

Course Dates: Spring 2009

New Governors

GOV/NG/12D	Tuesday 20 January	The Devon Hotel, Exeter	9.45 - 15.30
GOV/NG/13D	Tuesday 3 February	The Tiverton Hotel, Tiverton	9.45 - 15.30
GOV/NG/14D	Thursday 26 February	Buckfast Abbey, Buckfast	9.45 - 15.30
GOV/NG/15D	Wednesday 11 March	The Barnstaple Hotel, Barnstaple	9.45 - 15.30
GOV/NG/16D	Saturday 28 March	Great Moor House, Exeter	9.45 - 15.30

New Clerks/Refresher for Experienced Clerks

GOV/NC/3D	Wednesday 4 March	Great Moor House, Exeter	9.30 - 15.00
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Heads, Chairs and Clerks

GOV/HCC/4D	Thursday 26 March	The Devon Hotel, Exeter	9.30 - 15.30
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Premises

GOV/PR1/3D	Tuesday 27 January	The Tiverton Hotel, Tiverton	10.00 - 12.30
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Health & Safety 1

GOV/HS1/3D	Tuesday 27 January	The Tiverton Hotel, Tiverton	13.30 - 16.00
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Finance 1

GOV/F1/3D	Tuesday 13 January	Buckfast Abbey, Buckfast	9.30 - 12.30
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Personnel 1

GOV/P1/3D	Tuesday 13 January	Buckfast Abbey, Buckfast	13.30 - 16.00
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SEN

GOV/SEN/3D	Tuesday 31 March	The Ockment Centre, Okehampton	10.00 - 12.30
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Curriculum 1

GOV/C1/3D	Tuesday 31 March	The Ockment Centre, Okehampton	13.30 - 16.00
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Stay Safe

GOV/SC/3E	Thursday 5 February	Great Moor House, Exeter	18.30 - 21.00
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New Governors for Old Governors

GOV/OG/2D	Thursday 19 March	Buckfast Abbey, Buckfast	9.45 - 15.30
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Chairs Round a Table

GOV/CRT/1D	Tuesday 10 March	The Barnstaple Hotel, Barnstaple	10.00 - 12.30
GOV/CRT/2D	Thursday 19 March	Great Moor House, Exeter	18.30 - 21.00
GOV/CRT/3D	Tuesday 24 March	Buckfast Abbey, Buckfast	10.00 - 12.30

Session for Governors in Special Schools

GOV/SS/1E	Thursday 29 January	Great Moor House, Exeter	18.00 - 20.00
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Financial Management Standards in Schools (FMSiS)

GOV/FMS/1E	Wednesday 14 January	Great Moor House, Exeter	18.30 - 21.00
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Finance 2 (£25 per governor)

GOV/F2/1E	Wednesday 28 January	Stokenham Area Primary, Kingsbridge	18.00 - 21.00
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Gifted & Talented – Providing for More Able Pupils (£25 per governor)

GOV/GAT/1E	Wednesday 25 March	Loddiswell Primary School, Kingsbridge	18.00 - 20.30
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Health & Safety 2 (£25 per governor)

GOV/HS2/1E	Thursday 12 March	Great Moor House, Exeter	18.30 - 21.00
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Risk Management

GOV/RM/1E	Wednesday 25 February	Great Moor House, Exeter	18.00 - 20.00
GOV/RM/2E	Tuesday 3 March	The Tiverton Hotel, Tiverton	18.00 - 20.00

HOW TO APPLY: You must apply for a place on a course.

Either: fill in one application form for each course and send to Governor Support Team, Great Moor House, Bittern Road, Sowton, Exeter EX2 7NL

or: book online via our website: www.devon.gov.uk/governors and click on training.

or: telephone, and we will fill in the application form for you. You will receive further details (outline of day and map) with your confirmation letter.

For any course for which there is a charge, you will need to check with your Chair of Governors and Headteacher that funds are available and you have a charge code, **prior** to booking.

IF YOU CAN'T ATTEND Please let us know as soon as possible. If you do not ring us by 9am on the day of the course or you fail to turn up on the day, we will charge your school £40 to cover the cost of your place (full day course), or £15 for a half-day or evening event.

If you have any questions, please ring Governor Support Team on 01271/01392 383613

The Teaching Awards

Congratulations to Paul Adams of Okehampton Community College who has been awarded a distinction in this years Teaching Awards.

Making a nomination for these awards is an opportunity to give teachers, teaching assistants, governors and schools the recognition they deserve. These are inspirational people who help change lives for the better. You can celebrate their achievements and

reward their dedication by nominating them for an award. This is a quick and easy process which only takes a few minutes, just visit the website below and click on 'nominations'.

www.teachingawards.com

If you have any queries about making a nomination please call 020 7776 2340 or e-mail **nominations@teachingawards.com**



Training Programme: Spring 2009

Here are brief details of the courses taking place during the Spring term:

■ New Governors

All new governors are encouraged to attend this introductory day as soon as possible after attending their first meeting of the full governing body. The aim is to make you feel more confident about the contribution you have to make as a governor. The day covers an introduction to governance, an understanding of the role and an overview of the main responsibilities of the governing body. It also suggests ways in which governors can get to know their schools. Most of the work is done in small groups and there are plenty of opportunities for asking questions.

This day would also be suitable for any experienced governors who would like a refresher on the role and responsibilities of the governing body

■ New Clerks/Refresher for Experienced Clerks

This day is essential for all new clerks to help you understand your role, how to manage the responsibilities you have, key procedures before, during and after meetings, appointments and resignations, minute taking, etc. There will be ample opportunity to ask questions, network with fellow clerks and share experiences to date. This course is currently taking place once a term and is also suitable for any clerk who feels they would benefit from a refresher!

■ 'New Governors for Old Governors' - *NEW*

'New Governors for Old Governors' follows the same format as 'New Governors' and is for you if

- you have been a governor for more than twelve months, missed out on 'New Governors' when you were new in post and still feel somewhat 'at sea' as a governor
- you attended 'New Governors' a while ago but feel that you could do with a refresher
- you feel fairly confident about your role and responsibilities but would like to rediscover some of the joy and purpose of governance!

This session was piloted in the autumn term with very positive feedback from governors:

"New Governors for Old Governors' was great... the course has refocused me and given me the confidence and motivation to do something worthwhile rather than sit back and nod my head".

■ Getting To Know Your Responsibilities

Due to the popularity of these sessions throughout the year, we are again offering the following basic training. Premises 1 and Health and Safety 1; Finance 1 and Personnel 1; SEN and Curriculum 1. You are welcome to attend the two in one day in which case lunch will be provided. Alternatively you can book for one session (no lunch!). The aim of these introductory sessions is to provide an awareness and an insight into the basic responsibilities of the governing body.

■ Heads, Chairs and Clerks

This day offers a unique opportunity for the three of you to come together and spend time looking at ways of working in order to ensure the efficiency and effectiveness of the governing body. The day will cover expectations of each other's roles, who contributes what to the smooth running of the governing body and an opportunity to evaluate the strategic effectiveness of your own governing body and an opportunity to explore the role of the governing body as a 'critical friend'. This is a full day course with lunch where all three must be able to attend.

We will reimburse travel expenses as we usually do, but unfortunately we are unable to cover loss of earnings or the cost of supply cover. Space will be limited so please register your interest as soon as possible.

■ Sessions for Governors in Special Schools

This session is specifically for governors of Devon's Special Schools. The session will be led by Devon's senior adviser for children with special needs – Linda Chapman – and will be an opportunity to highlight and share current good practice in addition to picking up on how well the role of the School Improvement Partner is working. A very good opportunity for special school governors to come together, network and share experiences!

■ Chairs Around a Table

An opportunity for Chairs of Governors and Vice Chairs to come together and discuss topical issues. This term will feature an opportunity, to find out more about Devon's strategic approach to the DCSF's Primary Capital Programme [PCP] , Building Schools for the Future [BSF] and Devon's new Vision statement for education in the 21st century. Vic Ebdon and Chris Dyer, senior officers from Devon's Strategic Planning Group will lead the session. Millions of pounds are at stake, offering an opportunity to make a real difference to the provision of education for children and young people in primary, secondary and special schools. Find out how Devon proposes to prioritise change.

■ Role of the Chair

A day for anyone who has been elected as chair or vice chair to the governing body or a committee. This course is also relevant for governors aspiring to the role of the chair. The day covers: building relationships, agenda preparation, managing meetings, committees and delegation and developing the role of the governing body as a critical friend. It is also an excellent opportunity to meet other chairs of governors and to share experiences in a supportive environment.

■ Stay Safe (Safeguarding Children)

Governing bodies are responsible for helping to ensure that school staff and volunteers are safeguarding the children in their care. This course led by the Education Welfare Service, will cover governors' safeguarding responsibilities, self evaluation and audit of a school's practices, dealing with allegations and safe recruitment.

A session suitable for all, but particularly relevant for designated child protection governors.

■ FMSiS (Financial Management Standards in Schools) for Primary & Special Schools

The principle behind the FMSiS is to ensure that schools have, at least, the minimum level of financial management. The standard should enable schools to recognise where good practise exists and be a tool for those schools that need to address issues around their financial management. All schools will be expected to meet the Standard.

This course will be of particular interest to headteachers and governors on the finance committee.

■ Finance 2 (cost £25 per governor)

This session is offered as an evening session which takes a more in-depth look at school finances and budget monitoring and will include: strategic planning, formula funding, the budget cycle and financial policy. This session will be of particular value to governors serving on a finance committee. It is recommended that you attend the Finance 1 course before attending this one.

■ Health and Safety 2 (cost £25 per governor)

This session is designed to enable governors to see the process of implementation of Health and Safety Policy and how audit and monitoring stem from it and fit into good health and safety management. You will be asked to bring your schools risk assessment and inspection reports, so that you can relate to your individual school data. It is recommended that you attend the H+S 1 course before attending this one.

■ Gifted and Talented - Providing for More Able Pupils

(cost £25 per governor)

This course, facilitated by Phil Creek, Devon adviser for Gifted and Talented Pupils, will look at identifying the range of gifted and talented students; the local and national picture, the role of governors in ensuring the needs of gifted and talented students are met. With more emphasis being placed by DCSF on G+T personalised learning and individual learning styles this session should be of interest to all governors.

■ Risk Management

Risk management is the process of assessing risks and taking steps to either eliminate or to reduce them (as far as is reasonably practicable) by introducing control measure. A requirement of Financial Management Standards in Schools (FMSiS), the course aims to introduce governors to a broad concept of risk management that they will find helpful in their strategic role, providing them with tools and enabling them to develop strategies that they can use to support school self evaluation and school improvement planning.

In-house training: We come to you

We can come to your school for whole governing body training where you have identified a particular need or merely wish to take time out from your busy agendas to spend time on your own self evaluation. We have developed a governing body 'diagnostic self evaluation check', which we may send out prior to our visit. This will help us to establish with you, the priority areas to focus on during our visit.

We do make a charge for coming out and facilitating an in-house session in order to help meet the costs of providing the service in this way. From September we have had agreement from the School Support Services Board to increase our charges slightly in recognition of the fact that existing charges are low, and in order to recruit, train and pay a number of Associate trainers who will assist us in delivering these sessions and help to meet ever increasing demand. This small group of Associate trainers are all very experienced governors and also have a training or teaching background. They have spent time with us and shadowed some of the sessions we have delivered and have a clear understanding of our expectations and Service ethos.

Our core charges for an in-house session remain unchanged, but from September 1st there will be a non-returnable booking fee of £50 once the session has been booked. Once the session has been delivered a further fee will be collected, which is based on the number of governors on the Instrument of Government, as at present:

Governing body size 9 or 10	£50
Governing body size 11/12/13	£62/£68/£70
Governing body size 14/15/16	£88/£91/£94
Governing body size 17/18/19	£101/£104/£107
Governing body size 20/21/22	£130/£134/£138

There will be no charge for clerks or Associate Members, as at present.

Where two or more governing bodies come together to arrange a session between them, £50 will be payable by the school booking the training but will be deducted from the core charge to that school. The other governing bodies attending will only pay the core charge, meaning that where governing bodies collaborate for a session they will each save £50 off the cost of a session.

The sessions are designed to last for approximately two hours, are intended to be interactive and are excellent team building opportunities. We are happy to tailor a session to the needs of a governing body as far as we are able and will talk this through with you at the time of the booking. The two most popular sessions we deliver are:

- The Roles and Responsibilities of the Governing Body
- A Governing Body Self Evaluation

We hope that you will continue to place value on governor training and consider this alongside professional development for your staff, so that everyone involved in your school community has the opportunity to be informed, challenged and inspired to achieve the best for the school.

APPLICATION FORM TO ATTEND TRAINING

(Please complete a separate form for each course in block capitals and return to:
Governor Support, Great Moor House, Bittern Road, Sowton, Exeter EX2 7NL)

Name: Mr/Mrs/Ms/Miss/Rev/Dr/Cllr

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Address:

.....

..... Postcode:.....

Daytime Telephone No:

Governor/Clerk to: School/College

Course Title:

Date:

Venue Required:

Please state if you have any specific needs (diet, access, large print etc)

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Costcode:

Signature: Date:

Category of governor (eg Parent, Co-opted)

Please note: Care and travel expenses are payable. In order to claim please complete form SG1 after attendance.



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