



Local Authority Governor Training 2018 – 2019

These courses are organised and provided by the Local Authorities – This document and CPD online will be updated regularly as courses/dates/venues are added to the programme.



Local Authority Annex

LA Specific Sessions

Each local authority provides training sessions and support for governors within their area. These are provided to:

- meet the specific needs for schools within that local authority
- raise awareness and understanding of new policies/procedures within the local authority
- address issues that have arisen within the local authority
- outline topics that may be of interest to governors with the local authority

Unfortunately, governors from outside the local authority in which the course is published cannot attend sessions as these sessions are specific and will include references to the individual local authority processes, procedures, guidelines and LA officers. For example, each LA uses slightly different software and reporting formats for school finance.

Safeguarding/child protection – Although this is not a mandatory session, Estyn recommends that all governors should complete an introductory course in safeguarding and renew their knowledge every two years. Many LAs encourage governors to attend their own school staff annual renewal of safeguarding training.

If you are a chair of governors or the governor responsible (linked to) Safeguarding/Child Protection, many LAs provide specific training as there are additional roles and responsibilities for such governors. Please see the course descriptions below for each LA specification.

Many governors may have attended safeguarding training within their employment or voluntary role. It is for the governing body as a whole to determine if they are happy to accept that training has previously completed (for example, a social worker or teacher in another school may have completed Safeguarding Level 2 in the last year). If the governing body agree to accept that as sufficient training, this should be recorded in the minutes and can be submitted to governor support to be included in the training attendance reports. There is a link governor job description available in the EAS Getting to know your School: Link Governor Guidance document.



Dyngor Bwrdeisdref Sirni

Blaenau Gwent

County Borough Council

LA specific sessions

Course Title & Description

Teachers Pay Terms and Conditions and the pay review process –

- The legal responsibilities of Governors
- An overview of the Teachers Pay Terms and Conditions Document
- To consider the use of TLR payments
- To consider the Pay Review Process
- To consider the key roles and responsibilities
- To consider the rights of employees
- To have an opportunity to ask questions and to share good practice.

A Governor's Guide to redundancy and the role of the Redundancy Panel and Redundancy Appeals Panel

- To look at the definition of a redundancy
- To look at the stages where the governing body must be involved with redundancies in schools
- To understand the roles and responsibilities of members of the redundancy panel
- To understand the roles and responsibilities of members of the appeal panel.
- To consider the roles and responsibilities of other parties involved.

Staff Dismissal and Disciplinary

- The legal responsibilities of Governors
- To raise awareness of the stages and requirements of the Disciplinary Procedure.
- To explain what is required in hearing the case and give a better understanding of the roles and responsibilities of the parties involved.

Equalities

Equality and Diversity in Schools - a guide for Governors and teachers - 2hrs

- An update on the requirements for governing bodies and school management in light of the Equality Act 2010 and the specific duties in Wales
- Equalities in relation to the learning for pupils in line with the common inspection framework.
- Stereotyping and prejudice
- Reasonable adjustments

Health and safety and fire safety management

Duties of the Governing Body under health and safety at work and fire safety legislation.

The course will help governors to:

- Ensure they understand their role within the school's health and safety and fire safety management structure
- Ensure the school has a positive proportionate policy and systems to prevent accidents/incidents/work related ill health/fires

Attendance

To provide Governors with an understanding of:

- the national, regional and local picture
- what does good attendance look like
- the tools used to promote attendance
- the role and responsibility of the Education Welfare Service and schools
- how governors can support schools
- the use of reduced time-tables and the impact on attendance
- flexi-schooling and elective home education

Exclusions

Provide Governors with an understanding of:

- the national, regional and local picture
- the correct procedures in the exclusion process
- inform Governors of responsibilities related to pupil behaviour and attendance in their schools
- inform Governors of the alternatives to exclusions to enable them to challenge appropriately
- the role and remit of pupil disciplinary committee
- inform Governors of how Independent Appeals Panels work

Special Educational Needs (SEN) and Additional Learning Needs (ALN)

Provide an overview of the current SEN Code of Practice and new ALN reforms

Objectives:

- Increase awareness and understanding of the current SEN Code of Practice
- Increase awareness of the new ALN reforms including the role of multi-agency working
- Increase awareness of the key issues around partnership working particularly around the resolution of conflict

Education Transformation Functions: 21st Century Schools, School Place Planning, Admissions and Facilities Management

- To promote governor understanding of the 21st Century Schools Programme from concept to implementation as follows:
 - Overview of the Blaenau Gwent Strategic Outline Programmes for Band A and B
 - Project concept development
 - Statutory processes
 - Programme and project initiation processes
 - Programme and project management arrangements
 - Monitoring and evaluation processes
- To provide governors with an overview of pupil place management as follows:
 - Measuring and reviewing school capacity
 - How capacity informs school admission policy development
 - Pupil projections, surplus and sufficiency management
 - The identification and management of housing developments in line with pupil place planning
 - What can we learn from pupil place planning data
- To raise awareness of the how the schools admissions process is managed among school governors including:
 - How the general admissions round is planned, programmed and delivered
 - In- transfer processes and procedures
 - Admission appeals processes
 - The role and functions of Blaenau Gwent Admissions Forum
 - Data and information sharing
 - What can we learn from school admissions data
- To provide governors with an overview of facilities management processes as follows:
 - The role of condition and suitability assessments
 - The purpose of the Division of responsibilities guidance and the TE100 process
 - Facilities review processes, maintenance, minor and planned works identification and management
 - Health and Safety and Fire Risk Assessment action planning and outcome monitoring processes
 - Accessibility and Medical Needs
 - Facilities-based policies and procedures

Youth Services work in schools

The course objectives are to provide governors with an overview of the work of the Youth Services, particularly working in partnership with schools in the following areas;

- Raising awareness of the local, regional and national strategic direction for the Youth Service, in line with the Welsh Government's Youth Engagement and Progression Framework;
- The Youth Services core work based on universal and targeted support for young people; and,
- The Youth Services work on the Inspire to Achieve and Work initiatives, particularly supporting disadvantaged young people in school and community settings.

Safeguarding

Safeguarding training for Governors, particularly Designated Safeguarding Governors and Chairs of Governors

Objectives:

- Understand the different categories and indicators of abuse
- Understand safeguarding roles and responsibilities for safeguarding (Welsh Government guidance; 'Keeping Learners Safe' 2015)

Finance

Provide governors with an overview of how the budget process works in Blaenau Gwent and provide details of how budgets are monitored.

The training covers the following areas:-

- Individual Schools Budget
- Summary of School Funding Formula
- School Budget
- Budget Monitoring Process
- Financial Support Service Level Agreement
- Governors Financial Responsibilities.

Healthy Schools

To provide an overview of the Welsh Network of Healthy Schools Scheme.

Objectives:

- Understand the benefits for schools participating and progressing through the scheme
- Show links to the New Curriculum and Wellbeing

Elective Home Education

This session will focus on the legislation regarding Elective Home Education and Blaenau Gwent's EHE Policy. We will also be looking at local and national comparisons and the increasing trend in EHE. This session should enable governors to ask questions around pupils being electively home educated and also challenge schools where there are high numbers of pupils being withdrawn to be electively home educated.

***Blaenau Gwent County Borough Council may provide additional sessions to the programme at any time.
Governors will receive notification of new courses via email and the calendar list attached to governing body agendas.
Governors are also encouraged to log on to CPD Online every half term to check for course details.***

Course Title & Description

School Funding / Constructing a School Budget / Monitoring School Budget

A vital role of the Governing Body is understanding how:

- Schools are funded
- Being aware of current legislation
- How a budget is constructed
- Managing the budget within the allocated funding

This course will help Governors to:

- Understand the importance of budget setting, and manage the School's Budget within the allocated formula funding including good practice that reduces the likelihood of the School falling into a deficit situation which ultimately avoids staffing losses and redundancies.

To raise awareness of the Welsh Network of Healthy School Schemes (WNHSS) and demonstrate how it supports pupil and staff wellbeing.

This course will provide governors with:

- a background of the scheme
- an understanding of the structure of the scheme
- a framework for a whole school approach
- an outline of Governor roles and responsibilities
- a way forward

Promoting Good Behaviour Management & Reducing Exclusions:

This course will help Governors to:

- Understand the importance of the School's Behaviour Policy, including good practice that reduces the likelihood of having to resort to Exclusion;
- Manage the Exclusions & Appeals Hearings effectively

What Governors have stated about this course:

"Will make me challenge and ensure Policies are in place"

"I feel much more informed"

"More understanding of my role"

"Informative"

Promoting the Understanding and Dealing with School Based Complaints

Governors should have a good understanding of their school complaints process to ensure that any complaint about the school can be dealt with effectively and in a timely manner.

This course is aimed at school governors who have not previously received training. You may be a member of the Complaints Committee or thinking of being a member and the training will help you to understand the importance of following the proper procedures.

Content

- Establish the legal context - Why do we need a complaints process?
- Provide information on roles and responsibilities - The 'Three stage' approach to complaints resolution
- Provide practical advice and guidance for dealing with school based complaints - Case studies and lively debate

Teachers Pay Terms and Conditions and the pay review process

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- To consider the rights of employees
- To have an opportunity to ask questions and to share good practice.

A Governor's Guide to redundancy and the role of the Redundancy Panel and Redundancy Appeals Panel

- To look at the definition of a redundancy
- To look at the stages where the governing body must be involved with redundancies in schools
- To understand the roles and responsibilities of members of the redundancy panel
- To understand the roles and responsibilities of members of the appeal panel.
- To consider the roles and responsibilities of other parties involved.

Staff Dismissal and Disciplinary

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- To raise awareness of the stages and requirements of the Disciplinary Procedure.
- To explain what is required in hearing the case and give a better understanding of the roles and responsibilities of the parties involved.

Equalities

Equality and Diversity in Schools - a guide for Governors - 2hrs

- An update on the requirements for governing bodies and school management in light of the Equality Act 2010 and the specific duties in Wales
- Equalities in relation to the learning for pupils in line with the common inspection framework.
- Stereotyping and prejudice
- Reasonable adjustments

Health and safety and fire safety management

Duties of the Governing Body under health and safety at work and fire safety legislation.

The course will help governors to:

- Ensure they understand their role within the school's health and safety and fire safety management structure

Ensure the school has a positive proportionate policy and systems to prevent accidents/incidents/work related ill health/fires

Education Transformation Functions: 21st Century Schools, School Place Planning, Admissions

- To provide governors with an understanding of the 21st Century Schools Programme from concept to implementation as follows:
 - Overview of the Caerphilly Strategic Outline Programmes for Band A and B Outline Statutory requirements and processes to include consultation and timescales.
- To provide governors with an overview of pupil place management as follows:
 - Measuring and reviewing school capacity
 - How capacity calculations impacts on school admissions
 - Pupil projections and surplus places are calculated
 - Clarification on how housing developments are incorporated into pupil place planning
 - What can pupil projections be used for?
- To give Governors a clearer understanding of the Statutory requirements of School Admissions:
 - Clarification on the Admission Arrangements are implemented and applied
 - In- transfer processes and procedures
 - Admission appeals processes
 - The role and functions of Caerphilly Admissions Forum
 - Data and information sharing
 - Ensuring that all parties are clear on their roles and responsibilities.

Attendance

To provide Governors with an understanding of:

- the national, regional and local picture
- what does good attendance look like
- the tools used to promote attendance
- the role and responsibility of the Education Welfare Service and schools
- how governors can support schools
- the use of reduced time-tables and the impact on attendance
- flexi-schooling and elective home education

Safeguarding

Safeguarding training for Governors, particularly Designated Safeguarding Governors and Chairs of Governors

Objectives:

- Identify key legislation and guidance
- Understand safeguarding roles and responsibilities
- Identify and develop understand of key process such as recording reporting
- Understand the different categories and indicators of abuse

The Additional Learning Needs and Tribunal Act Wales (2018)

- Provide an outline of the ALN Act and changes from the existing system
- Provide an overview of the timeline for implementation of the ALN Act
- Develop an understanding of the role of the governing body in ALN.
- Increase awareness of the role of multi-agency working and collaboration.
- Increase awareness of the key issues around partnership working particularly around the resolution of conflict

Wellbeing:

Joint training by EAS and LA staff considering key areas of wellbeing (including adverse childhood experiences (ACES) and how we can develop an approach to wellbeing, support, signposting on,

Information Governance for School Governors GDPR

Schools are separate Data Controllers in law, and this means mistakes when handling personal data can not only be very costly to the school, but can cause a barrier to working with pupils/families and reputational damage. There is also personal liability for certain offences under data protection law.

All schools should aim to send at least one Governor to this short awareness raising session to make sure the Governing Body fully understands its responsibilities when managing information and how to reduce risk.

Caerphilly County Borough Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.

LA specific sessions

Course Title & Description

Unravelling School Finance

This course will help Governors to understand all aspects of school finance, covering the initial calculation of the funding and the detail in setting and monitoring school budgets. The course also provides useful information to help governors identify where cost savings can be made.

The course is suitable for any Monmouthshire Governor.

ALN Bill and Code of Practice Update for Monmouthshire Governors

Awaiting details from the LA

Safeguarding

The aim of this training is to provide safeguarding training for chairs of governors and designated safeguarding governors in Monmouthshire. The training is specific to these roles and will aim to raise general safeguarding awareness and provide updates in relation to key legislation. The course incorporates the responsibilities highlighted in the statutory guidance 'Keeping Learners Safe'.

Monmouthshire County Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.

LA specific sessions

Course Title & Description

Additional Learning Needs (ALN)/Educational Psychology Service (EPS)

- To gain an understanding of the role of Newport's 'ALN Enrichment' and ALN Teams
- To understand the current process of supporting pupils with ALN under the SEN Code of Practice
- To understand the pending legislative changes with the new ALN & Education Tribunal Act and the impact on schools / LA.

Exclusions

- To gain a greater understanding of the role and responsibilities of Governors, alongside that of the Local Authority, in managing the pupil exclusion process
- Explore the issues behind exclusions
- Provide some possible strategies and insight into means of preventing exclusions

English as an Additional Language (EAL)

- To gain an understanding of the role of the Gwent Education Minority Ethnic Service (GEMS) across the region
- To understand the current context of new arrivals across the region
- To understand the acquisition of language and how this may impact on pupil progress
- To empathise with a newly arrived pupil
- To understand some of the ways schools can help newly arrived pupils

Refugees and Asylum Seekers

- To understand the current context of refugees and asylum seekers
- To gain an insight into the background of families arriving through the Vulnerable Persons Resettlement Scheme (VPRS)
- To understand the differences between some commonly confused terms and definitions
- To understand the issues faced by Unaccompanied Asylum Seeker Children (UASC)
- To understand how schools can prepare and welcome newly arrived vulnerable families

Effective School Organisation Arrangements

This is a two-hour session that will provide Newport Governors with an overview of the Council's:

- School Admission Arrangements
- Home to School Transport Policy
- 21st Century Schools and Capital Programmes
- School Organisation and Reorganisation Matters
- School Capacity and Use of Premises

Gypsy, Roma and Travellers (GRT)

- To gain an understanding of the different groups within the Gypsy Roma and Traveller community
- To understand some of the issues faced by the community
- To gain an insight into some of Newport's local Gypsy, Roma and Traveller communities
- To show how schools can provide a welcoming environment for families and pupils from a Gypsy, Roma and Traveller background
- To have an update on the Newport Traveller site

Promoting School Attendance

- To gain an understanding of the tools schools can use to promote attendance, including Fixed Penalty Notices
- To gain an understanding of the role Education Welfare Service
- To gain an understanding of how schools record and report bullying related to Protected Characteristics
- To gain an understanding of the local data related to bullying and incidents related to Protected Characteristics
- To gain an understanding of the role of the Healthy Schools scheme in promoting anti-bullying strategies

Safeguarding Training for Designated Safeguarding Governors and Chairs of Governors

This training develops the basic safeguarding training that all governors should receive via the school Designated Senior Person for Safeguarding (DSP).

The aim of the training is to develop understanding of safeguarding roles & responsibilities within the school, including: the role of local authorities, governing bodies, designated governors for safeguarding and Headteachers, focusing on the 2015 Welsh Government guidance 'Keeping Learners Safe'.

Newport City Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.



LA specific sessions

Course Title & Description

Financial Management & Change Management

This training session will be aimed towards Headteachers, Chairs of Governors, Chairs of the Recruitment & Resources Committee, a member of the Staffing Dismissal and Disciplinary Committee and the Business Manager.

The session will be a scenario based training session covering the change management process when a school is faced with financial difficulty, specifically covering the following topics:-

Analysis of Financial Forecasts

Identification of schools in financial difficulty

Support provided by HR and Finance when a school is in financial difficulty

The process and procedure to follow for Headteachers and Governors at committee meetings

Best Practice and guidance for assessment centre and skills audit

Financial Management & Budget Monitoring

This training session will be aimed at Headteachers, Business Managers, Chairs of Governors and Chairs of the Recruitment & Resources Committee. The session will cover pertinent finance topics at the time.

Promoting School Attendance

- To gain an understanding of the role of the governing body in monitoring Attendance
- To gain an understanding of the tools schools can use to promote attendance, including Fixed Penalty Notices
- To gain an understanding of the role Education Welfare Service
- To gain an understanding of the Torfaen Strive for 95+ attendance strategy

Anti-bullying

- To gain an understanding of how schools record and report bullying related to Protected Characteristics
- To gain an understanding of the local data related to bullying and incidents related to Protected Characteristics
- To gain an understanding of the role of the Healthy Schools scheme in promoting anti-bullying strategies

Exclusions

- To gain an understanding of the role of the governing body in monitoring exclusions.
- Overview of the national, regional and local picture
- To gain knowledge and understanding of the exclusions process from the Exclusions and pupil support Welsh Government circular.
- The role of the governing body on discipline committee hearings.
- inform Governors of the alternatives to exclusions to enable them to challenge appropriately
- inform Governors of how Independent Appeals Panels work

Looked After Children the governor's role

- To gain an understanding of the role of the governing body in relation to monitoring the progress of vulnerable students.
- Understand the roles and responsibilities of schools in relation to looked after children.
- ensure that the school meets its statutory responsibilities with regard to any children or young people attending the school who are Looked After.
- Have a good understanding of the Looked After Children policy and its application across the school.

ACES – An Introduction to Adverse Childhood experiences

- What are ACE's
- The Impact of ACES on emotional health and wellbeing.
- Case studies on planning for pupils/families

Safeguarding Training for Safeguarding Children Governors and Chairs of Governors

The aim of this training is to provide safeguarding training for Chairs of Governors and Designated Safeguarding Governors in Torfaen. The training is specific to these roles and will aim to provide an understanding of the role and associated responsibilities, such as managing allegations against Head teachers and also raise general safeguarding awareness.

Provider – Children in Wales.

Torfaen County Borough Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.