:** This is essential training for governors with responsibility for Child Protection (CP) and Safeguarding in maintained schools and academies. It is also beneficial for all governors. Clerks will also find this course useful and are encouraged to attend.

**Aim:** To support governors in understanding their monitoring responsibilities in relation to safeguarding issues.

### Content:

- Outline of CP procedures.
- Update on current legislation and the responsibilities of schools and governors.
- Learning from recent serious case reviews.
- The concept of significant harm and the four categories of abuse.
- Creating a protective working environment and a 'safe culture' within schools.

**Provider:** Debbie Smith, Safeguarding and Inclusion Team Manager

**Course Code:** BG033

## Development Governor Forum Wednesday 21 October

**19:00 - 20:30**

**Virtual via Zoom**

Development Governors meet and discuss current and future training needs. An opportunity for the exchange of good practice.

Agendas are circulated prior to meeting.

**Booking is required.**

Suitable for maintained schools and academies.

**Provider:** Fiona Edwards, Associate Trainer & Rachel Clayton, Governor Services Officer

**Course Code:** BG041

**\*\*NEW COURSE\*\***

## The Role of Effective Questioning Tuesday 3 November

**19:00 - 21:00**

**Virtual via Zoom**

**Target audience:** All governors and clerks from maintained schools and academies.

**Aim:** As governors carry out their roles, effective questioning is key to their knowledge and understanding of the strategic direction and holding leaders to account in a beneficial way.

**Content:** Through discussion and activities this session is designed to support governors to develop effective questioning skills and consider:

- What we should be questioning and why it is important to school improvement.
- How, when and why might questioning be detrimental.
- How we can develop effective questioning skills in the different roles of all governors.
- What do governors ask to ensure they are prepared for Ofsted questions.
- Where can we get support to further identify what we should be asking.

**Provider:** Fiona Edwards, Associate Trainer

**Course Code:** BG036

## Training on Education Finance

### Target Audience: **Maintained Schools**

Governors who have attended the induction training for new governors and those on the Finance Committee and anyone interested in Education Finance.

**Provider:** Paul Clark, Finance Business Partner

### Introduction to Education Funding and School Budgets

**Tuesday 17 November**

18:30 - 20:00 - Virtual

#### Aim:

To provide an outline guide on Education Funding and School Budgets and to inform governors of their responsibilities.

#### Content:

- Overview of how education funding works;
- How school budgets are calculated in Bracknell Forest Local Authority;
- Income sources to school;
- The role of the governing body in setting and approving the school budget;
- Strategic financial planning.

**Course Code:** BG037

### Introduction to the Financial Framework

**that governs schools**

**Tuesday 24 November**

18:30 - 20:00 - Virtual

#### Aim:

To provide an outline guide on the Financial Framework that governs schools and to inform governors of their responsibilities.

#### Content:

Overview of key regulatory documents:

- the Scheme for Financing Schools;
- Contract Standing Orders;
- the Procurement Manual.

The role of the governing body in:

- delegating powers
- completing the School Financial Value Standard

**Course Code:** BG039

### **\*\*UPDATED COURSE\*\***

**Role of Governors in securing high quality outcomes for learners with SEND**

**Wednesday 2 December**

19:00 - 21:00

Virtual

**Target audience:** All governors and clerks from maintained schools and academies.

**Aim:** To provide governors with the opportunity to develop key knowledge and skills in relation to SEND and develop a greater understanding of their strategic responsibilities.

**Content:** Through presentations, activities, discussion:

- Understanding SEND, the DfE SEND Code of Practice, and the role of governors in it.
- Develop an understanding of the current landscape for SEND at national and local level.
- What are the responsibilities of the governing board?
- What is the role of the SEND governor?
- What questions should governors be asking in relation to SEND?

**Provider:** Tracey Bradshaw, Standards & Effectiveness Partner & Kashif Nawaz, Head of Children's Support Services

**Course Code:** BG035

## Chair Development Programme

Department for Education (DfE) funding two places worth £500 to cover your training.

To register your interest <https://www.nga.org.uk/LeadingGovernance/Register.aspx>

### The Professional Clerk online

**Tuesday 6 October**

09:30-10:30

**Tuesday 13 October**

09:30-12:30

**Tuesday 1 December**

09:30-12:30

**Attendance is required at all webinars**

Department for Education (DfE) funding worth £350 available towards your training. The additional cost of the training is £50.

**Booking** <https://www.hants.gov.uk/educationandlearning/governors/professionalclerk>

## Forthcoming Governor Training - Spring 2021

### Clerks Briefing

**Thursday 21 January 2021**

13:00 - 14:30

### Chairs Briefing

**Thursday 4 February 2021**

19:30 - 21:00

### Induction training

**Tuesday 2 February 2021**

9:30 - 15:00

## Virtual Training

### Autumn Term 2020

All governor and clerk training and development will be virtual during autumn 2020. We will be using Microsoft Teams and Zoom to deliver training. You will be sent links to log onto each session when you have booked.

If and when the Open Learning Centre reopens we will consult with governors and clerks to see what the preference for training is going forward.



To get started, use the link below to register for free e-learning [here](#)

#### New and updated modules:

- Succession Planning
- Preparing your board for the future
- Safeguarding—The Governors' Role
- Ofsted and the new inspection framework

## Governor Training Bookings

**Tel : 01344 354385**

**Email :**

**[sue.shields@bracknell-forest.gov.uk](mailto:sue.shields@bracknell-forest.gov.uk)**

**Can (do) Working Together :**

**<http://can-do.bracknell-forest.gov.uk/>**

Courses for which fewer than ten governors have booked will be subject to cancellation.

**PLEASE** do inform us if you are unable to attend when you booked a place.

**When a governor applies for a course and does not attend, the school will be charged £50 unless we have been notified in advance.**

## Term Dates

### Autumn Term 2020

Wed 2 Sept - Fri 18 December

#### October half term:

Mon 26 Oct - Fri 30 October

### Spring Term 2021

Mon 4 Jan - Thurs 1 April

#### February half term:

Mon 15 Feb - Fri 19 February

### Summer Term 2021

Mon 19 April - Wed 21 July

#### May half term:

Mon 31 May - Fri 4 June

Teacher Training Days (INSET) are specified by the Headteacher and governors of each school except 1 September which is set.

## GOVERNOR & CLERK DEVELOPMENT BOOKING FORM

**All governors, associate members and clerks who have bought into the Governor Services Service Level Agreement (SLA), are entitled to attend training sessions at no additional cost.**

### PERSONAL DETAILS

SURNAME: \_\_\_\_\_ FORENAME: \_\_\_\_\_

TITLE:      MR                  MRS                  MISS                  MS                  OTHER .....

HOME ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

TEL NO: \_\_\_\_\_

MOBILE NO: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

### SCHOOL DETAILS

SCHOOL NAME: \_\_\_\_\_

POST HELD: \_\_\_\_\_

### SPECIAL REQUIREMENTS

If you are unable to manage stairs, please complete this 'special requirements' box so that an alternative room may be sought on the ground floor of any of the venues used or ensuring a lift is available.

Special requirements e.g. Access (difficulty with stairs) (please specify)

Special Dietary requirements? (please specify)

**Please return this form to Sue Shields:**

**By post:** Sue Shields,  
Open Learning Centre, Rectory Lane, Easthampstead, Bracknell, RG12 7GR

**By tel:** **01344 354385**

**By Email:** [sue.shields@bracknell-forest.gov.uk](mailto:sue.shields@bracknell-forest.gov.uk)

Alternatively book via your account on **Can (do) Working Together website** <http://can-do.bracknell-forest.gov.uk/>

***Data Protection Statement: The information you have provided will be used for the purpose of governing body support and training only. We will not disclose any information about you to outside organisations or third parties without your written consent, unless there is a legal requirement to do so.***

DATE	COURSE TITLE	TIME & VENUE	CODE	TICK TO BOOK A PLACE
Tuesday 8 September	Governors & Clerks Role in Exclusions	19:00 – 21:00 Virtual via Zoom	BG038	
Wednesday 16, 23 & 30 September	Governor Development Conference	19:00 – 21:00 Virtual	GS-0920-T001/2/3	Booking via your Clerk
Thursday 24 September	Minute Taking - Are you creating a good evidence trail?	19:00 – 21:00 Virtual via Zoom	BG034	
Friday 25 September	Get Berkshire Active Physical Activity Conference for Primary Schools	15:50 – 16:50 Virtual	n/a	Book via dedicated website
Tuesday 29 September	Clerks Briefing	13:00 - 14:30 Virtual via MS Teams	BG030	
Tuesday 6 & Tuesday 13 October (attend both sessions)	Induction for New Governors	19:00 – 21:30 Virtual via Zoom	BG029 / BG032	
Tuesday 8 & 15 October (attend both sessions)	Safeguarding for Governors	09:30 – 12:30 Virtual via Zoom	BG033	
Wednesday 21 October	Development Governor Forum	18:30 – 20:00 Virtual via Zoom	BG041	
Tuesday 3 November	The Role of Effective Questioning	19:00 – 21:00 Virtual via Zoom	BG036	
Tuesday 10 November	Chairs Briefing	19:30 - 21:00 Virtual via MS Teams	BG031	
Tuesday 17 November	Introduction to Education Funding and School Budgets	18:30 – 20:00 Virtual via MS Teams	BG037	
Tuesday 24 November	Introduction to the Financial Framework that governs schools	18:30 – 20:00 Virtual via MS Teams	BG039	
Wednesday 2 December	Role of Governors in securing high quality outcomes for learners with SEND	19:00 – 21:00 Virtual	BG035	
Tuesday 6, 13 and 1 December	The Professional Clerk (online course)	Webinars	n/a	Book via dedicated website
Dates tbc	Chair Development Programme	Online	n/a	Book via dedicated website