

Lancashire Governor Services



**Training and Development
Programme 2019 - 2020**
FOR GOVERNORS AND GOVERNING BOARDS

www.lancashire.gov.uk/lpds





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Introduction

Welcome to the 2019 – 2020 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 2018 – 2019 academic year, we have delivered training to over 3000 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 2019 – 2020 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; 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 school's 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 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
Section 1 – Effective Governance							
Are we an Effective Governing Board?	✓	✓	✓	✓	✓	✓	13
Governing Board Self Evaluation and Development	✓	✓	✓	✓	✓	✓	13
New Governor Induction	✓	✓	✓	✓	✓	✓	14
Smarter Governance	✓	✓	✓	✓	✓	✓	16
Section 2 – Strategic Leadership							
Developing the Role of Chair of the Governing Board	✓	✓	✓	✓	✓	✓	18
Section 3 – Accountability							
Finance for Maintained Schools (including the Schools Financial Value Standard)	✓	✓	✓	✓	✓	✓	20
Understanding Schools' Data for Primary School Governors	✓	✓	✓		✓	✓	21
Understanding Schools' Data For Secondary School Governors	✓	✓	✓		✓	✓	22
Governor Skills Workshop: Effective School Visits and Challenging Questions	✓	✓	✓	✓	✓	✓	23
Building Together a Successful Governing Board/Trust	✓	✓	✓	✓	✓	✓	24

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 4 – Compliance							
Appraisal and Pay Committees for Governors	✓			✓	✓		26
Primary Curriculum for Governors	✓	✓	✓		✓	✓	27
Secondary Curriculum for Governors	✓	✓	✓		✓	✓	27
Handling Concerns and Complaints in School for Governors	✓	✓			✓	✓	28
Health and Safety Responsibilities for Governors	✓	✓			✓	✓	29
Online Safety for Governors							30
Pupil Behaviour, Exclusions and Attendance for Governors	✓	✓			✓	✓	31
Safer Recruitment for Governors	✓	✓			✓	✓	32
Special Educational Needs and Disability for Governors	✓	✓			✓	✓	33
Staff Discipline, Grievance, Capability and Attendance for Governors	✓	✓			✓	✓	34
WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors	✓	✓			✓		35
Child Protection and Safeguarding for Governors	✓	✓	✓		✓	✓	36
Strive and Thrive – A Happy and Well School Community	✓	✓			✓	✓	37
Governor Exclusion Panels (Discipline Committee)	✓	✓			✓	✓	38
Governor Skills Workshop: Making Difficult decisions on Governor Panels	✓	✓	✓	✓	✓	✓	39
Section 5 – Evaluation							
Inspection – Understanding 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. 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
Appraisal and Pay Committees for Governors	Foundation, KS1, KS2, KS3, KS4, KS5, KS6	Lancashire	£152
Using Processes and Outcomes for Governors	Foundation, KS1, KS2, KS3, KS4, KS5, KS6	Lancashire	£40
Developing the Role of the Chair of the Governing Body	Foundation, KS1, KS2, KS3, KS4, KS5, KS6	Lancashire	£150
Reasons for Improvement within the School Finance Statement	Foundation, KS1, KS2, KS3, KS4, KS5, KS6	Lancashire	£30
Governor Education Panels (Ongoing Commitment)	Foundation, KS1, KS2, KS3, KS4, KS5, KS6	Lancashire	£30
University Skills Strategy: Effective school work & challenging activities	Foundation, KS1, KS2, KS3, KS4, KS5, KS6	Lancashire	£30

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

Course Objectives

- The respective roles and responsibilities of the Governing Body and headteacher
- Approaches to reviewing the headteacher's performance and setting objectives
- Pay structures, decisions and sources of advice and support

Course Dates and Times:

- Wednesday 20 Jun 2019, 6:30 PM - 8:30 PM
- Wednesday 20 Sep 2019, 6:30 PM - 8:30 PM
- Monday 18 Nov 2019, 6:30 PM - 8:30 PM
- Thursday 07 Jan 2020, 9:30 AM - 12:30 PM
- Wednesday 11 Mar 2020, 6:30 PM - 8:30 PM
- Wednesday 08 May 2020, 6:30 AM - 12:30 PM

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 Services 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 four 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 four 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 was successful.

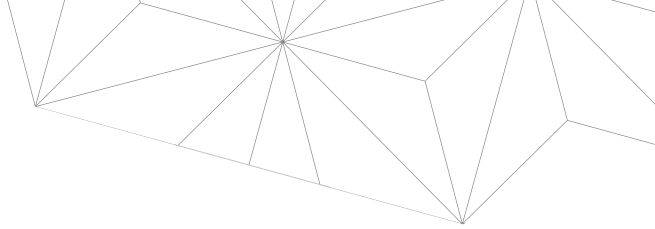
We have also designed a "Remember Me" function within the booking system. This means that if you tick this box, the system will remember your school and personal details and so for every online booking you make in the future, you will not need to re-enter your personal details. We will only use your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

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 governors' training should be kept by the Training and Development 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**.



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 and Development 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**

What happens next?

Once the date(s) and time(s) have been agreed, the Training and Development 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.

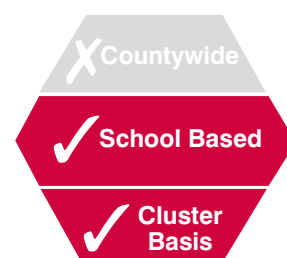
Prior to the course, the Tutor will be in contact with the Training and Development Governor (or nominated Governor) to discuss the individual requirements of the Governing Board and finalise arrangements for the event.

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.



E-Learning for Governors (NGA Learning Link)

Schools that purchase the Lancashire Governor Training and Development Service Level Agreement (SLA) are entitled to free access to the National Governance Association (NGA) e-learning platform. This is called 'Learning Link'. It provides over 50 interactive and engaging modules for your entire board to use. Schools that do not purchase the Lancashire SLA, the individual annual subscription to the NGA for this service is currently £159

Governors should register to access the e-learning at: <https://nga.vc-enable.co.uk/Register>.

For ease, the modules have been split into core areas that cover:

- Structures, Roles and Responsibilities
- Good Governance
- Vision, Ethos and Strategic Direction
- Pupil Success and Wellbeing
- Working with Executive Leaders
- The Best Use of Resources
- Compliance
- Clerking
- MATs
- Collaborating with Partners

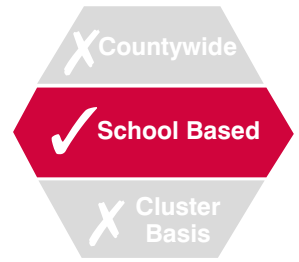
If governors have any problems registering, please call the NGA team: **0121 237 3780** (option 3) or Email: learninglink@nga.org.uk



SECTION 1

Effective Governance

Are we an Effective Governing Board?



Course Description

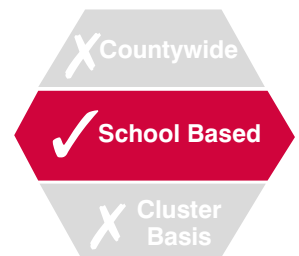
This Course will look at how the Governing Board/Trust can recognise the skills governors now need to enable them to fulfil their role. Methods of recruitment will also be discussed as well as the role the Governing Board/Trust plays in moving the school forward. The course will also give direction as to how the Governing Board/Trust deal with outside agencies, e.g. Ofsted and the information they require to make a success of this and how to gather this information.

- Know the skills and experiences that they all bring to the Governing Board.
- Know and understand the roles of the Governing Board and the senior leadership team.
- Know what sources of information are available to help them know the school well.
- Identify future actions to develop the effectiveness of the Governing Board.

Governing Board Self Evaluation and Development

Course Description

This course follows on from the 'Are we 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.



 Countywide School Based Cluster Basis

New Governor Induction

Course Description

This course will provide governors with improved:

- understanding of strong and effective governance;
- knowledge of the statutory responsibilities of governors;
- understanding of how governors can support school improvement; and
- understanding of the differences between the roles of Headteachers and governors.

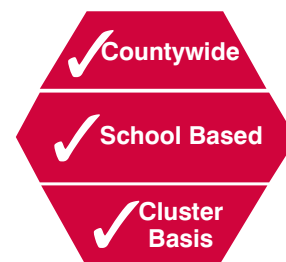
This course will examine the statutory duties and responsibilities of governors specifically:

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



New Governor Induction

Course activity reference	Date / Time	Venue
GOV116j	Saturday 5 October 2019, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116k	Wednesday 16 October 2019, 9:30am - 12:00pm	Ribby Hall Village, Wrea Green
GOV116l	Tuesday 29 October 2019, 1:30pm - 4:00pm	Burnley Football Club
GOV116m	Wednesday 6 November 2019, 1:30pm - 4:00pm	West Lancashire Investment Centre
GOV116n	Saturday 9 November 2019, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116o	Monday 11 November 2019, 9:30am - 12:00pm	Burnley Football Club
GOV116p	Thursday 21 November 2019, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV116r	Friday 6 December 2019, 9:30am - 12:00pm	Burnley Football Club
GOV116s	Thursday 12 December 2019, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV116t	Saturday 11 January 2020, 9:30am - 12:00pm	Farington Lodge, Leyland
GOV116u	Thursday 16 January 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV116v	Monday 20 January 2020, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV116w	Friday 31 January 2020, 9:30am - 12:00pm	Burnley Football Club
GOV116x	Monday 3 February 2020, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV116y	Saturday 8 February 2020, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116q	Tuesday 25 February 2020, 6:30pm - 9:00pm	West Lancashire Investment Centre
GOV115a	Tuesday 17 March 2020, 1:30pm - 4:00pm	Ribby Hall Village, Wrea Green
GOV115b	Saturday 21 March 2020, 9:30am - 12:00pm	Farington Lodge, Leyland
GOV116z	Thursday 23 April 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV116a	Monday 27 April 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV116b	Wednesday 6 May 2020, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV116c	Tuesday 19 May 2020, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116d	Friday 5 June 2020, 9:30am - 12:00pm	Burnley Football Club
GOV116e	Wednesday 10 June 2020, 1:30pm - 4:00pm	Burnley Football Club
GOV116f	Saturday 13 June 2020, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116g	Saturday 4 July 2020, 9:30am - 12:00pm	Burnley Football Club
GOV116h	Wednesday 8 July 2020, 9:30am - 12:00pm	West Lancashire Investment Centre



Smarter Governance

Course Description

The aims of this course are to:

- encourage, empower and spread good practice;
- re-visit the core purpose and processes of governance;
- review terminology and systems of governance and compliance with the law;
- help governors to know their school better; and
- share experience and strengthen boards.

The Governor Services Training and Development team are looking to enthuse governors in carrying out their role. This course will give them an opportunity to talk, 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

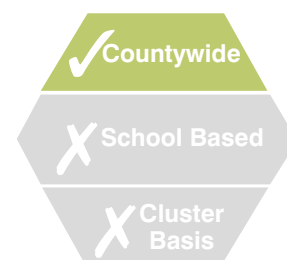
Venue

Course activity reference	Date / Time	Venue
GOV128h	Friday 27 September 2019, 9:30am - 12:00pm	Globe Arena, Morecambe
GOV128i	Wednesday 30 October 2019, 1:30pm - 4:00pm	Oswaldtwistle Mills
GOV128m	Friday 22 November 2019, 9:30am - 12:00pm	County Hall, Preston
GOV128j	Friday 24 January 2020, 9:30am - 12:00pm	West Lancashire Investment Centre
GOV128k	Saturday 29 February 2020, 9:30am - 12:00pm	Burnley Football Club
GOV128l	Saturday 21 March 2020, 9:30am - 12:00pm	Ribby Hall Village, Wrea Green
GOV128m	Friday 1 May 2020, 9:30am - 12:00pm	Burnley Football Club
GOV128n	Monday 11 May 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV128o	Wednesday 1 July 2020, 1:30pm - 4:00pm	Forrest Hills, Lancaster

SECTION 2

Strategic Leadership

Developing the Role of Chair of the Governing Board



Course Description

This course will centre on the six core competencies (strategic leadership, accountability, people, structures, compliance and evaluation) as described in DfE documentation.

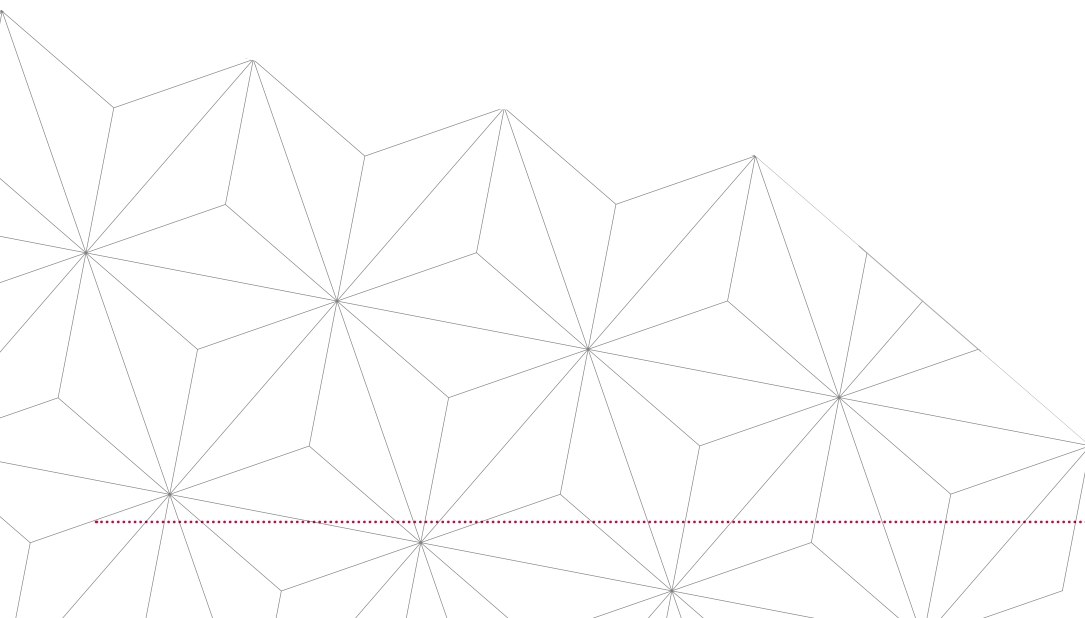
- Each area will be explored in terms of the Chair's role in developing an effective governing board.
- Delegates will have opportunities for discussion with colleagues and will formulate their own next steps.

Course activity reference

Date / Time

Venue

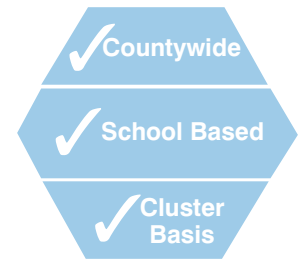
Course activity reference	Date / Time	Venue
GOV102d	Wednesday 4 December 2019, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV102e	Monday 13 January 2020, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV102f	Saturday 1 February 2020, 9:00am - 12:00pm	Jack McLaughlin Centre, Preston
GOV102g	Wednesday 5 February 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV102i	Friday 22 May 2020, 9:30am - 12:00pm	West Lancashire Investment Centre
GOV102j	Thursday 2 July 2020, 1:30pm - 4:00pm	Burnley Football Club



SECTION 3

Accountability

Finance for Maintained Schools (including the Schools Financial Value Standard)



Course Description

This session is suitable for all governors of schools (including PRU Management Committees), particularly those with an interest and/or responsibility in finance. Whilst it is focussed on maintained schools as they make up the majority of Lancashire schools, governors from Academies are welcome as much of the course content is applicable to both. The session 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.

By the end of the session delegates should understand the:

- respective roles and responsibilities of the Governing Board, school staff and Local Authority (LA) relating to finance;
- principles and sources of school funding including pupil premium;
- key elements of budget setting and budget monitoring linked to school improvement;
- requirements of the Schools Financial Value Standard (SFVS); and
- principles of good financial management and value for money in schools.

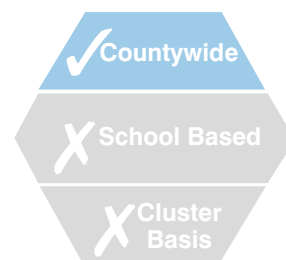
Course activity reference

Date / Time

Venue

GOV118r	Thursday 14 November 2019, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV118s	Thursday 5 December 2019, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV118t	Saturday 18 January 2020, 9:30am - 12:00pm	Oswaldtwistle Mills
GOV118u	Tuesday 5 May 2020, 6:30pm - 9:00pm	County Hall, Preston

Understanding Schools' Data for Primary School Governors



Course Description

This course is ideal for all primary phase governors who wish to develop a strong understanding of the headline messages of how their school data is presented in the IDSR (Inspection Data Summary Report) and will:

- look at the Ofsted Data Dashboard (IDSR) , it's layout and how this affects schools;
- consider how these charts/tables can best be used in informing school self-evaluation; and
- inform participants about the content of the Lancashire School Information Profile (LSIP).

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.

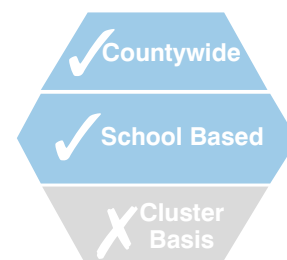
Course activity reference

Date / Time

Venue

GOV122g	Friday 6 December 2019, 9:30am - 12:00pm	Ribby Hall Village, Wrea Green
GOV122h	Monday 10 February 2020, 9:30am - 12:00pm	Ribby Hall Village, Wrea Green

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 a significant impact for schools in their curriculum structure and student progress tracking.

In 2017, RAISEonline was replaced. Its replacement looks very 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 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.

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

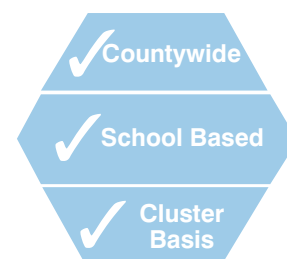
Course activity reference

Date / Time

Venue

GOV222c	Tuesday 21 January 2020, 6:30pm - 9:00pm	Jack McLaughlin Centre, Preston
GOV222d	Tuesday 28 January 2020, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV222e	Thursday 13 February 2020, 6:30pm - 9:00pm	Burnley Football Club

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 their 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 and procedures and best practice for visits to ensure that school visits are focussed on the Board's priorities and improvement plans and how they are working;
- provide an opportunity to practise the skills required to prepare for visits, undertake visits and provide feedback; it will 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.

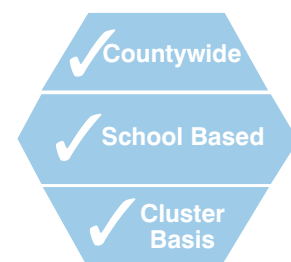
Course activity reference

Date / Time

Venue

Course activity reference	Date / Time	Venue
GOV106d	Tuesday 1 October 2019, 9:30am - 12:00pm	Globe Arena, Morecambe
GOV106e	Thursday 17 October 2019, 6:30pm - 9:00pm	Burnley Football Club
GOV106f	Saturday 16 November 2019, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV106g	Thursday 9 January 2020, 6:30pm - 9:00pm	County Hall, Preston
GOV106h	Monday 10 February 2020, 9:30am - 12:00pm	Ribby Hall Village, Wrea Green
GOV106i	Wednesday 4 March 2020, 9:30am - 12:00pm	Burnley Football Club
GOV106j	Wednesday 13 May 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV106k	Friday 12 June 2020, 9:30am - 12:00pm	West Lancashire Investment Centre
GOV106l	Saturday 20 June 2020, 9:30am - 12:00pm	Burnley Football Club

Building Together a Successful Governing Board/Trust



Course Description

This Course will look at how the Governing Board/Trust 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:

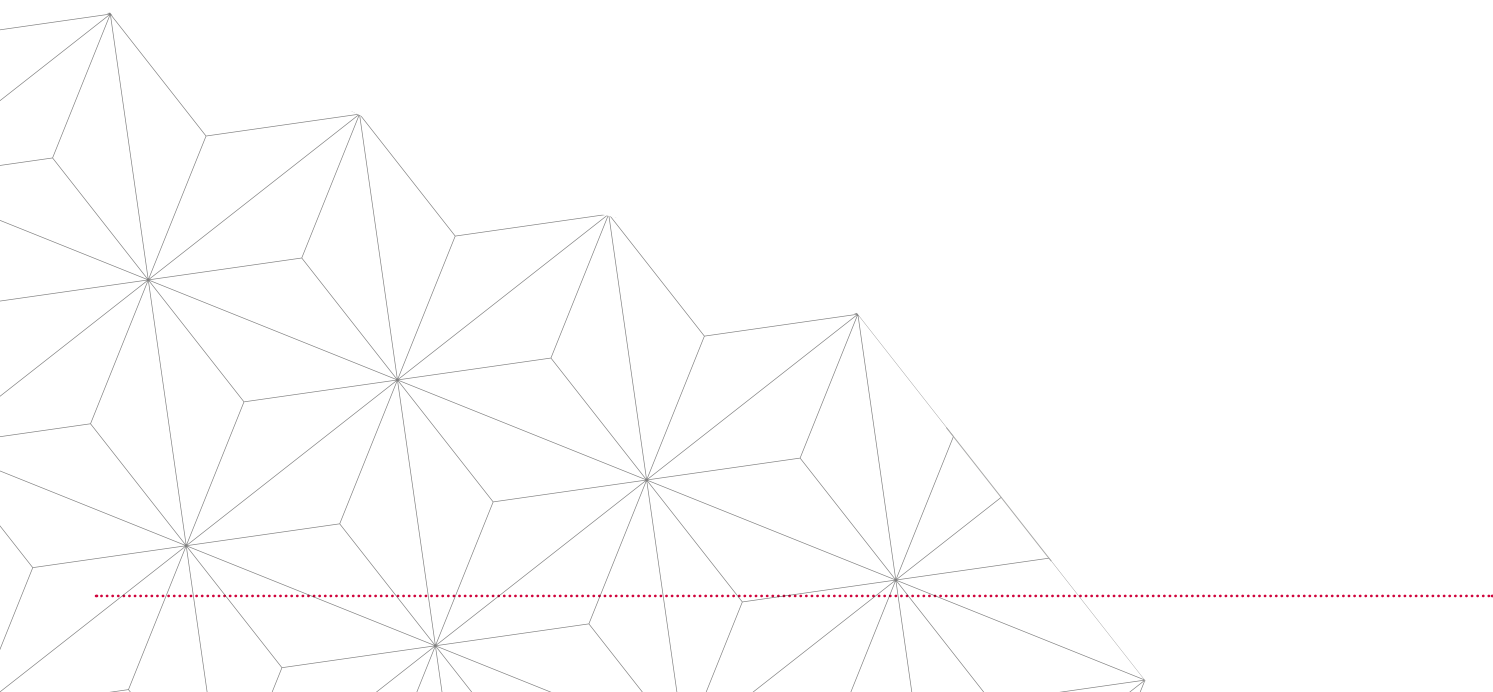
- understanding the context and role of Governing/Trust Boards (GBs /TBs) in the education system;
- creating an effective team of Governors;
- understanding the importance of positive working relationships with all stakeholders;
- understanding the importance of recruitment strategies, training and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

Course activity reference

Date / Time

Venue

GOV110d	Thursday 28 November 2019, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV110e	Saturday 25 January 2020, 9:30am - 12:00pm	Oswaldtwistle Mills
GOV110f	Thursday 18 June 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster

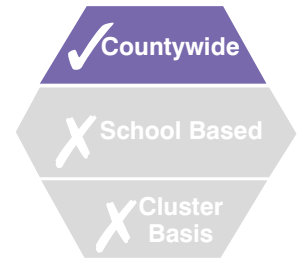




SECTION 4

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

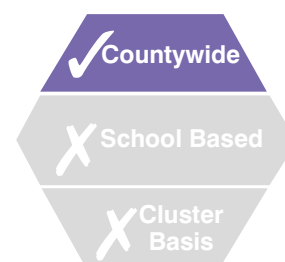
Date / Time

Venue

GOV101i	Wednesday 25 September 2019, 6:30pm - 9:00pm	West Lancashire Investment Centre
GOV101j	Monday 18 November 2019, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV101k	Thursday 23 January 2020, 9:30am - 12:30pm	Burnley Football Club
GOV101l	Wednesday 11 March 2020, 6:30pm - 9:00pm	Farington Lodge, Leyland
GOV101m	Wednesday 6 May 2020, 9:30am - 12:00pm	Jack McLaughlin Centre, Preston
GOV101n	Wednesday 24 June 2020, 6:30pm - 9:00pm	West Lancashire Investment Centre



Primary Curriculum for Governors



Course Description

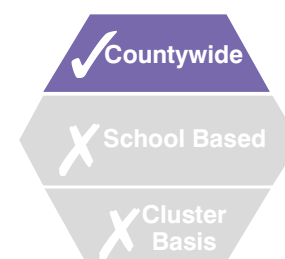
This course provides an introduction to the primary school curriculum and the Governing Board's responsibilities.

It will focus on:

- the primary school National Curriculum;
- implications from the 2019 Ofsted Inspection Framework;
- 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
GOV104b	Tuesday 19 November 2019, 9:30am - 12:00pm	Farington Lodge, Leyland
GOV104c	Tuesday 25 February 2020, 9:30am - 12:00pm	Forrest Hills, Lancaster
GOV104d	Thursday 7 May 2020, 9:30am - 12:00pm	Burnley Football Club

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.

The aims of this course are to:

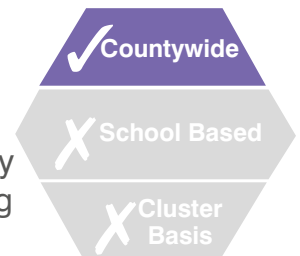
- develop an understanding of the forces which shape the secondary curriculum both within and beyond the individual school;
- understand the ways in which the secondary curriculum is implemented and delivered by schools;
- build an awareness of the responsibilities of governors with respect to the curriculum;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

Course activity reference	Date / Time	Venue
GOV204c	Tuesday 21 January 2020, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green

Handling Concerns and Complaints in School for Governors

Course Description

Under the Education Act 2002, all maintained schools and maintained nursery schools must have and publish procedures to deal with all complaints relating to their school.



This course considers:

- the Governing Board's legal responsibility in respect of concerns and complaints;
- the Policy and Procedures that Governing Boards need to have in place;
- consideration of model complaints Policy and Procedures that Governing Boards must tailor for their school;
- good practice advice for managing concerns and complaints; and
- the legal implications for Schools/Governing Boards if published Policy and Procedures are not followed correctly.

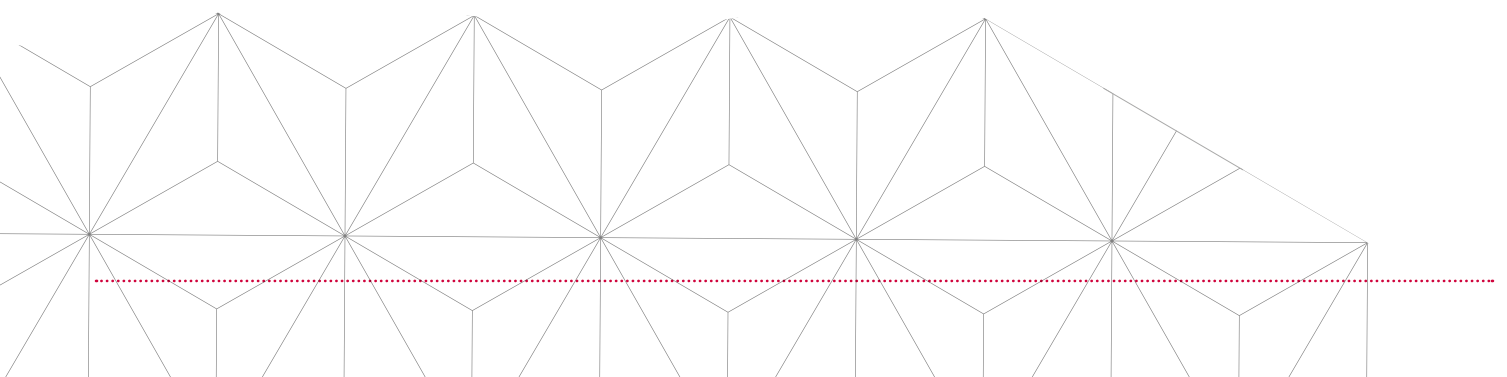
Note: Although this course has been prepared for Lancashire County Council maintained schools, the good practice advice and guidance applies to other Local Authority maintained schools and Academies.

Course activity reference

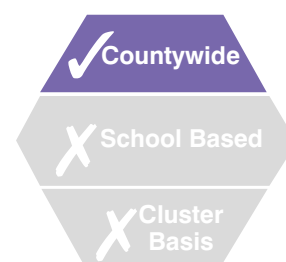
Date / Time

Venue

GOV105h	Wednesday 30 October 2019, 6:30pm - 9:00pm	County Hall, Preston
GOV105e	Wednesday 27 November 2019, 6:30pm - 9:00pm	County Hall, Preston
GOV105f	Monday 2 March 2020, 6:30pm - 9:00pm	County Hall, Preston
GOV105g	Tuesday 9 June 2020, 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 and will cover:

Health and Safety:

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

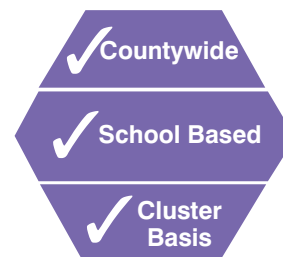
Premises

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
GOV119e	Thursday 23 January 2020, 6:30pm - 9:00pm and Thursday 30 January 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV119f	Thursday 5 March 2020, 9:30am - 4:00pm	Farington Lodge, Leyland
GOV119g	Thursday 11 June 2020, 6:30pm - 9:00pm and Thursday 18 June 2020, 6:30pm - 9:00pm	Globe Arena, Morecambe

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

Course activity

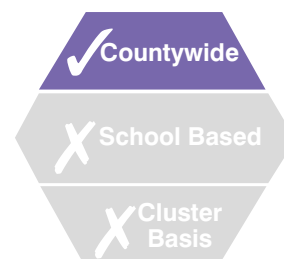
reference

Date / Time

Venue

GOV121l	Tuesday 29 October 2019, 6:30pm - 9:00pm	Burnley Football Club
GOV121m	Thursday 30 January 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV121o	Thursday 7 May 2020, 9:30am - 12:00pm	Forrest Hills, Lancaster

Pupil Behaviour, Exclusions and Attendance for Governors



Course Description

This course will:

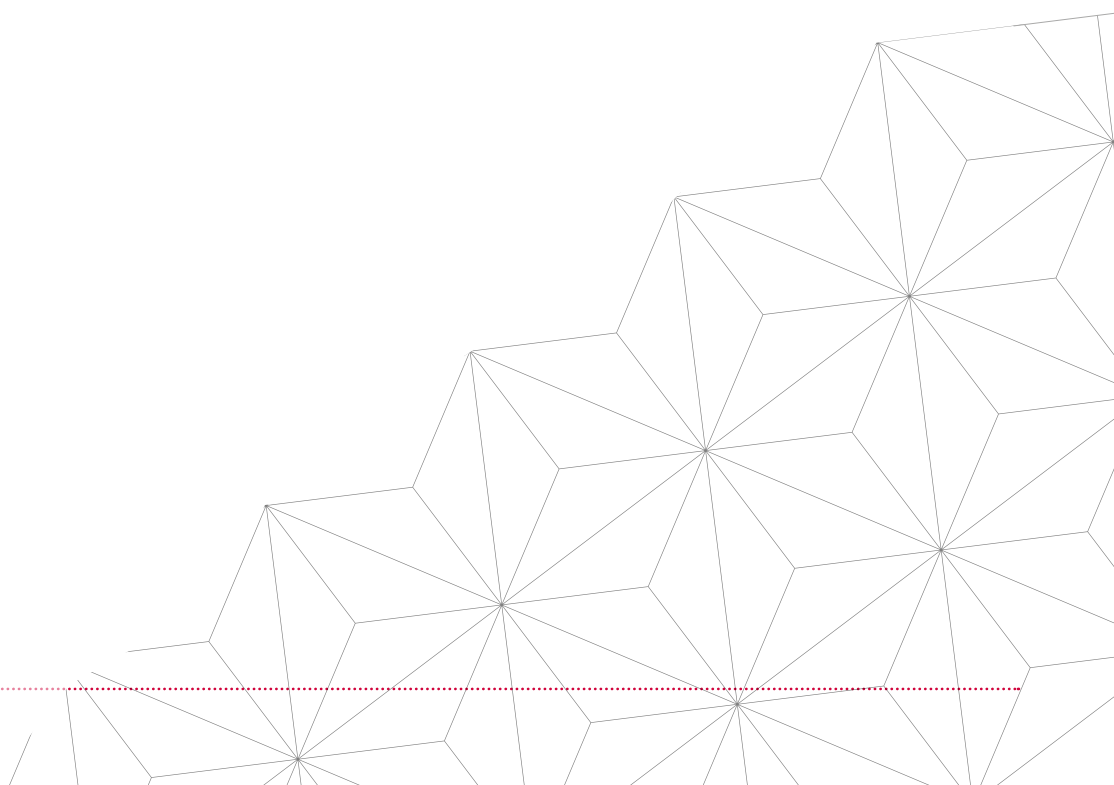
- explore the Governing Board's role in promoting positive behaviour and attendance;
- explain the statutory guidelines for behaviour, exclusions and alternative provision;
- help governors to understand the elements of positive behaviour and attendance policies; and
- explore good practice around behaviour,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

Course activity reference

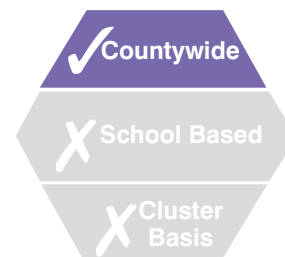
Date / Time

Venue

GOV111g	Thursday 10 October 2019, 6:30pm - 9:00pm and Thursday 17 October 2019, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV111e	Thursday 30 January 2020, 9:30am - 3:30pm	Jack McLaughlin Centre, Preston
GOV111f	Wednesday 13 May 2020, 9:30am - 3:30pm	Jack McLaughlin Centre, Preston



Safer Recruitment for Governors



Course Description

This course complies with the Department for Education (DfE) training requirement 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.

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

It covers:

- understanding the principles of abuse;
- safer recruitment processes and making the right decisions; and
- building a culture of vigilance in your school.

ONLY the Lead Governor for Safeguarding and Child Protection should attend this Course. It is NOT a requirement that ALL governors are trained in Safeguarding and Child Protection.

Lead Governors for Child Protection and Safeguarding MUST read Part One of the Keeping Children Safe in Education 2018 Document before they attend the training session.

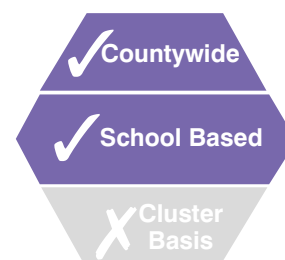
Course activity reference

Date / Time

Venue

Course activity reference	Date / Time	Venue
GOV112g	Monday 14 October 2019, 9:30am - 4:00pm	Hallmark Hotel, Leyland
GOV112i	Wednesday 6 November 2019, 9:30am - 4:00pm	Hallmark Hotel, Leyland
GOV112h	Tuesday 4 February 2020, 9:30am - 4:00pm	Burnley Football Club
GOV112j	Wednesday 26 February 2020, 9:30am - 4:00pm	Burnley Football Club
GOV112i	Saturday 25 April 2020, 9:30am - 4:30pm	West Lancashire Investment Centre
GOV112m	Thursday 7 May 2020, 9:30am - 4:00pm	Burnley Football Club
GOV112l	Tuesday 9 June 2020, 9:30am - 4:00pm	Forrest Hills, Lancaster

Special Educational Needs and Disability for Governors



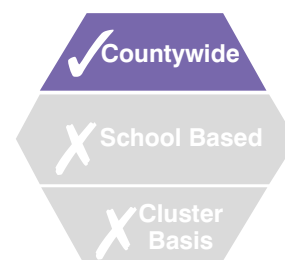
Course Description

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
GOV113e	Tuesday 12 November 2019, 9:30am - 12:30pm	Farington Lodge, Leyland
GOV113f	Wednesday 15 January 2020, 9:30am - 12:30pm	Ribby Hall Village, Wrea Green
GOV113g	Wednesday 3 June 2020, 9:30am - 12:30pm	Burnley Football Club

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.

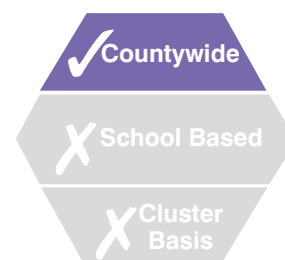
Course activity reference

Date / Time

Venue

GOV117e	Thursday 31 October 2019, 6:30pm - 9:00pm	County Hall, Preston
GOV117f	Tuesday 11 February 2020, 9:30am - 12:00pm	Burnley Football Club
GOV117d	Monday 8 June 2020, 6:30pm - 9:00pm	Ribby Hall Village, 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:

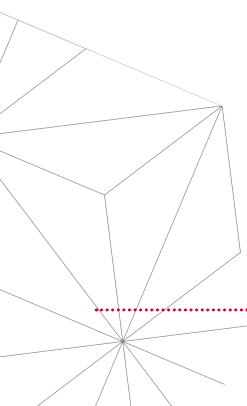
- raise awareness of the PREVENT Strategy;
- use existing safeguarding processes to recognise vulnerable individuals that may need support;
- raise awareness of the current threat;
- look at the use of the internet to promote terrorist ideologies; and
- examine the referral process.

Course activity reference

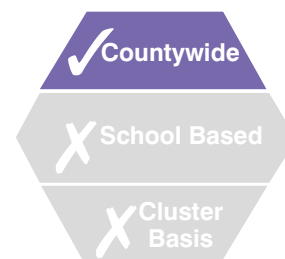
Date / Time

Venue

Course activity reference	Date / Time	Venue
GOV127q	Monday 4 November 2019, 2:30pm - 4:30pm	Forrest Hills, Lancaster
GOV127r	Thursday 16 January 2020, 6:30pm - 8:30pm	Hallmark Hotel, Leyland
GOV127s	Thursday 27 February 2020, 6:30pm - 8:30pm	Burnley Football Club
GOV127t	Thursday 14 May 2020, 6:30pm - 8:30pm	Ribby Hall Village, Wrea Green
GOV127w	Thursday 18 June 2020, 2:30pm - 4:30pm	Oswaldtwistle Mills



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 regards to safeguarding.

This course will:

- develop a context based understanding of the categories, signs and symptoms of abuse including emerging and current issues;
- help governors gain a clear understanding of legislation and guidance that underpins safeguarding in schools;
- enable governors to 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.

Only the Lead Governor for Safeguarding and Child Protection should attend this course. It is not a requirement that all governors are trained in Safeguarding and Child Protection. Lead Governors for Child Protection and Safeguarding must read Part One of the Keeping Children Safe in Education 2018 Document before they attend the training session.

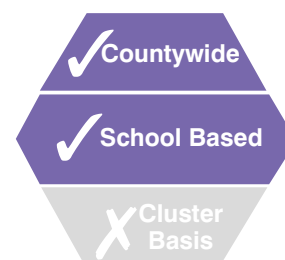
Course activity reference

Date / Time

Venue

Course activity reference	Date / Time	Venue
GOV103n	Thursday 17 October 2019, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV103o	Wednesday 20 November 2019, 6:30pm - 9:00pm	Oswaldtwistle Mills
GOV103p	Tuesday 21 January 2020, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV103q	Wednesday 19 February 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV103r	Thursday 19 March 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV103s	Tuesday 19 May 2020, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV103t	Monday 22 June 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland

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 provide 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 offer 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.

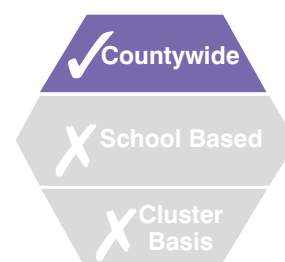
Course activity reference

Date / Time

Venue

GOV130c	Monday 14 October 2019, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green
GOV130d	Monday 25 November 2019, 6:30pm - 9:00pm	Burnley Football Club
GOV130e	Monday 13 January 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV130f	Monday 2 March 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV130g	Monday 18 May 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV130h	Monday 15 June 2020, 6:30pm - 9:00pm	West Lancashire Investment Centre

Governor Exclusion Panels (Discipline Committees)



Course Description

This new course will:

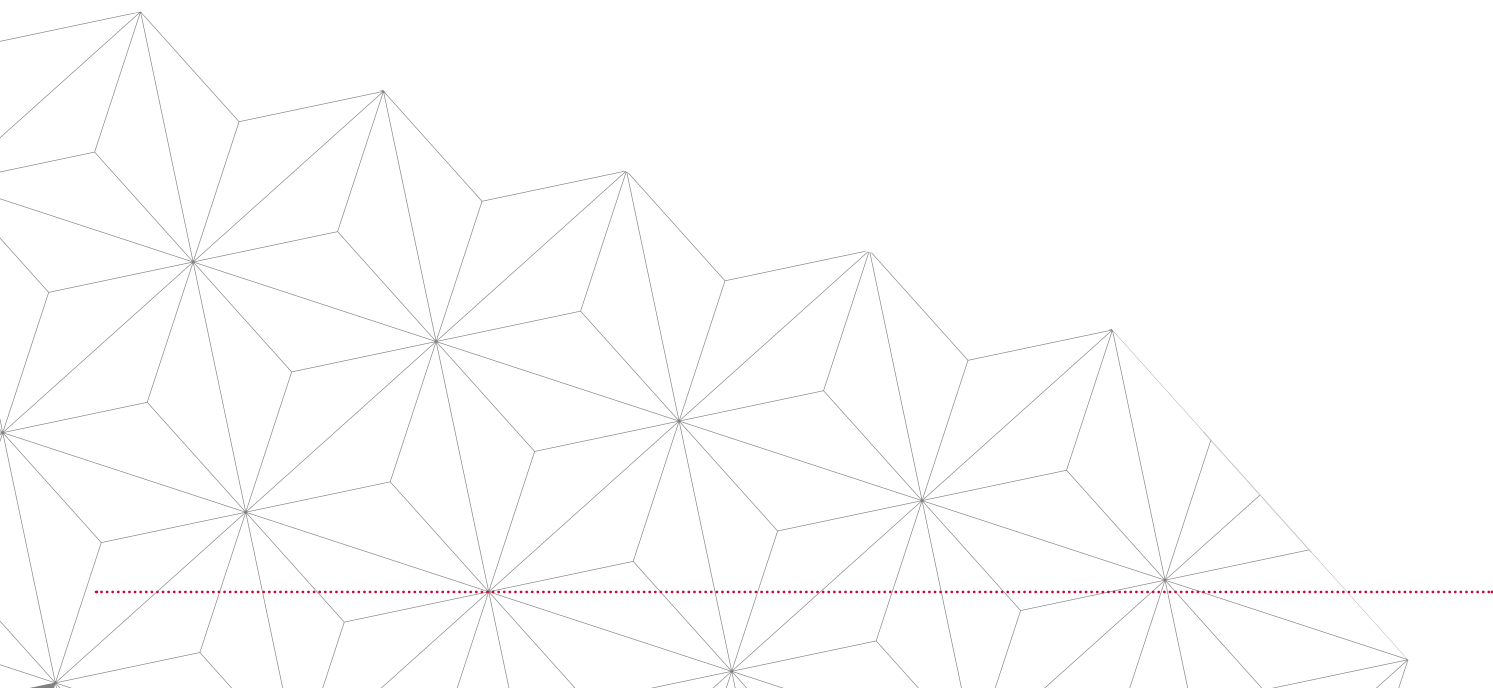
- explore the legal processes around the exclusion of pupils from schools/academies;
- review the Governing Board's legal obligations around exclusions, particularly for a child/student at risk of permanent exclusion;
- examine and explain the guidance around exclusion from school;
- provide advice and guidance on the probing questions the governors appeal committee need to ask before, during and after the disciplinary meetings to ensure that the school/academy have provided sufficient support prior to the exclusion; and
- explore good practice to highlight the range of interventions and reasonable adjustments that may be used to prevent exclusion.

Course activity reference

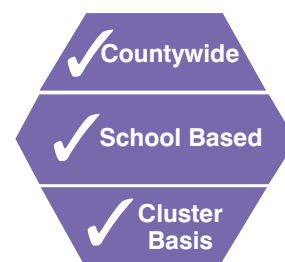
Date / Time

Venue

GOV131e	Thursday 14 November 2019, 6:30pm - 9:00pm	Oswaldtwistle Mills
GOV131d	Thursday 30 January 2020, 6:30pm - 9:00pm	Ribby Hall Village, Wrea Green



Governor Skills Workshop: Making Difficult Decisions on Governor Panels



Course Description

This course will:

- identify the different types and functions of governor panels;
- outline the common principles and procedures to be followed;
- explain the roles of the Chair of the panel, Clerk, HR and other Specialist Advisers;
- help governors practise the skills of listening to presentations and asking the right questions;
- outline the processes for making decisions, recording the rationale and delivering outcomes; and
- enable governors to practise decision making skills using case studies.

Governors are asked to sit on a wide range of occasional committees or panels with a decision-making role including Pupil Discipline, Staff Discipline, Staff Grievance, Disciplinary Appeals, Parental Complaints, Pay Appeals etc.

All of these have common features and approaches but, because these committees tend to meet infrequently, governors may have little knowledge or experience of having to make difficult decisions in sometimes challenging cases.

Using case studies, exercises and discussion, this workshop will develop governors' knowledge and skills around the procedures used and the processes for reaching fair, reasonable and defensible decisions.

Course activity reference

Date / Time

Venue

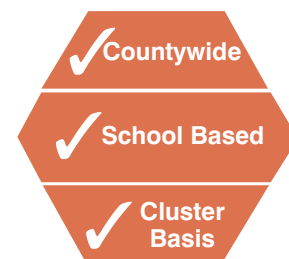
Course activity reference	Date / Time	Venue
GOV132f	Wednesday 16 October 2019, 6:30pm - 9:00pm	Burnley Football Club
GOV132g	Friday 22 November 2019, 9:30am - 12:00pm	Farington Lodge, Leyland
GOV132h	Thursday 2 April 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV132i	Thursday 23 April 2020, 1:30pm - 4:00pm	West Lancashire Investment Centre
GOV132j	Thursday 11 June 2020, 6:30pm - 9:00pm	County Hall, Preston
GOV132k	Wednesday 8 July 2020, 1:30pm - 4:00pm	Burnley Football Club



SECTION 5

Evaluation

Inspection - Understanding an Ofsted Inspection for Governors



Course Description

This revised course covers the recent changes to Ofsted inspections from September 2019.

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 2019;
- 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

Course activity reference	Date / Time	Venue
GOV107c	Wednesday 25 September 2019, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV107g	Thursday 3 October 2019, 6:30pm - 9:00pm	Oswaldtwistle Mills
GOV107d	Wednesday 16 October 2019, 6:30pm - 9:00pm	West Lancashire Investment Centre
GOV107e	Thursday 28 November 2019, 9:30am - 12:00pm	Ribby Hall Village, Wrea Green
GOV107f	Wednesday 5 February 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV107h	Thursday 26 March 2020, 6:30pm - 9:00pm	Oswaldtwistle Mills
GOV107i	Thursday 30 April 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster

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**

Area Governor Services Contacts

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

Tel: **01254 220507**

Email: **governors.east@lancashire.gov.uk**

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

Tel: **01772 534384**

Email: **governors.north@lancashire.gov.uk**

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

Tel: **01257 516141**

Email: **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 **Burnley Football Club**

Turf Moor
Harry Potts Way
Burnley
BB10 4BX
TEL: 01282 700008

7 **Forrest Hills**

Banton House Farm
Hazelrigg Lane
Ellel
Lancaster
LA2 0PL
Tel: 01524 592444

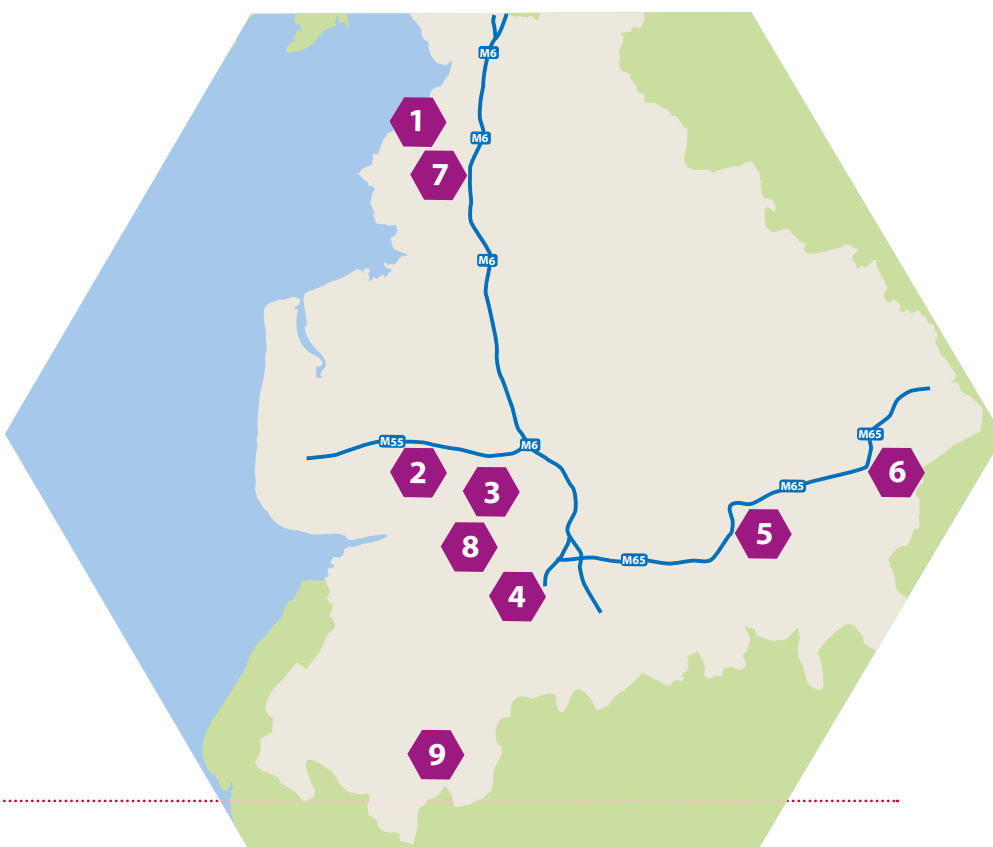
8 **Hallmark Hotel Leyland**

Leyland Way
Leyland
PR25 4JX
Tel: 0330 028 3420

9 **West Lancashire Investment Centre**

White Moss Business Park
Maple View
Skelmersdale
WN8 9TG
Tel: 01695 712600

Postcodes applicable to satellite navigation systems



Lancashire Governor Services