

# **The Children and Young People's Service**

## **Governor Training and Events Programme**

### **Spring Term 2013**

*Supporting Governors - Supporting Schools*



**Haringey** Council



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Downhills Park Road, Tottenham, London N17 6AR and

The Haringey Civic Centre  
High Road, Wood Green, London N22 8LE

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School based training can be provided, tailored to need and upon request by contacting Governors' Services,

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- Director's Briefings
- Haringey Governors' Association – termly meeting

## **Governor Support & Training Contacts:**

Carolyn Banks email: [carolyn.banks@haringey.gov.uk](mailto:carolyn.banks@haringey.gov.uk) Page 7  
tel: 020 8489 5030

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## **Central Training:** Page 9 – 17

What's on offer this term?

- Ofsted and Governance
- School Funding
- New Governor Induction
- The Role of the Governing Body and Looked After Children
- Revised Early Years Framework
- Safeguarding and Child Protection
- SEN and Disability (SEND) – The Changing Landscape
- Recruitment, Selection and Safer Recruitment

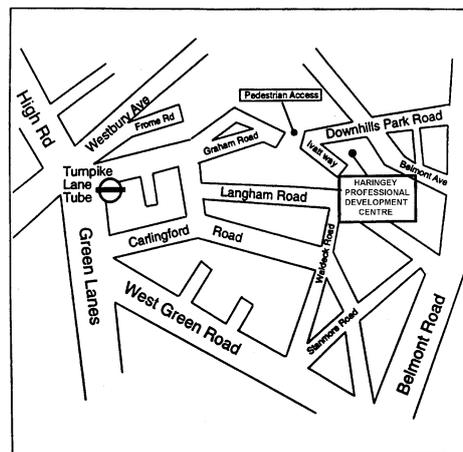
# The Venues

Central training and events, unless otherwise stated, are held at:

**The Haringey Professional Development Centre**  
Downhills Park Road  
Tottenham  
London, N17 6AR  
Telephone: 020 8489 5000

**The Haringey Civic Centre**  
High Road  
Wood Green  
London, N22 8LE  
Telephone: 020 8489 0000

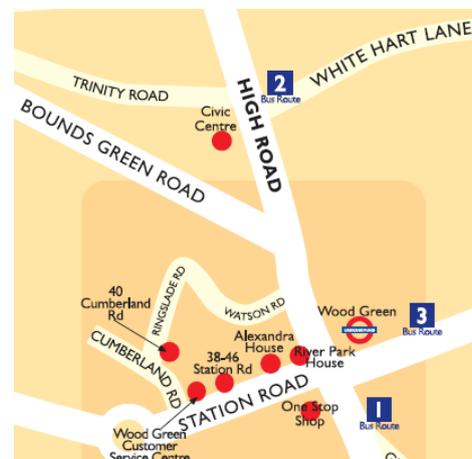
The **Haringey Professional Development Centre** is located at the Turnpike Lane end of Downhills Park Road. Turnpike Lane is the nearest tube station and it takes approximately ten minutes to walk from the station. The most direct route is to walk along Graham Road. Take the right exit from the underground station (away from Green Lanes and to the East) on to Graham Road. Cross Langham Parade and follow Graham Road round to your right until Graham Road becomes Langham Place. Pass some allotments, cross into Downhills Park Road via a cycle and pedestrian footpath and there is an old school building on the right which is the Professional Development Centre.



The hoppla bus number W4, which stops in Green Lanes outside the Turnpike Lane underground station, is the nearest bus route to the Centre, and the stop closest to the Centre is at the junction of Downhills Park Road and Belmont Road.

There is car-parking space at the rear of the Centre, but not in the surrounding streets which is now a controlled parking zone. The main entrance to the Centre is at the front of the building in Downhills Park Road. There is disabled access; however, it is helpful to know in advance when disabled access is required. As the Centre does not have a lift, we endeavour to hold all events on the ground floor.

The **Haringey Civic Centre** is just up Wood Green High Road. Head north up the High Road, past the tube station and the turning for Bounds Green Road. It is about 100 yards past the church on your left hand side.



The Civic Centre is easily accessible by public transport. Buses 29, 121, 232, 221, 329, W4 and mobility buses stop outside the Centre and Wood Green Tube Station (on the Piccadilly Line) is a 5 minute walk away.

There is limited parking at the front of the building. Or some parking in nearby streets. Please note that the postcode N22 8LE **will not** work in satellite navigation systems. For sat navs please use **N22 9SB** as the postcode. There is disabled access to the centre.

**Should you need further help about access to the Professional Development Centre or the Civic Centre, please contact Governors' Services on 020 8489 5074/5030.**

# School-Based Training Sessions

## for the whole governing body

**Schools in Haringey who have bought into the Governors' Services Service Level Agreement are entitled to two school-based training sessions each year at no further cost.** These training sessions can be tailored to the needs of a particular governing body. In addition to governors, other key stakeholders such as teachers and support staff may be invited to attend and we welcome your input and attendance.

In-house training sessions are useful opportunities for members of a governing body to learn together, and review their duties, responsibilities and effectiveness as a cohesive group from diverse backgrounds with varying skills and attributes. For maximum benefit all members of the governing body should attend and actively participate in these sessions **at least twice a year.**

Usually a separate two-hour training event, the school-based session can be offered as a one to two-hour session prior to a meeting or as a one-hour session in the first half of a governing body meeting. Requirements for weekend training including clerking arrangements and facilitation for a governors' day and or away days will need to be discussed with Governors' Services. You could even consider governors' team building away days at Pendarren outdoor pursuit centre (subject to availability).

It is recommended that each governing body develop a multi-year strategic plan for training to include both school-based and central training. Governors should also report back on the training delivered and can make suggestions for future training opportunities. Please contact Governors' Services to discuss individual requirements and valuable assistance in developing your training programme and induction for new governors. When booking, it will help us to book a trainer if you have at least two alternative dates to offer.

Here is a taster of just some of the training sessions we recommend and some suggestions:

### Key Issues for School Based Governor Training

- **Safeguarding/Child Protection.** What is your governing body's statutory duty in safeguarding children and safer recruitment in education? Establish your legal duty and clarify the responsibilities you have as governors.
- **Academy Governance.** What does it mean and how can it make a difference? This is a session for all schools to explain the law, legal requirements and the considerations to be made in the best interest of overall school improvement and effectiveness.
- **Parental Complaints.** An essential session for dealing with parental complaints openly, with honesty and transparency and how best to ensure that the policy is applied in keeping with the school's inclusive ethos.
- **Self Evaluation—The Effective Governing Body.** With school self-evaluation at the heart of the new Ofsted inspection framework, governors need to become more involved with the school self-review, beginning with the review of their own effectiveness and impact on school improvement. This session will help you determine where you are now and where you need to be for the future. We have assisted governing bodies in drawing up their own mini action plans that can be incorporated into the school's improvement or development plan. Ideally, self evaluation should be a two-hour session with full participation from the governing body.
- **The New Ofsted—Inspection Framework (January 2012).** Under revised arrangements, this session will focus on the new requirements and the need for strong

governance arrangements while working constructively in your capacity as 'critical friends' with the headteacher and holding your school to account with the appropriate supporting data and analysis. Coaching for Chairs and key members of the governing body on likely questions and answers is also offered from experienced and knowledgeable personnel. This Ofsted session can also be combined with governing body self-evaluation. This is a must in accordance with the new framework and teambuilding.

- **Roles and Responsibilities.** This session takes the three key roles of governing bodies - the strategic role, acting as a critical friend, holding schools to account/ensuring accountability - and relates them to the overall strategic responsibilities of the governing body. It can also include an overall structure for your meetings, committees and working parties, in order to get the very best out of them and results.
- **School Improvement Planning.** How well do you know your school? School Improvement plans are key documents for schools in terms of raising standards, pupil progress/achievement/attainment and whole staff development. This session aims to provide you with the necessary tools to increase your involvement in the development of these plans. It also places the role of the governing body in its correct context. Governors are strategic and the Headteacher is responsible for the day to day running of the school which includes being strategic too! You will be better equipped to carry out your key roles, including effective delegation to committees/working parties, policy making and reporting back in your capacity as 'critical friends' (problem solvers) and holding the school to account.
- **Monitoring and Evaluation.** Do you monitor (did it happen?) and evaluate (was it worth it?) your school improvement, school development or post-Ofsted action plan? This session aims to make you familiar with the processes and actions you need to ensure continued success. A must for all!
- **How well are we doing; How well should we be doing—Target Setting and Using Performance Data.** Now more than ever, the governing body and headteacher need to effectively analyse their pupil data to clearly identify the school's strengths and weaknesses which should assist with planning arrangements by pinpointing areas for further development and setting realistic, achievable and measurable targets for performance. This session will help you understand the data and use it to assist with raising attainment for underperforming groups and the most able.
- **Inclusion.** Governing Bodies have a key strategic role to play in improving the life chances and equality of educational opportunities for all. Governors have statutory responsibilities in terms of policy development, monitoring and reporting, resource allocation, the appointment of appropriate staff, as well as ensuring access to provision both in terms of the curriculum and the wider life choices of the school community, while at the same time recognising any potential disabling barriers to the success of children and young people.
- **Team Working and Effective Team Building.** The effective governing body works as a team with individuals and committees/working parties taking on defined responsibilities with a range of life skills. Governing bodies should be representative of the communities they serve with inclusive stakeholder partnerships, decision making and participation. This session looks at the strategies which can be used to increase confidence and respect, share experiences and skills and manage conflict. Perhaps you just want a 'health check' to make sure that everything is running well without complacency! In some cases where mediation is required this can be commissioned via Governors' Services.

## **Some more ideas**

We can let you have further details about the following which can be delivered as school based sessions:

- **Protocols and best practice for governors' e-communication**
- **Schools causing concern: the role of the governing body**
- **Recruitment, selection, interviewing and retention**
- **School governance: making it better**
- **Let your committees/working parties do the work efficiently and effectively**
- **Race equality and ethnic minority/gender issues**
- **Behaviour management and exclusions: good practice and proper procedures**
- **Sitting on the exclusion or appeal panel**
- **Citizenship for young people**
- **Sex and relationship education**
- **Better teaching and learning**
- **Getting to 100% attendance**
- **Performance management and capability**

# Events

## Director's Spring Term Briefings for Governors' and Headteachers

**Wednesday** 23 January 2013 at 1pm – 3pm

**Thursday** 24 January 2013 at 7pm – 9pm

**Venue:** Haringey Professional Development Centre

The Director for The Children and Young People's Service and her senior colleagues will update Governors and Headteachers on current issues facing schools.

- The Green Paper
- Haringey 54,000
- Health and Safety

Facilitated by Libby Blake, Director of Children's Services

## Haringey Governors' Association – Termly Meeting

**Thursday** 7 March 2013 at 7pm – 9pm

**Venue:** Haringey Professional Development Centre

**Theme:** "Sharing Experiences and good practice"

# Governors' Services

## Available support

Confidential support is available to Chairs/Vice Chairs and governors or anyone else considering taking on the leadership role on the governing body. You can:

- ask for assistance with arranging mentoring;
- telephone and e-mail contact for guidance and advice from experienced officers from Governors' Services and elsewhere within or in some cases outside the local authority subject to commissioning arrangements.

If you have any queries about the Training and Events Programme, please contact Governors' Services on 020 8489 5030/5074 email: [school.governors@haringey.gov.uk](mailto:school.governors@haringey.gov.uk)

### **Please note:**

**Please book well in advance of the session in order to guarantee your place and avoid disappointment. If you would like to attend the courses on offer please inform Governor's Services. If there is a low take-up, the session may be cancelled.**

**Governor training should be seen as a key part of your development in your role as volunteers. Therefore, governing bodies are strongly encouraged to buy into the service level agreement or alternatively seek credible alternative service providers on offer.**

## How to Book

To book onto the training sessions, please do one of the following:

Post the form to: Governors' Services, 1<sup>st</sup> Floor, 48 Station Road, Wood Green, N22 7TY

- Email Booking Form to: [carolyn.banks@haringey.gov.uk](mailto:carolyn.banks@haringey.gov.uk)
- Phone on 020 8489 5030

## Costs

The training sessions are included in the price of the Governors' Services Service Level Agreement (SLA) for Support and Training. For those schools who do not buy in to the SLA there is a separate charge. Please contact Governors' Services for charges.

## Booking Form and Calendar

- Please tick the sessions you wish to attend

- This page can be photocopied

Thursday 10 January	Ofsted and Governance	<input type="checkbox"/> 10.00-12.00am	<input type="checkbox"/> 7.00-9.00pm
Tuesday 15 January	School Funding 2013-2014		<input type="checkbox"/> 6.30-8.00pm
Wednesday 23 January	Director's Briefing	<input type="checkbox"/> 1.00-3.00pm	
Thursday 24 January	Director's Briefing		<input type="checkbox"/> 7.00-9.00pm
Saturday 2 February	New Governor Induction	<input type="checkbox"/> 9.30-3.30pm	
Tuesday 5 February	The Role of the Governing Body and Looked After Children	<input type="checkbox"/> 1.00-3.00pm	<input type="checkbox"/> 7.00-9.00pm
Wednesday 13 February	Revised Early Years Framework	<input type="checkbox"/> 1.00-3.00pm	<input type="checkbox"/> 7.00-9.00pm
Tuesday 26 February	Safeguarding and Child Protection	<input type="checkbox"/> 1.00-3.00pm	<input type="checkbox"/> 7.00-9.00pm
Wednesday 6 March	SEN and Disability (SEND) – The Changing Landscape	<input type="checkbox"/> 1.00-3.00pm	<input type="checkbox"/> 7.00-9.00pm
Thursday 7 March	Haringey Governors' Association		<input type="checkbox"/> 7.00-9.00pm
Tuesday 12 March	New Governor Induction	<input type="checkbox"/> 9.30-3.30pm	
Tuesday 19 March	Recruitment, Selection and Safer Recruitment	<input type="checkbox"/> 1.00-3.00pm	<input type="checkbox"/> 7.00-9.00pm

Please let us know if you have booked onto a training session but are no longer able to attend: this will allow for others to attend the course. An additional charge may well be made for non-cancellation in advance.

**Name:** ..... **Tel (eve):** .....

**Address:** ..... **Tel (day):** .....

**School(s):** ..... **E-mail:** .....

**Governors' Services, 1<sup>st</sup> Floor, 48 Station Road, Wood Green, N22 7TY  
Telephone: 020 8489 5030**

<b>Course Title</b>	<b>Ofsted and Governance</b>
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<b>Key stage</b>	All
<b>Who is it for?</b>	All Governors
<b>Course Aims</b>	<p>The Ofsted Handbook September 2012 sets out explicit criteria for evaluating the contribution of governing bodies. The guidance applies to all schools and academies. Governance will continue to be judged as part of the school's Leadership and Management arrangements.</p> <p>This session supports and facilitates governors to self-evaluate against the criteria for evaluating the contribution of governing bodies.</p> <p>By the end of the session, participants will have explored Ofsted's expectations on governing bodies in the following areas:</p> <ul style="list-style-type: none"> <li>• ensuring the clarity of vision, ethos and strategic direction;</li> <li>• contributing to the school's self-evaluation and understand its strengths and weaknesses;</li> <li>• supporting and strengthening school leadership;</li> <li>• providing challenge and holding the headteacher and other senior leaders to account for improving the quality of teaching, pupils' achievement and pupils' behaviour and safety;</li> <li>• using performance management systems, including the performance management of the headteacher, to improve teaching, leadership and management;</li> <li>• ensuring solvency and probity and that the financial resources made available to the school are managed effectively;</li> <li>• use of the pupil premium and other resources to overcome barriers to learning, including reading, writing and mathematics;</li> <li>• operating in such a way that statutory duties are met and priorities are approved;</li> <li>• engaging with key stakeholders.</li> </ul>
<b>Date(s), time(s) and venue</b>	<b>Thursday 10 January 2013</b> <b>10.00-12.00am and 7.00-9.00pm at the Haringey Professional Development Centre</b>
<b>Outline of learning methods</b>	Presentation, discussion and interactive activities.
<b>Course Leader</b>	Tina Candler, Independent Trainer
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

<b>Course Title</b>	<b>School Funding 2013-2014</b>
<b>Key stage</b>	All
<b>Who is it for?</b>	All governors welcome, especially Finance Committee members
<b>Course Aims</b>	The course will look at the changes to school funding 2013-2014, giving governors an appreciation of the changes and what they mean for schools.
<b>Date(s), time(s) and venue</b>	<b>Tuesday 15 January 2013</b> <b>6.30-8.00pm at the Professional Development Centre</b>
<b>Outline of learning methods</b>	Presentation on the new funding methodology.
<b>Course Leader</b>	Steve Worth, Schools Funding Manager
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

<b>Course Title</b>	<b>New Governors' Induction</b>
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<b>Key stage</b>	All
<b>Who is it for?</b>	A must for all new governors and governors who would like to attend as a refresher – it's always good to keep up-to-date with any changes and new approaches to strong governance arrangements. SLA clerks are invited to attend also. There will be a separate charge for non SLA clerks subject to SLA buy back.
<b>Course Aims</b>	This course will give governors a comprehensive view of the governors' collective and individual roles and responsibilities as well as working effectively with the Headteacher. The course will provide examples of how governors can fulfil their statutory roles and responsibilities and how best to be effective. The course will enable discussion with governors from other schools and communities. You are encouraged to participate in the question and answer sessions pertaining to governance and strong governance arrangements.
<b>Date(s), time(s) and venue</b>	<b>Saturday 2 February 2013</b> <b>9:30am-3:30pm at the Professional Development Centre or</b>  <b>Tuesday 12 March 2013</b> <b>9:30am-3.30pm at the Professional Development Centre</b>
<b>Outline of learning methods</b>	This will be an interactive course which includes information giving, answering questions, discussions in groups, and some practical exercises.
<b>Course Leader</b>	Melian Mansfield, Independent Consultant
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

<b>Course Title</b>	<b>The Role of the Governing Body and Looked After Children</b>
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<b>Key stage</b>	All
<b>Who is it for?</b>	All governors welcome, especially governors responsible for Looked After Children
<b>Course Aims</b>	<ul style="list-style-type: none"> <li>• To raise awareness of current key educational messages from Government re Looked After Children</li> <li>• To increase understanding of issues that impact on the education of Looked After Children</li> <li>• To provide an opportunity to reflect on governors' roles in raising the educational attainment of Looked After Children in their schools.</li> </ul>
<b>Date(s), time(s) and venue</b>	<b>Tuesday 5 February 2013</b> <b>1.00-3.00pm and 7.00-9.00pm at the Civic Centre</b>
<b>Outline of learning methods</b>	Presentation, group work, discussion and case studies.
<b>Course Leader</b>	Ceri May, Senior Teacher, Virtual School Team
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

<b>Course Title</b>	<b>Revised Early Years Framework</b>
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<b>Key stage</b>	All
<b>Who is it for?</b>	All Governors welcome, especially governors of Nurseries, Children's Centres and Primary Schools
<b>Course Aims</b>	The course will look at the requirements and guidance in the revised EYFS and EYFSP.
<b>Date(s), time(s) and venue</b>	<b>Wednesday 13 February 2013 1.00-3.00pm and 7.00-9.00pm at the Professional Development Centre</b>
<b>Outline of learning methods</b>	The session will explain the key changes and any new additions to the revised framework and will explore the impact of these changes on provision and practice. It will also look at the new documentation and how to access the documents.
<b>Course Leader</b>	Jude Patton, Early Years Advisory Teacher, South Network and Teresa Asquith, Early Years Advisory Teacher, North Network
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a>  Tel: 020 8489 5030

<b>Course Title</b>	<b>Safeguarding and Child Protection</b>
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<b>Key stage</b>	All
<b>Who is it for?</b>	All governors welcome, especially link governors for safeguarding
<b>Course Aims</b>	UK legislation is very clear that the duty to 'safeguard and promote the welfare of children who are pupils at the school' is held by the governing body of a maintained school or the proprietors of an independent school. The statutory guidance 'Safeguarding Children and Safer Recruitment in Education' interprets this duty and the aim of our Safeguarding and Child Protection session for governors is to clarify the complexities of that document, leaving participants with a useful checklist to take away.
<b>Date(s), time(s) and venue</b>	<b>Tuesday 26 February 2013</b> <b>1:00 - 3:00pm and 7:00-9:00pm at Haringey Professional Development Centre</b>
<b>Outline of learning methods</b>	Presentation and group work
<b>Course Leader</b>	Sue Rush, Independent Safeguarding Consultant and NSPCC-Trained Safeguarding and Child Protection Trainer
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

<b>Course Title</b>	<b>SEN and Disability (SEND) – The Changing Landscape</b>
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<b>Key stage</b>	All
<b>Who is it for?</b>	All governors, especially Link SEN/Inclusion Governors
<b>Course Aims</b>	<ul style="list-style-type: none"> <li>• To ensure governors are updated on SEN and Disability changes.</li> <li>• To equip governors to support and challenge headteachers and leadership teams re SEN and disability matters in their schools.</li> <li>• To enable governors to carry out their statutory duties re SEND.</li> </ul>
<b>Date(s), time(s) and venue</b>	<b>Wednesday 6 March 2013</b> <b>1.00-3.00pm and 7.00-9.00pm at the Haringey Professional Development Centre</b>
<b>Outline of learning methods</b>	Information, group discussion and opportunities to ask questions.
<b>Course Leader</b>	Phil di Leo, Head of Additional Needs and Disabilities and Kirstie Watkins, Head of Inclusion
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

<b>Course Title</b>	<b>Recruitment, Selection and Safer Recruitment</b>
<b>Key stage</b>	All

<b>Who is it for?</b>	All Governors welcome, especially personnel committee members
<b>Course Aims</b>	The aims and objectives of the course are to assist governors with the process of getting the best applicant for the job, including senior leadership team members via a successful process of recruitment and selection. In addition, the course will focus on the key issues and nature around safer recruitment but if governors are interested in attending a full day accredited Safer Recruitment Workshop, they will need to contact <a href="mailto:cliff.malinder@haringey.gov.uk">cliff.malinder@haringey.gov.uk</a> The next Safer Recruitment Workshop is taking place on 1 March 2013.
<b>Date(s), time(s) and venue</b>	<b>Tuesday 19 March 2013</b> <b>1.00-3.00pm and 7.00-9.00pm at Civic Centre</b>
<b>Outline of learning methods</b>	Presentation, group work, discussion and case studies.
<b>Course Leader</b>	Elizabeth Read, Recruitment and Retention Manager
<b>Course Contact</b>	Carolyn Banks email: <a href="mailto:carolyn.banks@haringey.gov.uk">carolyn.banks@haringey.gov.uk</a> Tel: 020 8489 5030

### **About the service**

Governors' Services will continue to provide a value for money service to our client group subject to the requirements of the Service Level Agreement which remains user friendly, competitively priced and best value.

If for any reason you are unhappy with the service or indeed you wish to make comments regarding how best it can be further improved or if you have received an excellent service, then do please complete the evaluation forms provided at each training session.

Alternatively, you can telephone or email Carolyn Banks, Governors' Services  
Tel: 020 8489 5030 email: [carolyn.banks@haringey.gov.uk](mailto:carolyn.banks@haringey.gov.uk)