

**Training and Development  
Programme 2018 - 2019**  
FOR GOVERNORS AND GOVERNING BOARDS



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# Introduction

Welcome to the 2018 – 2019 Lancashire Governor Services Training and Development Programme. Our training brochure is produced annually to coincide with the start of the new academic year and to reflect priorities at a national level in school governance.

In the 2017 – 2018 academic year, we delivered training to over 2000 Governors over 116 individual training sessions.

Governors attending our courses continue to tell us they appreciate the opportunity to meet, share experiences with and learn from other Governors.

Attendance on any of the advertised courses is available to all Governors of schools subscribing to the 2018 – 2019 Lancashire Governor Training and Development Service Level Agreement (SLA).

Governors of non-subscribing schools are welcome to attend courses on a 'pay as you use' basis.

The Tutor Team has a broad spectrum of Lancashire Officers, Teaching and Learning Consultants and Advisers; recently retired Headteachers; very experienced Chairs of Governors and National Leaders of Governance (NLGs). This brings a wealth of knowledge and experience to ensure that the Team provides up to date and relevant training to meet the needs of the development plan for individual Governors and Governing Boards.

In accordance with the Service Level Agreement, your school will be charged the appropriate rate for non-attendance at all courses. It is important that you let us know if you are unable to attend a course (even on the day of the course) and in addition, inform your School Business Manager/ Bursar. Courses sometimes have reserve lists and we could offer your place to another Governor. In many cases, the quality of the training depends on the number of participants and course presenters need to know in advance of any changes to attendance.

We are always interested in your feedback and suggestions for course areas that we do not currently offer. Please email [lpds@lancashire.gov.uk](mailto:lpds@lancashire.gov.uk) with your suggestions.





# Courses Offered

## (Countywide, School Based and Cluster Basis)

In January 2017, the Department for Education (DfE) released a non-statutory Competency Framework for effective governance setting out the principles, personal attributes, knowledge and skills that are required to be an effective Governor. To support the use of the Competency Framework, we have identified below how attendance at each of our countywide and school based training courses will enable you to demonstrate competence against a particular area of the Framework.

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
<b>Section 1 – Effective Governance</b>							
Being an Effective Governing Board	✓	✓	✓	✓	✓	✓	14
Governing Board Self Evaluation and Development	✓	✓	✓	✓	✓	✓	14
20 Questions for Effective Governing Boards	✓	✓	✓	✓	✓	✓	14
New Governor Induction	✓	✓	✓	✓	✓	✓	15-16
Smarter Governance – An Update for Established Governors	✓	✓	✓	✓	✓	✓	17
<b>Section 2 – Strategic Leadership</b>							
Chairs' Course for Governors	✓	✓	✓	✓	✓	✓	19
<b>Section 3 – Accountability</b>							
Finance for Maintained Schools including the Schools Financial Value Standard	✓	✓	✓	✓	✓	✓	21
Balancing your Budget – Financial planning for Secondary phase Governors in times of austerity	✓	✓	✓	✓	✓	✓	22
Understanding Schools' Data for Primary School Governors	✓	✓	✓		✓	✓	23
Understanding Schools' Data for Secondary School Governors	✓	✓	✓		✓	✓	24
Governor Skills Workshop: Effective School Visits and Challenging Questions	✓	✓	✓	✓	✓	✓	25
Team GB: Building a Successful Governing Board/ Trust Board	✓	✓	✓	✓	✓	✓	26

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
<b>Section 4 – Compliance</b>							
Appraisal and Pay Committees for Governors	✓			✓	✓		28
Primary Curriculum for Governors	✓	✓	✓		✓	✓	29
Secondary Curriculum for Governors	✓	✓	✓		✓	✓	30
Handling Concerns and Complaints in School for Governors	✓	✓			✓	✓	30
Health and Safety Responsibilities for Governors	✓	✓			✓	✓	31
Online Safety for Governors	✓	✓			✓	✓	32
Pupil Behaviour, Exclusions and Attendance for Governors	✓	✓			✓	✓	33
Safer Recruitment for Governors	✓	✓			✓	✓	34
Special Educational Needs and Disability for Governors	✓	✓			✓	✓	35
Staff Discipline, Grievance, Capability and Attendance for Governors	✓	✓			✓	✓	36
WRAP (Workshop to Raise Awareness of PREVENT) and the current threat for Governors	✓	✓			✓		37
Child Protection and Safeguarding for Governors	✓	✓	✓		✓	✓	38
Strive and Thrive – A Happy and Well School Community	✓	✓			✓	✓	39
<b>Section 5 – Evaluation</b>							
Inspection - Preparing for an Ofsted Inspection for Governors	✓	✓	✓		✓	✓	41

# Applying for a Countywide Course

## How do I book onto a course?

The easiest way to book a Governor training course is to book online at [www.lancashire.gov.uk/lpds](http://www.lancashire.gov.uk/lpds). This enables you to book courses in the evening and weekends at a time that is convenient for you.

To search for a course by keyword and/or subject area, please enter GOV in the 'Find a Course' blue box. If you know the course code (for example GOV101) you can enter this in the box to direct you to that specific course, but please do not include the suffix.

Alternatively, please select Governor Training from the drop down list in the pink 'Browse Subjects' box.

Course Title	Key Stage(s)	Location	Price
Approach and Key Messages for Governors		Lancashire - Edn	
Area Network Meetings Lancashire PSHE Healthy Schools Autumn and Spring	Foundation, KS1, KS2	Lancashire	£80
Assessment: The New Lancashire Pupil Tracking Tool (for use with the revised curriculum)	Foundation, KS1, KS2	Lancashire	£10
Chairs' Course for Governors		Lancashire	£80
Child Protection and Safeguarding for Governors		Lancashire	£40

All current courses are listed on this page. The list automatically updates as new courses are added into the programme throughout the academic year.

Please select the course you wish to book from the list, click on 'Book it' to commence the application process and you will automatically be taken through to the course summary and booking page.



Then, please **select ONE** from either:

### **Schools within Lancashire**

The application form will request your Lancashire District and School Number. These can be obtained directly from your school or Governor Services Clerk and it is worth keeping a note of your District/School Number for future reference.

By selecting this option, the charge for attending the training will be billed directly to your school if your school DOES NOT buy into the Governor Training and Development SLA.

### **Self-funded applications**

By selecting this option, the charge will not be billed to your school and you will receive an invoice for the training.

As a result of your feedback, you can now tick to receive an email acceptance or rejection letter direct to your personal email address as well as course correspondence via the Schools' Portal. This email will be sent two to three weeks prior to the course date.

The email tick-box is currently a function that is only available for on-line bookings although we are currently looking at developing this facility for email and telephone course bookings.

Course confirmation letters will also continue to be sent to the "My Schools Folder" within the Schools' Portal two to three weeks prior to a course. If you have not received a confirmation letter or email by that point, please contact the Customer Support Team on **01257 516100** or **lpds@lancashire.gov.uk** to check if your application is successful.

We have also designed a "Remember Me" function within the booking system. This means that if you tick this box, the system will remember your school and personal details and so for every online booking you make in the future, you will not need to re-enter your personal details.

If a course is cancelled, you will be given as much notice as possible and offered, where possible, an alternative training session.

### **Where can I find my Governing Board's Training Record?**

It is important to remember that the most definitive record of your school's Governor training should be kept by the Training Link Governor and updated during meetings if a Governor has attended training.

We are able to provide confirmation of attendance on countywide courses by emailing **lpds@lancashire.gov.uk**.

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# School Based and Cluster Courses

Several of our courses can be presented by a member of the Tutor Team. This can be at your school at a date and time to suit your Governing Board. These courses can be bespoke to your Governing Board, using your school's own data and reports to focus on key areas or issues that are impacting upon your school.

## How do I arrange school based training?

It is essential that the Training Link Governor has selected suitable dates and times to ensure maximum attendance before contacting the Governor Training and Development Team. To deliver effective training, ideally a minimum of 8 governors should be present.

The Governor Training and Development Team should be contacted at least **eight weeks** prior to the preferred date(s) and time(s) to discuss the school's requirements.

Contact the team on:

Tel: **01257 516100** or

Email: [lpds@lancashire.gov.uk](mailto:lpds@lancashire.gov.uk)

## What happens next?

Once the date(s) and time(s) have been agreed, the Link Governor and Headteacher will receive written confirmation from the Governor Training and Development Team and will be asked to inform the whole Governing Board of the session. It is essential that the venue has been confirmed, including arrangements for refreshments and/or presenter equipment.

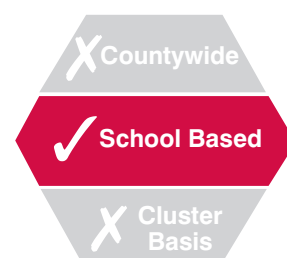
Prior to the course, the Tutor will be in contact with the Link Governor (or nominated Governor) to discuss the individual requirements of the Governing Board and finalise arrangements for the event.

## How do I arrange cluster training?

During the booking process for your course, please disclose to the Training and Development Team if you are planning to invite the Governors from other local schools to the session. This is very important for the planning and the provision of sufficient course packs.

**Should any of the schools participating in the cluster training not purchase the Governor Training and Development SLA, a 'pay as you use' charge will be made to that school.**

Dependant on the nature of the course, a cluster training session may not be appropriate as you may wish to maintain the confidentiality of your school's data for example. In this instance, consideration of the Countywide course programme for governors may be more appropriate.



# Learninglink

On-line training is available to all Governing Boards that subscribe to the Governor Training Service Level Agreement. Governors from these Governing Boards should arrange access by contacting Learning Link, the on-line provider, via their new website:

<https://nga.vc-enable.co.uk/Register>

## Learning Link benefits

- **Learning Link** – An easy-to-use and cost-effective e-learning portal that will help you every step of the way with your professional development.
- **A new governor e-learning portal** – Developed by Virtual College through its Enable LMS solution – one of the UKs leading learning management systems being used across businesses, schools, colleges, councils and training providers.
- **Flexible e-learning** – With many Governors undertaking their e-learning in the evenings and at weekends, learning can be done at any time, place and pace that suits you. Learning Link gives you 24/7 access to course materials and training records. Progress can be saved so you are able to complete your course in bitesize chunks. Learners can also access their e-learning across different devices including smartphones and tablets.
- **24/7 telephone and email support** – Should you or your Governors need a little help, our dedicated support team offer an efficient and friendly service. Contact us by email ([learnersupport@virtual-college.co.uk](mailto:learnersupport@virtual-college.co.uk)) or call (01943 885095) any time for 24/7 support with getting started.
- **E-learning content** – Learning Link offers bespoke training on all aspects of school governance and offers a catalogue of high-quality content to develop your skills and knowledge on key topics including:
  - strategy, team work, assessment, staffing, financial oversight, elements of effective governance, compliance and collaboration. It currently hosts **41 Governor e-learning modules** which have been updated to reflect changes in legislation, the new Governance Handbook and the Competency Framework.
- **New Governor e-learning modules** – Using our unrivalled knowledge of best governance practice and learner requirements, we are designing a new programme of **eight new induction modules**. These will be added to the current e-learning content catalogue.
- The modules will provide interactive and engaging e-learning with next steps guidance for further development and links to essential resources.
- New content will be released throughout the year.
- **Reporting** – To measure participation in Learning Link, Governing Boards will be able to have access to regular reports about their Governors learning activities.
- **Certification** – Governors learning is tracked. A certificate can be saved, emailed, and printed out straightaway to provide evidence of learning and assessment after successful completion of each module.

# Learning Link Governor e-learning modules

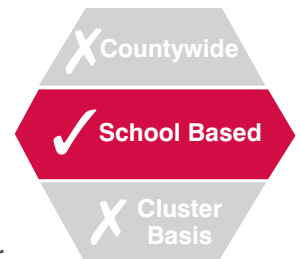
- Key Functions of the Governing Board
  - Exclusions
  - Headteacher Recruitment and Succession Planning
  - Monitoring Performance Data and Targets
  - The Role of Governors in Safeguarding Children
  - The Role of the SEND Governor
  - Educational Visits
  - E-Safety for Governors
  - Understanding Schools Finance
  - Managing Academy Finance
  - Planning for Succession in the Governing Board
  - Health and Safety
  - Equality and Diversity
  - Early Years Education
  - Getting it Right as a Staff Governor
  - Governors' Visit to School
  - Monitoring and Evaluation – The Governing Board's Role
  - School Teacher Appraisal and Capability
  - Preparing for a Meeting
  - Recording a Meeting
  - Supporting the Governing Board in Raising School Standards
  - The Constitution of the Governing Board
  - Governors and Ofsted
  - Getting to Know the Law
  - Handling Delicate Situations
  - Helping Struggling Governing Boards
  - Governing Board Duties on Compliance
  - Education Core Purpose
  - Strategy National and Local
  - Achievement Understanding Data
  - Resources
  - Collaboration
  - Compliance
  - Effectiveness
  - Governance Roles and Responsibilities
  - Academies
  - Governance of a Church School
  - The Governors' Role in School Improvement
  - Pupil Premium
  - Headteacher Appraisal and Capability
  - Different Models of Governance
  - Ofsted Inspection of Schools
  - Looked After Children
  - Preparing for a Meeting
  - Recording a Meeting
  - Supporting the Governing Board in Raising School Standards
  - The Constitution of the Governing Board
  - Governors and Ofsted
  - Getting to Know the Law
  - Handling Delicate Situations
  - Helping Struggling Governing Boards
  - Governing Board Duties on Compliance
  - Education Core Purpose
  - Strategy National and Local
  - Achievement Understanding Data
  - Resources
  - Collaboration
  - Compliance
  - Effectiveness
-



# SECTION 1

## Effective Governance

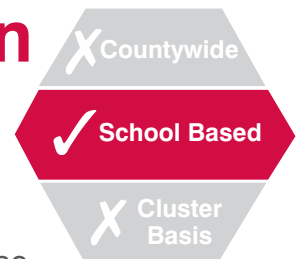
# Being an Effective Governing Board



## Course Description

- The role and responsibilities of a Governing Board and the Headteacher.
- Self-evaluation of the Governing Board (20 questions).
- Strategies for increasing the effectiveness of the Governing Board and showing evidence of impact.
- The role and responsibilities of a Governing Board in respect of school improvement.
- The aims and priorities for target setting.
- Monitoring and evaluation of pupil achievement.

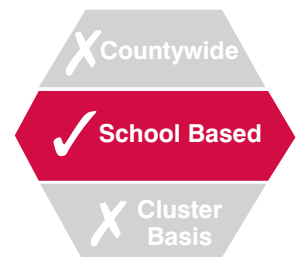
# Governing Board Self Evaluation and Development



## Course Description

This course follows on from the “Being an Effective Governing Board” course. It will help the Governing Board manage and prioritise its own development. It provides an opportunity for a Governing Board to examine in detail its roles and responsibilities, and, with the aid of an experienced Tutor, to audit current practice and effectiveness and develop an action plan.

# 20 Questions for an Effective Governing Board



## Course Description

- Having the right skills within the Governing Board.
- How effective is the Governing Board?
- Does the school have a clear vision?
- Are school leaders held to account?
- Are we properly engaged with our school community, the wider school sector and the outside world?
- Does our Chair show strong and effective leadership?
- Are we having an impact on outcomes for pupils?



✓ Countywide

X School Based

X Cluster Basis

# New Governor Induction

## Course Description

This course will provide Governors with:

- improved understanding of strong and effective governance;
- improved knowledge of the statutory responsibilities of Governors;
- improved understanding of how Governors can support school improvement; and
- improved understanding of the differences between the role of Headteacher and Governors.

This course will examine the statutory duties and responsibilities of Governors specifically:

- supporting school improvement;
- more effective governance;
- corporate responsibilities;
- the role of nominated Governors; and
- inspection.

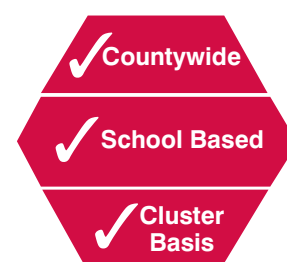


# New Governor Induction

<b>Course activity reference</b>	<b>Date / Time</b>	<b>Venue</b>
GOV116j	Saturday 6 October 2018, 9:30am – 12:00pm	County Hall, Preston
GOV116k	Wednesday 17 October 2018, 9:30am – 12:00pm	Ribby Hall, Wrea Green
GOV116l	Tuesday 30 October 2018, 1:30pm – 4:00pm	City Learning Centre, Burnley
GOV116m	Wednesday 7 November 2018, 1:30pm – 4:00pm	Farington Lodge, Leyland
GOV116n	Saturday 10 November 2018, 9:30am – 12:00pm	County Hall, Preston
GOV116o	Monday 12 November 2018, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV116p	Thursday 22 November 2018, 1:30pm – 4:00pm	Globe Arena, Morecambe
GOV116r	Friday 7 December 2018, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV116s	Thursday 13 December 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV116t	Saturday 12 January 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV116u	Thursday 17 January 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV116v	Monday 21 January 2019, 1:30pm – 4:00pm	Globe Arena, Morecambe
GOV116w	Friday 1 February 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV116x	Monday 4 February 2019, 1:30pm – 4:00pm	Globe Arena, Morecambe
GOV116y	Saturday 9 February 2019, 9:30am – 12:00pm	County Hall, Preston
GOV116z	Tuesday 26 February 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV115a	Tuesday 19 March 2019, 1:30pm – 4:00pm	Ribby Hall, Wrea Green
GOV115b	Saturday 23 March 2019, 9:30am – 12:00pm	County Hall, Preston
GOV116a	Thursday 25 April 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV116b	Monday 29 April 2019, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV116c	Wednesday 8 May 2019, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV116d	Tuesday 21 May 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV116e	Friday 7 June 2019, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV116f	Wednesday 12 June 2019, 1:30pm – 4:00pm	City Learning Centre, Burnley
GOV116g	Saturday 15 June 2019, 9:30am – 12:00pm	County Hall, Preston
GOV116h	Saturday 6 July 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV116i	Wednesday 10 July 2019, 9:30am – 12:00pm	Ribby Hall, Wrea Green



# Smarter Governance – An Update for Established Governors



## Course Description

The purpose of this course is to:

- encourage and spread good practice;
- explain recent legislative changes;
- review terminology and systems of governance;
- help Governors know their school better; and
- share experience and empower Governors.

The Governor Services Training Team are looking to enthuse Governors in carrying out their role. This course will give them an opportunity to talk, to share experiences and learn from others. There have been significant legislative changes and in addition terminology has changed or evolved and this course seeks to bring Governors up to date. Effective governance relies on Governors knowing their school well. The course looks at best practice and it is hoped that delegates will learn from what they hear. Good governance is usually a product of confident members of the Board and of good leadership. The training looks to renew and refresh a Governor's confidence.

## Course activity reference

## Date / Time

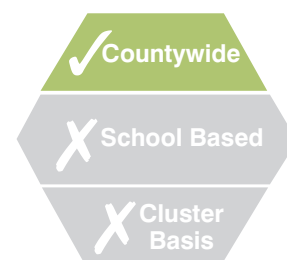
## Venue

Course activity reference	Date / Time	Venue
GOV128a	Friday 28 September 2018, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV128b	Thursday 11 October 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV128c	Wednesday 31 October 2018, 1:30pm – 4:00pm	Oswaldtwistle Mills, Accrington
GOV128d	Saturday 24 November 2018, 9:30am – 12:00pm	County Hall, Preston
GOV128e	Thursday 6 December 2018, 9:30am – 12:00pm	Oswaldtwistle Mills, Accrington
GOV128f	Monday 10 December 2018, 1:30pm – 4:00pm	Ribby Hall, Wrea Green
GOV128g	Friday 25 January 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV128h	Thursday 7 February 2019, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV128i	Saturday 9 February 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV128j	Saturday 2 March 2019, 9:30am – 12:00pm	County Hall, Preston
GOV128k	Saturday 23 March 2019, 9:30am – 12:00pm	Ribby Hall, Wrea Green
GOV128a	Tuesday 2 April 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV128b	Friday 3 May 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV128c	Tuesday 7 May 2019, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV128d	Monday 13 May 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV128e	Tuesday 4 June 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV128f	Monday 24 June 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV128g	Wednesday 3 July 2019, 1:30pm – 4:00pm	Globe Arena, Morecambe

# SECTION 2

## Strategic Leadership

# Chairs' Course for Governors



## Course Description

This course examines:

- the Chair and the legal framework;
- encouraging individual responsibility;
- recruitment and induction;
- effective chairing skills;
- managing meetings; and
- leadership styles.

## Course activity reference

## Date / Time

## Venue

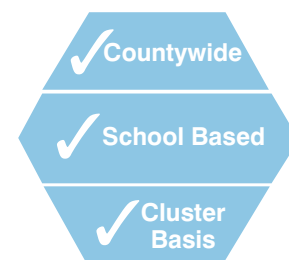
Course activity reference	Date / Time	Venue
GOV102c	Saturday 20 October 2018, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV102d	Tuesday 4 December 2018, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV102e	Monday 14 January 2019, 1:30pm – 4:00pm	Globe Arena, Morecambe
GOV102f	Saturday 2 February 2019, 9:30am – 12:00pm	County Hall, Preston
GOV102g	Thursday 7 March 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV102a	Friday 24 May 2019, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV102b	Thursday 4 July 2019, 1:30pm – 4:00pm	Farington Lodge, Leyland

# SECTION 3

## Accountability



# Finance for Maintained Schools including the Schools Financial Standard



## Course Description

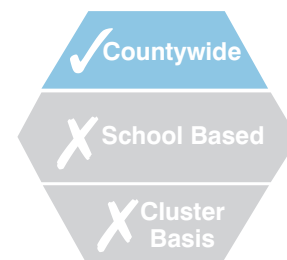
This session is suitable for all Governors of LA maintained schools (including PRU management committees), particularly those with an interest and/or responsibility in finance. It introduces the approach to school funding, concepts of financial management and value for money along with examples of good practice and practical solutions for improvement.

## Learning Outcomes

- School funding including Pupil Premium.
- Financial roles and responsibilities of the Local Authority, Governing Board and school staff.
- Setting and monitoring the school budget.
- Financial management and value for money.
- School improvement.
- Schools Financial Value Standard.

Course activity reference	Date / Time	Venue
GOV118c	Thursday 4 October 2018, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV118e	Thursday 15 November 2018, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV118f	Tuesday 4 December 2018, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV118g	Saturday 19 January 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV118h	Wednesday 20 March 2019, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV118q	Thursday 9 May 2019, 6:30pm – 9:00pm	County Hall, Preston

# Balancing your Budget – Financial planning for Secondary phase Governors in times of austerity



## Course Description

Schools' budgets have effectively been static for several years, while demands on those budgets, from salary increases and the apprenticeship levy for example, have increased. Schools have grown adept at "doing more with less", making efficiency savings and trimming expenditure wherever possible. Lancashire has seen reserves held by its secondary schools decrease by £7.5m in the last two years and only £3m in reserves now remains (April 2018). Many schools are now looking at significant re-modelling of their staffing establishment and curriculum structure to remain sustainable.

This course is recommended for Chairs of Secondary phase Governing Boards and Chairs of Secondary phase Resources Committees. It will:

- explain how the scheme for funding schools in Lancashire operates, including any flexibilities that are allowed, and how the LA Finance Team supports schools in financial difficulty;
- describe the support that is available from the Schools' Human Resource Team when considering staffing restructuring and reduction in the total staffing complement;
- present case studies from schools where anticipated serious financial difficulties have been circumvented or an overall deficit recovered by careful strategic planning; and
- allow round-table discussions so that schools can compare experiences and learn from each other.

## Course activity reference

## Date / Time

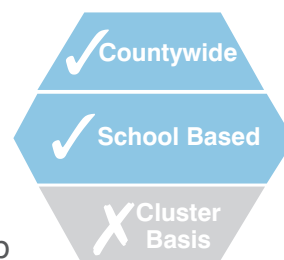
## Venue

GOV210a

Thursday 1 November 2018, 6:30pm – 9:00pm

Farington Lodge, Leyland

# Understanding Schools' Data for Primary School Governors



## Course Description

This course is ideal for all primary phase Governors only who wish to develop a strong understanding of the headline messages of how their school data is presented and will:

- inform participants about the replacement for RAISEonline – ASP (Analyse School Performance);
- explain the content of the data in a world beyond National Curriculum Levels;
- consider how these charts/tables can best be used in informing school self-evaluation;
- inform participants about the content of the LSIP; and
- look at the Ofsted Data Dashboard, its new layout and how this affects schools.

This year is the second year of the use of scaled scores and interim teacher assessment documents for statutory assessment at Key Stage 1 and Key Stage 2.

This course will provide an overview of the data including how to read and begin to analyse it. During the session participants will have the opportunity to interrogate reports; conduct analysis and interpret data and most importantly, ask questions! We will look at exactly what the data means to you as a school and what this may mean in terms of school improvement and how this affects the School Governing Board.

If possible, participants will benefit from bringing copies of their school data dashboard, to access these, Governors will need to speak to their Headteacher.

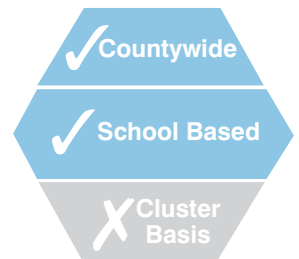
## Course activity reference

### Date / Time

### Venue

<b>GOV122b</b>	Tuesday 4 December 2018, 1:30pm – 4:00pm	Farington Lodge, Leyland
<b>GOV122c</b>	Tuesday 22 January 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
<b>GOV122e</b>	Monday 4 March 2019, 9:30am – 12:00pm	Farington Lodge, Leyland

# Understanding Schools' Data for Secondary School Governors



## Course Description

In 2016, a new system of accountability measures were introduced for secondary schools. The old threshold measures of attainment were replaced by the new Progress 8 Measure. This new measurement has significant impact for schools in their curriculum structure and student progress tracking.

In 2017, RAISEonline was replaced. Its replacement looks different from what has been seen in previous years; Governors need to be comfortable with the information that is provided in this document and the School's Inspection Dashboard in order that they can:

- ask appropriate questions of their school's senior leaders and hold them to account;
- act as critical friends and be sure that their school is focusing on the right strategic priorities; and
- be aware of the main messages the school is being given in case of external scrutiny such as an OFSTED inspection.

This course will provide:

- a reminder of school accountability measures;
- an overview of the replacement for RAISEonline, known as Analyse School Performance (ASP); and
- a "walk through" of an anonymous ASP report/Inspection Dashboard including how to read and analyse these documents.

During the session participants will then have the opportunity to interrogate their own reports, conduct analysis and interpret data and design questions for their own school leaders. Governors will consider exactly what their data means for their own school and what this may mean in terms of school improvement.

This course is ideal for all secondary phase Governors who wish to develop a strong understanding of the headline messages of what their school data means.

This course is for secondary school Governors only.

Please bring a hard copy of your IDSR and school LSIP to the session which is available from your Headteacher.

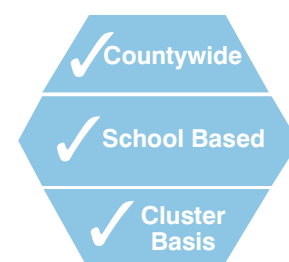
## Course activity reference

## Date / Time

## Venue

GOV222a	Monday 21 January 2019, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV222b	Thursday 7 February 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley

# Governor Skills Workshop: Effective School Visits and Challenging Questions



## Course Description

School visits provide an important opportunity for Governors to see for themselves how the school is implementing its policies and improvement plans and how they are working in practice. Using case studies, exercises and discussion, this workshop will develop Governors' knowledge and skills to focus and maximise learning from school visits so that they are better able to ask challenging questions to hold Executive Leaders to account.

The course will:

- clarify the purpose of school visits and challenging questions within the context of the Governing Board's core functions;
- identify the requirements of the Code of Conduct and the school's policies & procedures and best practice for visits to ensure that school visits are focussed on the Board's priorities & improvement plans and how they are working;
- practise the skills of preparation, visits and feedback and reinforce the importance of challenging questions in holding Executive Leaders to account;
- explore and practise a range of questioning techniques for different situations; and
- reinforce the links between insights gained through visits and robust accountability and challenging questions where necessary.

## Course activity reference

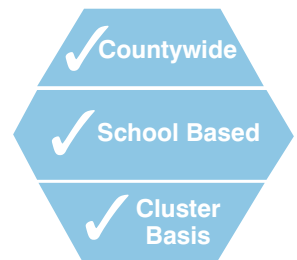
## Date / Time

## Venue

Course activity reference	Date / Time	Venue
GOV106a	Tuesday 25 September 2018, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV106c	Thursday 18 October 2018, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV106b	Saturday 17 November 2018, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV106d	Thursday 10 January 2019, 6:30pm – 9:00pm	County Hall, Preston
GOV106f	Monday 11 February 2019, 1:30pm – 4:00pm	Ribby Hall, Wrea Green
GOV106e	Wednesday 6 March 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV106a	Wednesday 15 May 2019, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV106b	Friday 14 June 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV106c	Saturday 22 June 2019, 9:30am – 12:00pm	City Learning Centre, Burnley



# Team GB: Building a Successful Governing Board/Trust Board



## Course Description

This Course will look at how the Governing Board/Trust Board can build and sustain an effective Board which is necessary to facilitate a learning and developmental culture within the Board, where challenge and accountability are accepted as the norm. Building that team through recruitment and succession planning is emphasised as is the need for training and keeping up to date on relevant matters.

The course will focus upon the importance of:

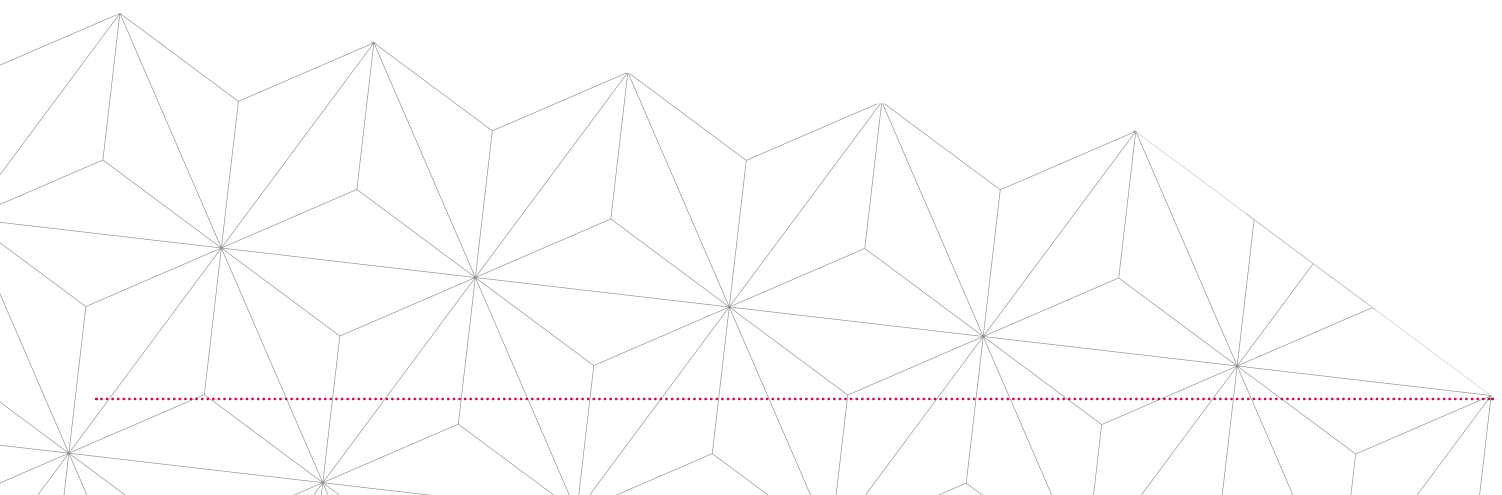
- understanding the context and role of Governing/Trust Boards (GBs /TBs) in the education system;
- creating an effective team of Governors;
- understanding the importance of positive working relationships with all stakeholders;
- understanding the importance of recruitment strategies, training and development, and succession planning; and
- reviewing and evaluating the work of the team.

## Course activity reference

## Date / Time

## Venue

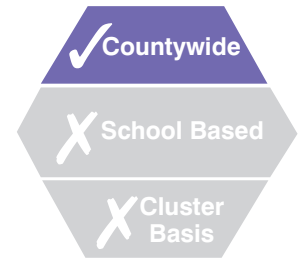
Course activity reference	Date / Time	Venue
GOV110a	Monday 8 October 2018, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV110b	Thursday 29 November 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV110c	Saturday 26 January 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV110d	Friday 22 March 2019, 1:30pm – 4:00pm	Ribby Hall, Wrea Green
GOV110a	Thursday 20 June 2019, 6:30pm – 9:00pm	County Hall, Preston
GOV110b	Tuesday 9 July 2019, 1:30pm – 4:00pm	City Learning Centre, Burnley



# SECTION 4

## Compliance

# Appraisal and Pay Committees for Governors



## Course Description

This course is intended to help Governors involved in Headteacher appraisal and pay decisions to understand how to carry out their responsibilities.

It will cover:

- the respective roles and responsibilities of the Governing Board and Headteacher;
- appraisal in the wider school context;
- arrangements for reviewing the Headteacher's performance and setting objectives; and
- pay structures, decisions and sources of advice and support.

## Course activity reference

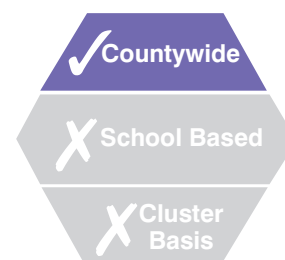
## Date / Time

## Venue

Course activity reference	Date / Time	Venue
GOV101c	Wednesday 26 September 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV101d	Monday 19 November 2018, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV101e	Thursday 24 January 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV101f	Monday 11 March 2019, 6:30pm – 9:00pm	County Hall, Preston
GOV101g	Thursday 2 May 2019, 9:30am – 12:00pm	Globe Arena, Morecambe
GOV101h	Wednesday 26 June 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley



# Primary Curriculum for Governors



## Course Description

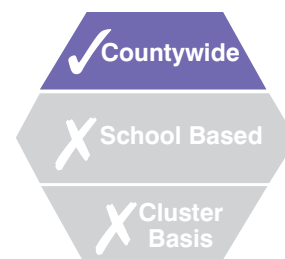
This course provides an introduction to the primary school curriculum and the Governing Board's responsibilities.

The course explores:

- the primary school National Curriculum and EYFS Curriculum;
- the Governing Board's duties and responsibilities in respect of the curriculum; and
- ways in which Governors can contribute to the monitoring and evaluation of their curriculum.

Course activity reference	Date / Time	Venue
GOV104d	Saturday 13 October 2018, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV104b	Thursday 22 November 2018, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV104c	Tuesday 26 February 2019, 9:30am – 12:00pm	Ribby Hall, Wrea Green
GOV104a	Wednesday 1 May 2019, 9:30am – 12:00pm	Oswaldtwistle Mills, Accrington

# Secondary Curriculum for Governors



## Course Description

This course, aimed at Secondary School Governors, provides an introduction to the school curriculum and the Governing Board's responsibilities.

- To develop an understanding of the forces which shape the secondary curriculum both within and beyond the individual school.
- To understand the ways in which the secondary curriculum is implemented and delivered by schools.
- To build an awareness of the responsibilities of Governors with respect to the curriculum.
- To consider ways in which the secondary curriculum within a school may be evaluated and reviewed.

Delegates will need to bring a colour, hard copy of your School's 'Inspection Data Summary Report' to the course which is available from your Headteacher.

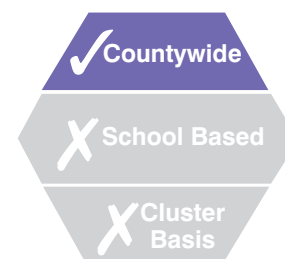
### Course activity reference

### Date / Time

### Venue

GOV204b	Monday 1 October 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV204a	Tuesday 14 May 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland

# Handling Concerns and Complaints in School for Governors



## Course Description

Working in partnership with parents/carers, pupils and the wider community is an important aspect of school life. Governing Boards and schools, may reduce the level of concerns and complaints that they will have to deal with by demonstrating that they listen.

- The Governing Board's legal responsibility in respect of concerns and complaints.
- The processes and procedures that Governing Boards need to have in place.
- Good practice in handling concerns and complaints, particularly in securing accurate reports and the retention of records.
- The legal implications for Schools/Governing Boards if the approved and published procedures are not followed correctly.

### Course activity reference

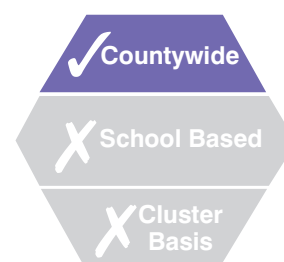
### Date / Time

### Venue

GOV105b	Thursday 6 December 2018, 6:30pm – 9:00pm	County Hall, Preston
GOV105c	Monday 4 March 2019, 6:30pm – 9:00pm	County Hall, Preston
GOV105d	Tuesday 11 June 2019, 6:30pm – 9:00pm	County Hall, Preston



# Health and Safety Responsibilities for Governors



## Course Description

This course will look at both the Health and Safety and premises responsibilities for Governors.

## Health and Safety

- The legal requirements.
- The duties and responsibilities of the Governing Board.
- The implementation of good safety practice.
- The health and safety policy, its operation, management and monitoring.

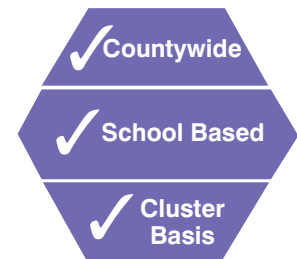
## Premises

This part of the course looks at the relative roles of all partners in providing suitable school premises, the responsibilities and duties of the Governing Board and sources of funding and support.

This course will also apply to members of committees with health and safety or premises responsibilities.

Course activity reference	Date / Time	Venue
GOV119b	Monday 5 and Monday 12 November 2018, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV119d	Wednesday 23 and Wednesday 30 January 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV119c	Tuesday 5 March 2019, 9:30am – 3:30pm	City Learning Centre, Burnley
GOV119d	Thursday 6 and Thursday 13 June 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland

# Online Safety for Governors



## Course Description

Technological developments and the increased availability of web-enabled devices have brought many benefits and opportunities for children and schools.

The increased access to the Internet has also brought safeguarding implications for schools to consider and deal with.

This course provides an up-to-date overview of online safety for primary schools. It looks at the range of online safety risks that affect pupils and school staff. It will also look at key safeguarding documents, Ofsted recommendations, online safety policy development and ways that schools can support both pupils and parents in this area of safeguarding.

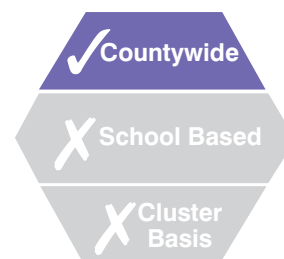
The content of this course will include:

- current news and documents, Ofsted recommendations, research and statistics relating to online safety;
- key features of evaluating online safety policies;
- online safety risks to pupils including grooming, self-harm and gaming;
- professional reputation and staff professional development; and
- online safety resources specifically created to support Governors.

## Course activity

Course activity reference	Date / Time	Venue
GOV121i	Tuesday 25 September 2018, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV121j	Thursday 31 January 2019, 6:30pm – 9:00pm	County Hall, Preston
GOV121k	Wednesday 8 May 2019, 9:30am – 12:00pm	Ribby Hall, Wrea Green

# Pupil Behaviour, Exclusions and Attendance for Governors



## Course Description

This course will:

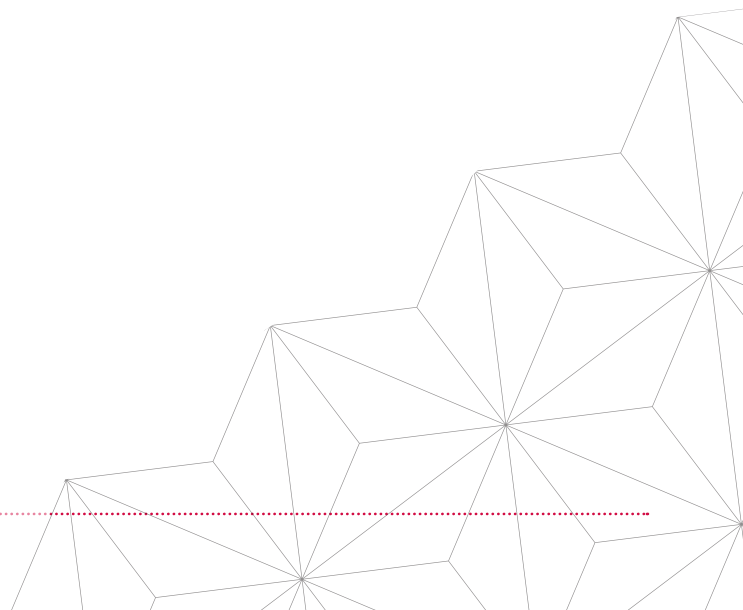
- explore the Governing Board's role in promoting positive behaviour and attendance;
- explain the statutory guidelines for behaviour, exclusions and alternative provision;
- help Governors to understand the elements of positive behaviour and attendance policies; and
- explore good practice around behaviour, exclusions and attendance.

## Course activity reference

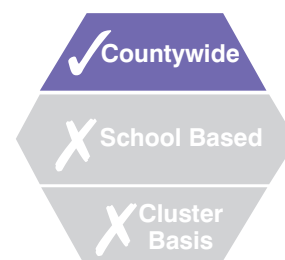
## Date / Time

## Venue

<b>GOV111b</b>	Monday 8 and Monday 15 October 2018, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
<b>GOV111c</b>	Thursday 31 January 2019, 9:30am – 3:30pm	Farington Lodge, Leyland
<b>GOV111d</b>	Monday 20 May 2019, 9:30am – 3:30pm	City Learning Centre, Burnley



# Safer Recruitment for Governors



## Course Description

This course complies with the Department for Education (DfE) training requirements that in maintained schools it is a legal requirement for recruitment panels to have at least one person drawn from the school staff or Governing Board who has been trained in safer recruitment. It is NOT a requirement that ALL Governors are trained in safer recruitment.

Following the recommendations of the Bichard Report, this course fulfils the requirement to address safer recruitment in schools.

It covers:

- safer recruitment processes and making the right decisions;
- understanding the principles of abuse; and
- how to secure the safest appointment of staff.

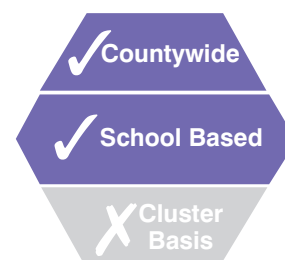
## Course activity reference

## Date / Time

## Venue

Course activity reference	Date / Time	Venue
GOV112b	Tuesday 16 October 2018, 9:30am – 3:30pm	Farington Lodge, Leyland
GOV112d	Wednesday 7 November 2018, 9:30am – 3:30pm	Ribby Hall, Wrea Green
GOV112c	Monday 4 February 2019, 9:30am – 3:30pm	City Learning Centre, Burnley
GOV112e	Wednesday 6 February 2019, 9:30am – 3:30pm	Farington Lodge, Leyland
GOV112d	Saturday 27 April 2019, 9:30am – 3:30pm	County Hall, Preston
GOV112f	Wednesday 15 May 2019, 9:30am – 3:30pm	City Learning Centre, Burnley
GOV112e	Monday 10 June 2019, 9:30am – 3:30pm	Globe Arena, Morecambe

# Special Educational Needs and Disability for Governors



## Course Description

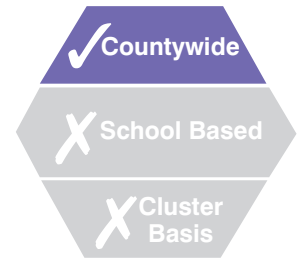
This course examines:

- the role of the SEN Governor and the Governing Board;
- the legal framework;
- SEN and Disability in practice, looking particularly at inclusion, self-evaluation and the effective contribution to the development of school based provision; and
- the funding arrangements for SEN locally.

Course activity reference	Date / Time	Venue
GOV113b	Thursday 13 December 2018, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV113c	Wednesday 20 March 2019, 9:30am – 12:00pm	Ribby Hall, Wrea Green
GOV113d	Tuesday 16 July 2019, 9:30am – 12:00pm	City Learning Centre, Burnley



# Staff Discipline, Grievance, Capability and Attendance for Governors



## Course Description

This course will provide Governors with:

- improved knowledge of the County Council's HR policies and procedures regarding discipline, grievance, attendance and capability for staff based in schools; and
- improved understanding of the Governor's role in facilitating and implementing the County Council's HR policies and procedures for school staff.

This course examines the legal requirements of the County Council's HR policies for staff employed in schools (teaching and non-teaching). It considers the duties and responsibilities of the Governing Board as an employer.

The key stages of discipline, grievance, capability and attendance will be considered and Governors will understand their role in the effective management of HR policies and procedures in schools.

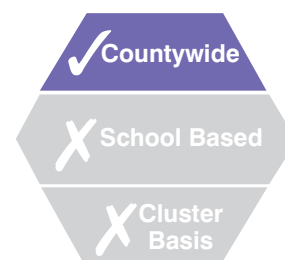
## Course activity reference

## Date / Time

## Venue

GOV117b	Wednesday 31 October 2018, 6:30pm – 9:00pm	County Hall, Preston
GOV117c	Tuesday 12 February 2019, 9:30am – 12:00pm	City Learning Centre, Burnley
GOV117d	Monday 10 June 2019, 6:30pm – 9:00pm	Ribby Hall, Wrea Green

# WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors



## Course Description

The aims of this WRAP workshop are to:

- raise awareness of the PREVENT Strategy;
- use existing safeguarding processes to recognise vulnerable individuals that may need support;
- raise awareness of the current threat;
- look at the use of the internet to promote terrorist ideologies; and
- examine the referral process.

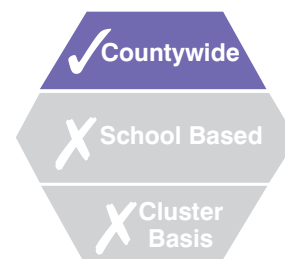
## Course activity reference

## Date / Time

## Venue

GOV127k	Thursday 20 September 2018, 2:30pm – 4:30pm	Globe Arena, Morecambe
GOV127l	Thursday 18 October 2018, 2:30pm – 4:30pm	Oswaldtwistle Mills, Accrington
GOV127m	Tuesday 22 January 2019, 6:30pm – 8:30pm	County Hall, Preston
GOV127n	Thursday 28 February 2019, 2:30pm – 4:30pm	Farington Lodge, Leyland
GOV127o	Tuesday 14 May 2019, 6:30pm – 8:30pm	Globe Arena, Morecambe
GOV127p	Wednesday 19 June 2019, 6:30pm – 8:30pm	City Learning Centre, Burnley

# Child Protection and Safeguarding for Governors



## Course Description

This is a practical and interactive session which will encourage Governors to think about the role the Governing Board has with regard to safeguarding.

This course will enable delegates to:

- develop a context based understanding of the categories, signs and symptoms of abuse including emerging and current issues;
- gain a clear understanding of legislation and guidance that underpins safeguarding in schools;
- gain an understanding of the role and expectations of the Governing Board in relation to safeguarding in schools; and
- develop a realistic understanding of safeguarding issues that schools deal with on a day to day basis and strategies to manage such issues.

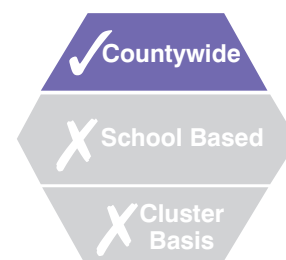
## Course activity reference

## Date / Time

## Venue

Course activity reference	Date / Time	Venue
GOV103d	Friday 21 September 2018, 9:30am – 12:00pm	Ribby Hall, Wrea Green
GOV103e	Thursday 11 October 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV103f	Wednesday 28 November 2018, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV103g	Monday 21 January 2019, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV103h	Tuesday 12 February 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV103i	Thursday 21 March 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV103j	Friday 26 April 2019, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV103k	Wednesday 22 May 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV103l	Thursday 20 June 2019, 9:30am – 12:00pm	City Learning Centre, Burnley

# Strive and Thrive – A Happy and Well School Community



## Course Description

Staff sickness and failure to retain staff is an enormous threat to school stability, including financially. This course seeks to ensure that Governors consider the happiness and well-being of all school staff even within a challenging climate of increased expectations and financial restraints. A happy and thriving school community ensures success for all!

The course will cover:

- how to achieve good well-being (Governors too!);
- understanding the pressures within school and how to support;
- considerations over workload;
- dealing with stress;
- ideas to improve general well-being;
- building relationships between the Governing Board and the School Leadership Team; and
- understanding the pressures of headship and how to support.

Delegates will leave with:

- a checklist for staff well-being for Headteachers;
- a list of tips and tricks to monitor well-being; and
- a structure for conversations with the Headteacher about their own well-being.

## Course activity reference

## Date / Time

## Venue

Course activity reference	Date / Time	Venue
GOV130c	Tuesday 13 November 2018, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV130f	Tuesday 4 December 2018, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV130e	Tuesday 12 February 2019, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV130b	Tuesday 5 March 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley
GOV130b	Tuesday 14 May 2019, 6:30pm – 9:00pm	Ribby Hall, Wrea Green
GOV130a	Tuesday 4 June 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley

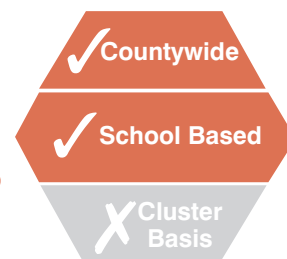


# **SECTION 5**

## **Evaluation**



# Inspection - Preparing for an Ofsted Inspection for Governors



## Course Description

This revised course covers the recent changes to Ofsted inspections.

Ofsted enables a single Inspector to visit the school to provide an independent, external evaluation of the standards achieved by pupils, the quality of education provided and the quality of leadership and management.

This course:

- covers the new inspection process and framework from September 2015;
- explains the purpose of inspection in the process of school improvement;
- enables Governors to evaluate the ways in which they support school improvement and communicate this to the inspection team; and
- details the role of the Governing Board in the inspection process - before, during and after the inspection.

## Course activity reference

### Date / Time

### Venue

GOV107c	Wednesday 7 November 2018, 6:30pm – 9:00pm	Farington Lodge, Leyland
GOV107d	Wednesday 21 November 2018, 6:30pm – 9:00pm	Oswaldtwistle Mills, Accrington
GOV107e	Thursday 29 November 2018, 9:30am – 12:00pm	Ribby Hall, Village
GOV107f	Wednesday 16 January 2019, 9:30am – 12:00pm	Farington Lodge, Leyland
GOV107a	Thursday 2 May 2019, 6:30pm – 9:00pm	Globe Arena, Morecambe
GOV107b	Wednesday 12 June 2019, 6:30pm – 9:00pm	City Learning Centre, Burnley

# Contacts

## Governor Services Training and Development Contacts

To discuss the countywide training programme or in-school training needs for your Governing Board, please contact:

Tel: **01257 516100**

Email: **[lpds@lancashire.gov.uk](mailto:lpds@lancashire.gov.uk)**

## Area Governor Services Contacts

Area East Team (Hyndburn, Ribble Valley, Pendle, Burnley and Rossendale)

Tel: **01254 220507**

Email: **[governors.east@lancashire.gov.uk](mailto:governors.east@lancashire.gov.uk)**

Area North Team (Lancaster, Wyre, Fylde and Preston)

Tel: **01524 581136**

Email: **[governors.north@lancashire.gov.uk](mailto:governors.north@lancashire.gov.uk)**

Area South Team (South Ribble, Chorley and West Lancashire)

Tel: **01257 516141**

Email: **[governors.south@lancashire.gov.uk](mailto:governors.south@lancashire.gov.uk)**



# Venues

## 1 **Globe Arena, Morecambe Football Club**

Christie Way  
Westgate  
Morecambe  
LA4 4TB  
Tel: 01524 411797

## 2 **Ribby Hall Village**

Ribby Road  
Wrea Green  
Preston  
PR4 2PR  
Tel: 01772 685858

## 3 **County Hall**

Fishergate  
Preston  
PR1 8XJ  
Tel: 01772 533330

## 4 **Farington Lodge**

Stanifield Lane  
Farington  
Preston  
PR25 4QR  
Tel: 01772 421321

## 5 **Oswaldtwistle Mills**

Moscow Mill  
Colliers Street  
Oswaldtwistle  
BB5 3DE  
Tel: 01254 871025

## 6 **Towneley Park City Learning Centre**

Towneley Holmes  
Towneley Park  
Burnley  
BB11 3JT  
Tel: 01282 683020



*Postcodes applicable to satellite navigation systems*

Lancashire Governor Services