Bracknell Forest Governor Training and Development Programme

Bracknell Forest Council

Feedback from Spring Conference

BGC01 - Governor Recruitment, Retention and Increasing Diversity:
- "A lot of advice and tips for improving recruitment and retention".
- "Clear strategy for recruitment and retention".
- "The importance of induction".

BGC02 - The Governance of Inclusion:
- "Better understanding of inclusive practice and what it means for all groups of pupils, staff and governors".
- "To think beyond just pupils, but how inclusion meets the whole community's requirements".
- "To look more closely at inclusion in policies".

BGC03 - Governors Strategic Role in Wellbeing:
- "I thought the emphasis on not necessarily needing a policy in place was useful to know and that the focus needed to be on culture and actions".
- "Sinead was an excellent speaker, very human and practical with her advice and guidance. Clear materials with excellent resources to take away".
- "It was a fascinating session and I thought Sinéad was a brilliant and inspiring speaker. I could have listened to her for longer as it was clear she is a wealth of information and her passion shone through".

BGC04 -The Education Inspection Framework:
- "I have learnt about what the inspectors are looking for in the school curriculum in terms of how it is taught and remembered. I have learnt about role of governors, what is expected of them and what will happen during the actual inspection in terms of the process, meetings etc, all of which is very helpful to know".
- "Some nice clarification around the curriculum and pedagogy areas".
- "Good view on what governors need to do for an OFSTED inspection".

See Page 5 for links to the recordings for BGC01, 02 and 03 sessions.

Equality, Diversity and Inclusion (EDI)

A new NGA Learning Link module is to be launched in April 2022. To register for your free account as part of the Governor Services SLA Registration - Enable (vc-enable.co.uk)

This builds on EDI work that NGA has been doing for some time including a research report on Increasing Participation in school and trust governance published in June 2021. While many governing boards are considering and addressing EDI across their schools and trusts, research through NGA's member surveys has also identified a demand for training to help some boards with understanding and taking practical action on EDI.

The new module will build on an existing Learning Link module which sets out the legal aspects of EDI and the governing board's responsibilities including to pupils and as employers.

There will be two units in the new e-Learning module which will concentrate on how to discharge these important responsibilities and the behaviours which are needed to support this.

Strategic Leadership   Accountability   People   Structures   Compliance   Evaluation

Briefings & Mandatory Training

Clerks' Briefing
Thursday 5 May
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: BG052

Chairs' Briefing
Thursday 16 June
19:00 - 20:30
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: BG053

Induction for New Governors
Wednesday 27 April & 4 May
(attend and book for both sessions)
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;
- Overseeing the financial performance of the organisation and making sure its money is well spent.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG055

Strategic Leadership ◄ Accountability ◄ People ◄ Structures ◄ Compliance ◄ Evaluation

Chairs' Role in Building Relationships with the School
Tuesday 26 April
19:00 - 21:00
Virtual via ZOOM

Target Audience: Chairs, vice-chairs, committee chairs and prospective chairs.

Aim: This session will examine how a chair can build and maintain good relationships with the school as they work together for continuous school improvement.

Content:
- Using the document "What governing boards and school leaders should expect from each other" examine the key elements of the relationship.
- Consider the chairs' role in building and maintaining good relationships with the headteacher and staff.
- Discuss scenarios when relationships break down and how to address those effectively to ensure focus is on strategic school improvement.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG2201

Managing School Complaints
Thursday 5 May
19:00 - 21:00
Virtual via ZOOM

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

Aim: To outline the statutory requirements on schools and governing boards in terms of how they manage complaints.

Content:
- Statutory requirements including the differences for maintained schools and academies
- Best practice and recommendations re the school complaints procedure
- Handling concerns and complaints including investigations and panels
- Dealing with serial/persistent complaints.

Provider: Rebecca Walker, Associate Trainer

Course Code: BG2202

Knowing and Understanding your School
Wednesday 11 May
19:00 – 21:00
Virtual via ZOOM

Target audience: Governors and clerks of maintained schools and academies.

Aim: To assist governors in achieving an accurate knowledge of their school.

Content:
- Examine what governors should know and what Ofsted inspectors expect them to know about their school;
- Consider what governors should be doing to ensure they accurately know their school's strengths and development areas;
- Look at the governors responsibilities for the professional development and wellbeing of staff.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG2203

Safeguarding for Governors
Wednesday 18 & 25 May
(attend and book for both sessions)
19:00 - 20:30
Virtual via Microsoft Teams

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: Rachel Martin, Education Safeguarding Officer

Course Code: BG054

Strategic Leadership   Accountability   People   Structures   Compliance   Evaluation

New Governor Forum
Thursday 9 June
19:00 - 20:30
Virtual via Zoom

Target audience: All governors and clerks who have joined a governor board since September 2020 from maintained schools and academies.

Aim: To build on the lessons covered in induction, specifically for those who have joined during the COVID-19 pandemic so have experienced mainly remote meetings. Provide an opportunity to network.

Content: Through discussion, questions:
- Reminder of the current priorities of governing boards and how they are addressed.
- Examine the challenges of becoming a governor during COVID-19 and share ways of addressing these.
- Question and Answer session on particular areas to add to knowledge and understanding.
- What have you learnt that could influence governor induction in the future at your school?

Provider: Fiona Edwards, Associate Trainer

Course Code: BG2204

Understanding the Role of the SEND Governor
Tuesday 21 June
19:00 - 21:00
Virtual via Microsoft Teams

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

Aim: The session is designed to give governors a greater understanding of their responsibilities in relation to this area.

Content: Develop understanding of:
- The meaning of SEND and the current national SEND landscape.
- Effective SEND provision in schools.
- Responsibilities of the governing board and the SEN Code of Practice.
- Role of the SEND governor and how you can support and challenge in the role.
- Evidence sources and measuring impact.
- Key questions to ask your school.

Provider: Tracey Bradshaw, Standards & Effectiveness Partner
Course Code: BG2205

Role of Governors in Performance Management & Pay
Tuesday 28 June
19:00 - 21:00
Virtual via Zoom

Target Audience: All governors from maintained schools and academies particularly important for governors on the pay committee and HT PM.

Aim: This session will cover all aspects of the role Governors play in Performance Management and Pay both for Headteachers and school staff .

Content:
- Annual Performance Management – what is the role of governors
- Effective processes that ensure governors make appropriate pay decisions
- Outline of the Headteacher's Annual Performance Management process (BG2207 gives more detail for panel members)

Provider: Fiona Edwards, Associate Trainer

Course Code: BG2206

Role of Governors on Headteachers Performance Management Panel
Tuesday 5 July
19:00 - 21:00
Virtual via Zoom

Target Audience: Governors on the HT PM panel or those interested in a greater understanding of this role in maintained schools and academies.

Aim: To focus on the role of the HT PM panel. Look at how to set and review objectives that impact school improvement.

Content:
- Examine what makes an effective headteacher performance management process
- Identify how to obtain and assess the evidence and effectively conduct a meeting to review targets
- Identify objectives that are focussed on school improvement and the appropriate support and monitoring of these

Provider: Fiona Edwards, Associate Trainer

Course Code: BG2207

◄ Strategic Leadership ◄ Accountability ◄ People ◄ Structures ◄ Compliance ◄ Evaluation

Clerks' Forum
Thursday 7 July
11:30 - 13:30
Virtual via Zoom / Open Learning Centre

Target Audience: All Clerks with all levels of experience for maintained schools and academies

Aim: To provide an opportunity for clerks to learn from each other through facilitated discussion over lunch.

Content: This will be a facilitated discussion forum. Participants may suggest topics for discussion before the event. The agenda will be confirmed prior to the session. Suggested agenda items to be sent to:
Governor.helpdesk@bracknell-forest.gov.uk

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

Course Code: BG2208

Making the most of National Governance Association membership and Learning Link
Recording available

Target audience: All governors, especially Chairs, Vice Chairs, Development Governors and Clerk to Governors.

Aim:
Enhance your familiarity with NGA resources to improve your governance practice.

Content:
- This session will consist of a live tour of the NGA website, Knowledge Centre and Learning Link to demonstrate the layout, functionality and content along with hints and tips on how to make the best use of the resources for you and your board.

Provider: Simon Richards, NGA Regional Governance Development Lead

Book here to access recording

Governor Development Conference Series
Recordings available soon - watch this space

Governor Recruitment, Retention and Increasing Diversity - BGC01
Aim: To share examples of good practice to effectively recruit and retain governors.

Content:
- Strategies to effectively recruit school governors for your board;
- How to retain governors once they are in post;
- Information around board diversity and strategies to consider to diversify your board.

The Governance of Inclusion - BGC02
Aim: To explore what *inclusion* should mean in our schools in 2022 and to focus on the role of governance in ensuring inclusive practice that informs their strategic oversight.

Content:
- Explore the meaning of inclusion and how it should impact on all aspects of school life;
- Reflect on how governors ensure the curriculum reflects inclusive practice and is accessible for all pupils
- Explore best practice in ensuring inclusion is effective in schools and the questions that those in governance should be asking.

Governors Strategic Role in Wellbeing - BGC03
Aim: What governors need to know about wellbeing of teachers and school staff.

Content:
- Trends in teacher wellbeing - key points from Education Support's Teacher Wellbeing Index;
- What is needed for teachers and education staff to thrive in their roles;
- How governors can support the wellbeing and mental health of staff in their schools.

Strategic Leadership   Accountability   People   Structures   Compliance   Evaluation

Forthcoming Governor Training - Autumn 2022

Clerks Briefing - BG2210
Thursday 29 September
13:00 - 14:30

Chairs Briefing - BG2211
Thursday 17 November
19:00 - 20:30

Induction training - BG2209
Tuesday 27 Sept & 4 October
(attend both sessions)
19:00 - 21:30

Safeguarding for Governors - BG2212
Wednesday 12 & 19 October
(attend both sessions)
19:00 - 20:30

Governor Training Bookings

Can (do) Working Together :
Can-Do | Bracknell Forest (bracknell-forest.gov.uk)

All training can be booked by your Clerk to Governors.

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.

Training Access

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.

Virtual training will be using Microsoft Teams and Zoom. You will be sent links to log onto each session once bookings have closed the day before the training.

Evaluations: Issued from the Can (do) Working Together Services to Schools system and once completed a **Certificate** will then be available. Certificates / training records should be kept as evidence of attendance.

Term Dates

Summer Term 2022

Tues 19 April - Fri 22 July

May half term:
Mon 30 May - Fri 3 June

Autumn Term 2022

Thurs 1 Sept - Fri 16 December

October half term:
Mon 24 Oct - Fri 28 October

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

Spring Term 2023

Tues 3 Jan - Fri 31 March

February half term:
Mon 13 Feb - Fri 17 February

Data Protection Statement:
The information you provide when booking training will only be used for the purpose of governing body support and training. 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.

National Training Programmes, eLearning and webinars

n|g|a learninglink

All schools who have a SLA (Service Level Agreement) with Governor Services have a Learning Link subscription, this covers everyone on the governing board including governors, clerks, associate members and trustees. To get started, use the link below to register for free e-learning **here**

The Learning Link platform offers over 50 interactive and engaging modules for your entire board to use. For ease, the modules have been split into core areas that cover:

- Core Modules
- Structures, Roles & Responsibilities
- Good Governance
- Vision, Ethos & Strategic Direction
- Pupil Success & Wellbeing
- Stakeholder Engagement
- Staffing
- Finance
- Compliance
- Clerking
- MATs

n|g|a leading governance — Funded by Department for Education

DfE Funding for these programmes has now ended. If you are still interested in these programmes please click 'book your place today' on each of the programme pages to apply for a self-funded place which needs to be funded by your school.

Chair Development Programme

Cost £249 to be paid by the school

The Accredited Clerk
Level 3 certificate in Clerking for Governance Boards

Accreditation programme for individual clerks | Hampshire County Council (hants.gov.uk)

NGA Leading Governance Development for Clerks - National Governance Association

Cost £449-555 to be paid by the school(s)

GOVERNORS FOR SCHOOLS

Run webinars on a variety of topics free of charge. You register for upcoming webinars and can watch back previous recordings online here.

n|g|a National Governance Association

Upcoming webinars

NGA continues to support governing boards through its series of webinars. You can find details of our upcoming webinars below. All of our webinars will be available to watch back on this page shortly afterwards.

NGA webinars - National Governance Association

DATE	COURSE TITLE	TIME & VENUE	CODE	TICK TO BOOK A PLACE
Tuesday 26 April	Chairs' Role in Building Relationships with the School	19:00 – 21:00 Virtual via Zoom	BG2201	
Wednesday 27 April & 4 May	Induction for New Governors (attend both sessions)	19:00 – 21:30 Virtual via Zoom	BG055	
Thursday 5 May	Clerks Briefing	13:00 - 14:30 Virtual via Teams	BG052	
Thursday 5 May	Managing School Complaints	19:00 – 21:00 Virtual via Zoom	BG2202	
Wednesday 11 May	Knowing and Understanding Your School	19:00 – 21:00 Virtual via Teams	BG2203	
Wednesday 18 & 25 May	Safeguarding for Governors (attend both sessions)	19:00 - 20:30 Virtual via Teams	BG054	
Thursday 9 June	New Governor Forum	19:00 – 20:30 Virtual via Zoom	BG2204	
Thursday 16 June	Chairs Briefing	19:00 - 21:00 Virtual via Teams	BG053	
Tuesday 21 June	Understanding the Role of the SEND Governor	19:00 – 21:00 Virtual via Teams	BG2205	
Tuesday 28 June	Role of Governors in Performance Management & Pay	19:00 – 21:00 Virtual via Zoom	BG2206	
Tuesday 5 July	Role of Governors on Headteachers Performance Management Panel	19:00 – 21:00 Virtual via Zoom	BG2207	
Thursday 7 July	Clerks' Forum	11:30 – 13:30 Virtual via Zoom	BG2208	
ENSURING QUALITY Top Strategic Priorities REC	Governor Recruitment, Retention and Increasing Diversity	1 hour	BGC01	Access via dedicated link
ENSURING QUALITY Top Strategic Priorities REC	The Governance of Inclusion	1 hour	BGC02	Access via dedicated link
ENSURING QUALITY Top Strategic Priorities REC	Governors Strategic Role in Wellbeing	1 hour	BGC03	Access via dedicated link
REC	Making the most of National Governance Association membership and Learning Link	1 hour		Access via dedicated link

NB - courses for which fewer than 10 governors are booked will be subject to cancellation. No shows will incur a charge. When a governor applies for a course and does not attend, the school will be charged £50 unless we have been notified in advance.