



Annual Training Programme for Waltham Forest School Governors

Academic Year 2017/18

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Welcome

Welcome to your 2017/2018 training and development programme.

This programme has been designed to ensure all school governors and trustees, regardless of the type of school, have access to relevant training and development opportunities to enable you carry out your duties effectively as identified in the DfE's 'Competency Framework for Governance'. It is our intention to ensure this programme enables delegate participation and interaction, that sessions are up to date, and that participation grants you access to subject experts and current practitioners.

We know that strong governance is essential to ensuring successful educational outcomes, with all governors and trustees playing a vital strategic role in holding school leaders to account. We also know that Ofsted are reviewing "*The effectiveness of governors in discharging their core statutory roles and how committed they are to their own development as governors in order to improve their performance*", and therefore it has never been more important for you as strategic leaders to ensure that you, and the colleagues you govern with, collectively possess the skills required to discharge your responsibilities effectively.

I hope that you will make the most of the training and development opportunities available to you, and wish you every success for the forthcoming academic year and beyond.

Donna

Our Training Advice

It is important that governing boards continuously review their skills and knowledge by completing a skills analysis that the appointed training link governor can use to plan future training.

Our training brochure sets out a range of different types of training:

- Governor Induction – if you are new to school governance, you are encouraged to attend an induction session – check your code of conduct;
- Specific to roles – for parents, staff, Chairs and being an effective link governor;
- Specific to tasks – performance management, safer recruitment and governors' role in personnel matters for example;
- Support for your statutory responsibilities – financial accountability, the board's responsibilities for safeguarding and child protection;
- Information about the systems in school – financial, school data, human resources; and
- Some subject specific training is best done with the whole governing body e.g. preparation for an Ofsted inspection and post Ofsted planning and is, therefore, not included in the programme, but is available upon request.

A good governing body keeps its work and its own performance under continuous review

In addition to scheduled training, Governor Services offer termly governor briefings that ensure you know what is on the local and the national agenda. We strongly advise that one or two members of each governing body attend these briefings and report back to the corporate group.

Governing bodies are corporate bodies, team working and sharing of learning is vital

To support governing bodies in the review of overall effectiveness, we offer

- external reviews of governance and
- external reviews of the impact of the pupil premium grant

If your governing body would like to book an external review, some in house training or requires more information on a specific topic/area not mentioned in this programme, please do not hesitate to contact Donna Hill.

Training Courses

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| <p>Academy Schools Governance Explained</p> <p>Equal Opportunities**</p> <p>Exclusions</p> <p>Finance – An Update on the National Funding Formula and Budget Preparation</p> <p>Finance for School Governors</p> <p>Fischer Family Trust – Analysing your Attainment and Progress Data in FFT Aspire</p> <p>Fischer Family Trust – Using the RAISE Replacement in Combination with FFT Aspire</p> <p>Governor Accreditation Programme – Level One – Modules One, Two and Three</p> <p>Governor Accreditation Programme – Level Two – Modules Four, Five and Six</p> <p>Governor Induction Parts 1 and 2</p> <p>Governor Induction Parts 1 and 2 for Academies</p> <p>Head Teacher’s Performance Management/Appraisal</p> | <p>Health and Safety</p> <p>Link Governors</p> <p>Looked After Children and Formerly Looked After Children</p> <p>Ofsted</p> <p>Online Safety and Data Protection Overview</p> <p>Primary Assessment and Administration of Key Stage 1 and Key Stage 2 SATS – Governor Responsibilities**</p> <p>Pupil Premium</p> <p>Radicalisation and Fundamentalism</p> <p>Safeguarding Children in School</p> <p>Safer Recruitment</p> <p>Spiritual, Moral, Social and Cultural Development</p> <p>Taking the Chair</p> <p>Understanding Pupil Performance for Primary Schools</p> <p>Understanding Pupil Performance for Secondary Schools</p> |
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** In order to ensure the central programme is focused on need, the below training course can be delivered as a central session if there is sufficient demand. If you would like to attend any of the sessions below, please register your interest on WF Online:

- Equal Opportunities
- Primary Assessment and Administration of Key Stage 1 and Key Stage 2 SATS
- Governor Responsibilities

Meet the Team

The Governor Services team continues to provide a full range of support services tailored to the individual needs of governing bodies.

Team Members are:

Donna Miller, Governor Services Manager

Sue Gill, Senior Governor Support Officer

Nike Shogbolu, Governor Support Officer

Victoria King, Governor Support Officer

Donna Hill (Née Walton), Governor Training Coordinator

Luqman Kayat, Administration Assistant

All email addresses are: **Name.Surname@walthamforest.gov.uk**

All members of the Governor Services team can be contacted by calling **020 8496 6351**.

School Term Dates 2017-2018

Autumn Term 2017

First half (74 days)

Start: Friday 1 September 2017

Finish: Friday 20 October 2017

Half Term: Monday 23 October 2017 to Friday 27 October 2017

Second half

Start: Monday 30 October 2017

Finish: Wednesday 20 December 2017

Holiday

Thursday 21 December 2017 to Tuesday 02 January 2018

Spring Term 2018

First half (57 days)

Start: Wednesday 3 January 2018

Finish: Friday 9 February 2018

Half Term

Monday 12 February 2018 to Friday 16 February 2018

Second half:

Start: Monday 19 February 2018

Finish: Thursday 29 March 2018

Holidays

Easter Holiday: Monday 2 April 2018 to Friday 13 April 2018

Good Friday Bank Holiday: Friday 30 March 2018

Easter Monday Bank Holiday: Monday 2 April 2018

Summer Term 2018

First half (64 days)

Monday 16 April 2018 to Friday 25 May 2018

Bank Holidays

May Day Bank Holiday: Monday 7 May 2018

Spring Bank Holiday: Monday 28 May 2018

Half Term

Tuesday 29 May 2018 to Friday 1 June 2018

Second half

Start: Monday 4 June 2018

Finish: Friday 20 July 2018

Annual Schedule of Events

Autumn Term 2017

| Dates | Name of Courses | Times |
|---|--|------------------------|
| Wednesday 13 September | Schools' Forum | 5.30pm – 7.30pm |
| Tuesday 19 September | Exclusions | 10.00am –12.00 noon |
| Thursday 28 September | Governor Accreditation Programme – Level one – Module one | 6.30pm – 8.30pm |
| Tuesday 3 October | Looked After Children And Formerly Looked After Children | 7.00pm – 9.00pm |
| Thursday 5 October | Finance – An Update on the National Funding Formula & Budget Preparation | 5.00pm – 6.30pm |
| Wednesday 11 October | Schools' Forum | 5.30pm – 7.30pm |
| Thursday 12 October | Governor Accreditation Programme – Level one – Module two | 6.30pm – 8.30pm |
| Friday 13 October | Fischer Family Trust – Analysing your Attainment and Progress Data in FFT Aspire for Primary Schools | 9.30am – 12.00 noon |
| Friday 13 October | Fischer Family Trust – Analysing Your Attainment and Progress Data in FFT Aspire for Secondary Schools | 1.00pm – 3.30pm |
| Tuesday 17 October | Head Teachers' Performance Management/Appraisal | 7.00pm – 9.00pm |
| Wednesday 18 October | Health and Safety | 5.30pm– 7.30pm |
| Tuesday 31 October | Governor Induction Part 1 | 7.00pm – 9.00pm |
| Half Term 23 October 2017– 27 October 2017 | | |
| Wednesday 1 November | Governors' Briefing | 6.30pm – 8.00pm |
| Friday 3 November | Safer Recruitment | 9.00am – 5.00pm |

| Dates | Name of Courses | Times |
|--|---|-----------------|
| Tuesday 7 November | Ofsted | 7.00pm – 9.00pm |
| Wednesday 8 November | Schools' Forum | 5.30pm – 7.30pm |
| Thursday 9 November | Governor Accreditation Programme – Level one – Module three | 6.30pm – 8.30pm |
| Tuesday 14 November | Safeguarding Children in School | 6.00pm – 9.00pm |
| Thursday 16 November | Governor Accreditation Programme – Level one – Module four | 6.30pm – 8.30pm |
| Tuesday 21 November | Governor Induction Part 2 | 7.00pm – 9.00pm |
| Thursday 30 November | Link Governors | 7.00pm – 9.00pm |
| Monday 4 December | Governor Accreditation Programme – Level one – Module Five | 6.30pm – 8.30pm |
| Tuesday 5 December | Pupil Premium | 7.00pm – 9.00pm |
| Wednesday 6 December | Radicalisation and Fundamentalism | 7.00pm – 9.00pm |
| Wednesday 6 December | Schools' Forum | 5.30pm – 7.30pm |
| Monday 11 December | Academy Schools Governance Explained | 6.30pm – 8.30pm |
| Tuesday 12 December | Governor Induction Part 1 for Academies | 7.00pm – 9.00pm |
| Monday 18 December | Governor Induction Part 2 for Academies | 7.00pm – 9.00pm |
| Tuesday 19 December | Governor Accreditation Programme – Level one – Module one | 7.00pm – 9.00pm |
| Half Term 21 December 2017 – 2 January 2018 | | |

Spring Term 2018

| Dates | Name of Courses | Times |
|---|--|----------------------|
| Tuesday 9 January | Using the RAISE replacement in combination with FFT Aspire for Secondary Schools | 9.30am – 12.00noon |
| Tuesday 9 January | Using the RAISE replacement in combination with FFT Aspire for Primary Schools | 1.00pm – 3.30pm |
| Tuesday 16 January | Online Safety and Data Protection Overview | 5.30pm – 7.30pm |
| Wednesday 17 January | Schools' Forum | 5.30pm – 7.30pm |
| Thursday 18 January | Understanding Pupil Performance for Secondary Schools | 7.00pm – 9.00pm |
| Tuesday 23 January | Taking the Chair – Performance Management | 7.00pm – 9.00pm |
| Wednesday 24 January | Understanding Pupil Performance for Primary Schools | 7.00pm – 9.00pm |
| Tuesday 30 January | Understanding Pupil Performance for Secondary Schools | 7.00pm – 9.00pm |
| Tuesday 6 February | Exclusions | 4.00pm – 5.30pm |
| Thursday 8 February | Governor Accreditation programme – Level One Module One | 7.00pm – 9.00pm |
| Half Term 12 February 2018– 16 February 2018 | | |
| Wednesday 21 February | Spiritual, Moral, Social and Cultural Development | 7.00pm – 9.00pm |
| Wednesday 21 February | Schools' Forum | 5.30pm – 7.30pm |
| Tuesday 27 February | Ofsted | 6.30pm – 8.30pm |
| Wednesday 28 February | Governor Induction Part 1 | 10.00am – 12.00 noon |
| Wednesday 28 February | Governors' Briefing | 6.30pm – 8.30pm |
| Thursday 1 March | Governor Accreditation Programme – Level One Module Two | 7.00pm – 9.00pm |
| Thursday 8 March | Safeguarding Children in School | 6.00pm – 9.00pm |

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|---|--|-----------------|
| Thursday 15 March | Governor Induction Part 2 | 1.00pm – 3.00pm |
| Tuesday 20 March | Governor Accreditation Programme Level One Module Three | 7.00pm – 9.00pm |
| Wednesday 21 March | Training Link Governor Forum | 6.00pm – 7.30pm |
| Tuesday 27 March | Academy School Governance Explained | 6.30pm – 8.30pm |
| Half Term 2 April 2018 – 13 April 2018 | | |

Summer Term 2018

| Dates | Name of Courses | Times |
|--|---|------------------|
| Wednesday 18 April | Radicalisation and Fundamentalism | 7.00pm – 9.00pm |
| Monday 23 April | Governor Induction Part 1 Academies | 7.00pm – 9.00pm |
| Wednesday 25 April | Spiritual, Moral, Social and Cultural Development | 5.30pm – 7.30pm |
| Tuesday 8 May | Governor Accreditation Programme Level Two Module Four | 7.00pm – 9.00pm |
| Tuesday 15 May | Health and Safety | 7.00pm – 9.00pm |
| Thursday 17 May | Governor Accreditation Programme Level Two Module Five | 7.00pm – 9.00pm |
| Tuesday 22 May | Academy Governor Induction Part 2 | 7.00pm – 9.00pm |
| Wednesday 23 May | Looked After Children And Formerly Looked After Children | 7.00pm – 9.00pm |
| Half Term 29 May 2018 – 1 June 2018 | | |
| Thursday 7 June | Governor Accreditation Programme Level Two Module Six | 7.00pm – 9.00pm |
| Tuesday 12 June | Governor Induction Part 1 | 7.00pm – 9.00pm |
| Thursday 14 June | Online Safety and Data Protection Overview | 7.00pm – 9.00pm |
| Tuesday 19 June | Governor Induction Part 2 | 7.00pm – 9.00pm |
| Tuesday 26 June | Link Governors | 7.00pm – 9.00pm |
| Saturday 7 July | Governor Induction Parts 1 & 2 | 10.00am – 3.00pm |
| Tuesday 10 July | Finance for School Governors | 5.00pm – 6.30pm |

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| Name of course: Academy Schools Governance explained | |
| Dates of courses: | Times of courses: |
| Tuesday 12 December 2017 | 6.30pm – 8.30pm |
| Tuesday 27 March 2018 | 6.30pm – 8.30pm |
| Course description: | |
| <p>This course will clarify the differences for governing bodies that already are academies or are considering converting to an academy. It will focus on the differences in governance of academy schools and seek to answer the many questions that governors are likely to have as well as explaining the conversion process for those schools exploring becoming an academy.</p> | |
| Course aims: | |
| <p>This course aims to give governors:</p> <ul style="list-style-type: none"> • An explanation of the governance structures in academy schools. • How these structures differ from maintained schools. • Where further information can be obtained. | |
| Outcomes: | |
| <ul style="list-style-type: none"> • To explain the range of different structures of academy schools. • To outline the different governance arrangements for each structure. • To detail the steps involved in converting to an academy. • To consider what is important when considering becoming an academy. <p>This course is not intended to promote conversion to academy status or any one model but to support schools in considering the implications of each academy structure model for their school. The course will include the DfE's latest views as expressed in the White Paper "Educational Excellence Everywhere" and the implications of the latest policies outlined by the DfE.</p> | |
| Additional information: For those governors of academy schools in a Multi Academy Trust (MAT) a copy of the scheme of delegation for their governing body, if a Single Academy Trust then the Articles of Association. | |
| Target Audience: All governors and directors of maintained and academy schools. | |
| Delivered by: Stephen Carter, Independent Trainer. | |

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| Name of course: The Equalities Act 2010: What does it mean for our schools? | |
| Dates of course: | Time of course: |
| Please register your interest on WF Online | TBC |
| <p>Course description:</p> <p>The Equality Act 2010 provides a single, consolidated source of equality law, covering all the types of discrimination that are unlawful. Since April 2011, schools and academies have also been bound by a part of the Equality Act 2010 called the public sector equality duty. The equality duty replaces the previous three sets of duties on schools to promote disability, gender and race equality through having equality polices and action plans for these groups. There are also two specific duties that schools and academies placed on schools with effect from 6 April 2012:</p> <ul style="list-style-type: none"> • To publish annually information to show how they are complying with the equality duty. • To prepare and publish, at least every four years, one or more specific and measurable equality objectives. <p>How a school meets the requirements of the Equality Act 2010 contributes significantly to the achievement of outstanding progress for all pupils regardless of their background.</p> | |
| <p>Course aims:</p> <p>This 2 hour session will:</p> <ul style="list-style-type: none"> • Review the requirements of the Equality Act 2010 and the public sector equality duty including implications for governing bodies. • Consider how Ofsted will inspect the school's compliance with the Equalities Act. | |
| <p>Outcomes:</p> <p>This course will support governors to ensure schools and academies meet the legal requirements, as well as assisting them to challenge and support senior leaders.</p> | |
| <p>Additional information: Governors to bring a copy of their School's Equality Duty Annual Information.</p> | |
| <p>Target Audience: Governors with responsibility for Equal Opportunities, governors new to role or with an interest in equalities.</p> | |
| <p>Delivered by: Eithne Leming, Education Consultant.</p> | |

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| Name of course: Exclusions | |
| Dates of courses: | Times of courses: |
| Tuesday 19 September 2017 | 10.00am – 12noon |
| Tuesday 6 February 2018 | 4.00pm – 5.30pm |
| <p>Course description:</p> <p>This 1.5 hour session will cover the following points on exclusions:</p> <ul style="list-style-type: none"> • How to conduct a fair hearing – Process. • Meeting procedure. • Establishing the facts. • Was investigation adequate. • Considering an exclusion. • GB options. • Have all other measures been exhausted. | |
| <p>Course aims:</p> <p>Governors will gain an insight on the following topics:</p> <ul style="list-style-type: none"> • Exclusions Guidance. • Permanent Exclusions in light of the Equality Act. • Conducting a fair hearing. • Judicial Review principles and flawed decisions. | |
| Additional information: N/A | |
| Target Audience: All Governors. | |
| Delivered by: Tahira Ahmed, BACME Senior Practitioner (Behaviour). | |

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| Name of course: Finance – An Update on the National Funding Formula (NFF) and Budget Preparation | |
| Dates of course: | Time of course: |
| Thursday 5 October 2017 | 5.00pm – 6.30pm |
| Course description: | |
| This is a one off session looking at the recent changes to the Dedicated Schools Grant funding arrangements. | |
| Course aims: | |
| To present and discuss the two consultations from the Department for Education and the response from the London Borough of Waltham Forest. | |
| <ul style="list-style-type: none"> • The principles that underpin the formula. • The building blocks that will be used to construct the formula. • The factors that will be included in the formula. • How the DfE proposes to balance different factors in the NFF. • The impact of the formula on funding for individual areas and schools. | |
| Outcomes: | |
| To increase awareness among school governors on the government's future schools' funding arrangement and its likely impact to schools. | |
| Additional information: N/A | |
| Target Audience: All Governors. | |
| Delivered by: Schools and Education Finance Team. | |

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| Name of course: Finance for School Governors | |
| Dates of course: | Time of course: |
| Tuesday 10 July 2018 | 5.00pm – 6.30pm |
| Course description: | |
| This course is designed to give governors confidence when dealing with schools financial matters. | |
| Course aims: | |
| An ideal opportunity for the governors to help the school in the budget setting process and Financial Year End. This session will look at: | |
| <ul style="list-style-type: none"> • Final funding allocations for 2017-18 for your school. • How your school can set a robust budget. • The year-end accounts closedown process. • The year-end reports and how to question financial data. | |
| Outcomes: | |
| To support governors in fulfilling their strategic role of overseeing the financial performance of schools. To develop governor's financial skills, ensuring school money is appropriately spent. Develop a clear understanding of budget management, including in-year budget variations. | |
| Additional information: N/A | |
| Target Audience: All Governors. | |
| Delivered by: Schools and Education Finance Team. | |

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|--|--------------------------|
| Name of course: Fischer Family Trust – Analysing your Attainment and Progress Data in FFT Aspire | |
| Dates of courses: | Times of courses: |
| Friday 13 October 2017 – Primary Schools | 9.30am – 12.00noon |
| Friday 13 October 2017 – Secondary Schools | 1.00pm – 3.30pm |
| Course description: FFT Aspire is the reporting and data tool for schools, local authorities and academy chains. FFT Aspire provides key target setting and school performance evaluation information using the latest curriculum and accountability measures – quick and easy to access, providing in-depth analysis to support future planning and preparation for Ofsted and Estyn inspections. | |
| Course aims: This session will give staff an overview of the functions available within FFT for analysing pupil outcomes and target setting. | |
| Outcomes: Learn how to interpret your data and support the raising of standards in your school. | |
| Additional information: N/A | |
| Target Audience: All Governors. | |
| Delivered by: Fischer Family Trust Senior Education Advisor. | |

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|---|--------------------------|
| Name of course: Fischer Family Trust – Using the RAISE Replacement in Combination with FFT Aspire | |
| Dates of courses: | Times of courses: |
| Tuesday 9 January 2018 – Secondary Schools | 9.30am – 12.00noon |
| Tuesday 9 January 2018 – Primary Schools | 1.00pm – 3.30pm |
| Course description: This briefing session will be delivered by a Fischer Family Trust Aspire Trainer. Learn how to interpret your data and support the raising of standards in your school using the Raise Replacement in combination with FFT. | |
| Course aims: Attendees will learn how FFT Aspire can be used in conjunction with the new Raise Online replacement. | |
| Outcomes: Learn how to interpret your data and support the raising of standards in your school. | |
| Additional information: N/A | |
| Target Audience: All Governors. | |
| Delivered by: Fischer Family Trust Senior Education Advisor. | |

| Name of course: Governor Accreditation Programme | |
|--|--------------------------|
| Dates of courses: | Times of courses: |
| Level One – 2017 | |
| Thursday 28 September – Module One | 6.30pm – 8.30pm |
| Thursday 12 October – Module Two | 6.30pm – 8.30pm |
| Thursday 9 November – Module Three | 6.30pm – 8.30pm |
| Level Two – 2017 | |
| Thursday 16 November – Module Four | 6.30pm – 8.30pm |
| Monday 4 December – Module Five | 6.30pm – 8.30pm |
| Tuesday 19 December – Module Six | 7.00pm – 9.00pm |
| Level One – 2018 | |
| Thursday 8 February – Module One | 7.00pm – 9.00pm |
| Thursday 1 March – Module Two | 7.00pm – 9.00pm |
| Tuesday 20 March – Module Three | 7.00pm – 9.00pm |
| Level Two – 2018 | |
| Tuesday 8 May – Module Four | 7.00pm – 9.00pm |
| Thursday 17 May – Module Five | 7.00pm – 9.00pm |
| Thursday 7 June – Module Six | 7.00pm – 9.00pm |
| Course description: | |
| Level 1 – Foundation of Good Governance | |
| <p>Typically, it is expected that new governors will take 12 months to complete the 6 modules and 2 self-assessment booklets, to be an accredited governor at Level 2. It is anticipated that some established governors may wish to undertake this programme in which case it will also serve as refresher training or ‘continuous governor development’ (CGD).</p> | |

Level 1 examines the role and expectations of the modern day governor through the 20 key competencies set out in GAP based on the DfE's 3 core functions of governing bodies. There are three 2 hour linked training modules delivered over 6-8 weeks (autumn term) and a robust self-assessment booklet to be completed.

- Module 1 'Good governance – knowing my school'.
- Module 2 'School data – what it all means'.
- Module 3 'Keeping children safe – safeguarding and equality'.

A certificate of induction will be awarded and enable governors to progress to level 2 'Accreditation'.

GAP Level 2 – Accredited governance

Building on level 1, this involves three further training modules, each lasting 2 hours. Governors will evidence how they contribute to effective governance and the impact of their work through their own school experiences.

- Module 4 'Driving school improvement in challenging financial times'.
- Module 5 'Beyond the handbook – managing relationships'.
- Module 6 'Ofsted – preparing for the phone call'.

Course aims:

Governors will have a clear understanding of their accountability and strategic responsibilities with a clear focus on the expectations of their role in school.

They will have the confidence to provide insightful challenge and support both in meetings and through visits including learning walks.

They will be able to demonstrate how effective governance strengthens school leadership by raising standards and improving the life chances of children and young people.

Outcomes:

A certificate of Accreditation will be awarded to governors who have successfully demonstrated that they have the knowledge and experience needed to complete the Level 2 self-assessment booklet after module 6.

Additional information: Pre-course preparation to include; knowing the key school improvement priorities, reading the most recent Ofsted report and taking a critical tour of the school website.

Target Audience: All Governors.

Delivered by: Matt Miller MBE, Consultant.

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|---|---|
| Name of course: Governor Induction Parts 1 and 2, Governor Induction Parts 1 and 2 for Academies | |
| Dates of courses: | Times of courses: |
| Tuesday 31 October 2017 Part 1 | 7.00pm – 9.00pm |
| Tuesday 21 November 2017 Part 2 | 7.00pm – 9.00pm |
| Tuesday 12 December 2017 Part 1 for Academies | 7.00pm – 9.00pm |
| Monday 18 December 2017 Part 2 for Academies | 7.00pm – 9.00pm |
| Wednesday 28 February 2018 Part 1 | 10.00am – 12noon |
| Thursday 15 March 2018 Part 2 | 1.00pm – 3.00pm |
| Monday 23 April 2018 Part 1 for Academies | 7.00pm – 9.00pm |
| Tuesday 22 May 2018 Part 2 for Academies | 7.00pm – 9.00pm |
| Saturday 7 July 2018 Parts 1 & 2 | 10.00am – 3.00pm |
| Course description: This course will explain the key responsibilities for new governors and provide guidance and information that will enable those new to governance to carry out their responsibilities effectively. | |
| Course aims: The Programme will be delivered over two sessions each lasting 2 hours and the focus for each session will be: | |
| Session One: Why have governing bodies? What are the core functions of Governing bodies? Different governance structures in academy and maintained schools What are the employer responsibilities of governing bodies? | Session Two: Who is responsible for what? What does it mean to be a strategic body? What is effective governance? How do we know how well our school is doing? What next? |
| Outcomes: This course aims to provide governors with the information needed to enable them to begin their term of office with a broad understanding of their responsibilities and what is expected of them as a governor. | |
| Additional information: N/A | |
| Target Audience: This course is appropriate for all newly appointed Governors, Trustees and Directors of maintained and academy schools. | |
| Delivered by: Steve Carter, Training Consultant, SCS Services Ltd. | |

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|---|------------------------|
| Name of course: Head Teachers' Performance Management/Appraisal | |
| Dates of course: | Time of course: |
| Tuesday 17 October 2017 | 7.00pm – 9.00pm |
| Course description: This session will provide an overview of governors' responsibilities, the role of the head teacher's performance management panel, the role of the external adviser and how the performance management process links to decisions on pay. | |
| Course aims: Governors will: <ul style="list-style-type: none"> • Understand how to performance manage the Headteacher appropriately. • Understand how to make decisions about head teachers' salary and pay progression. | |
| Outcomes: Governors will: <ul style="list-style-type: none"> • Be able to prepare and plan for effective performance management of their head teacher or principal. • Be able to carry out effective appraisal and target setting which will help governors to hold the leadership to account and to set objectives which contribute to school improvement. | |
| Additional information: N/A | |
| Target Audience: "Appointed governors" responsible for setting Headteacher Performance Management targets and reviewing head teacher performance. | |
| Delivered by: Terry James, LBWF School Effectiveness Adviser. | |

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|--|--------------------------|
| Name of course: Health and Safety | |
| Dates of courses: | Times of courses: |
| Wednesday 18 October 2017 | 5.30pm – 7.30pm |
| Tuesday 15 May 2018 | 7.00pm – 9.00pm |
| Course description: | |
| A Health and Safety course to assist School Governors to carry out their role in the management of health and safety and decision making regarding the allocation of funds and resources to ensure safety. | |
| Course aims: | |
| To provide Governors with an understanding of their roles and responsibilities in respect of health and safety with a brief overview of: | |
| <ul style="list-style-type: none"> • Health and Safety roles and responsibilities. • Relevant legislation. • Contents of Health and Safety Policy. • Health and Safety objectives and performance standards. • Advice and support available. | |
| Outcomes: | |
| By the end of the course, the delegates will: | |
| <ul style="list-style-type: none"> • Have a basic understanding of the legislative requirements. • Understand the contents of the Health and Safety Policy. • Understand the principles of risk assessment. • Understand accident prevention. • Be able to manage health and safety, measure performance and implement improvement plans. | |
| Additional information: N/A | |
| Target Audience: All Governors, Health and Safety Link Governors. | |
| Delivered by: Health and Safety Manager. Clive Atkins, Outdoor Educational Visits Advisor. | |

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|--|--------------------------|
| Name of course: Link Governors | |
| Dates of courses: | Times of courses: |
| Thursday 30 November 2017 | 7.00pm – 9.00pm |
| Tuesday 26 June 2018 | 7.00pm – 9.00pm |
| Course description: | |
| To develop an understanding of how the role of link governor can act as a link between the school and the Local Authority to inform the governing body on available training opportunities, information about specific subjects and/or curriculum areas and topical developments within school governance. | |
| Course aims: | |
| <ul style="list-style-type: none"> • Clarify governor’s responsibilities. • Advise on how to meet staff with curriculum/subject area responsibilities. | |
| Outcomes: | |
| <ul style="list-style-type: none"> • Ensure that governors ask the right questions. • Provide guidance on policy development in relation to governor visits and protocol. • Prepare governors for Ofsted inspection. | |
| Additional information: N/A | |
| Target Audience: New governors and Governors assigned link roles. | |
| Delivered by: Priscilla Benny, Independent Trainer. | |

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|--|--------------------------|
| Name of course: Looked After Children and Formerly Looked After Children – Statutory guidance and legislation | |
| Dates of courses: | Times of courses: |
| Tuesday 3 October 2017 | 7.00pm – 9.00pm |
| Wednesday 23 May 2018 | 7.00pm – 9.00pm |
| Course description: | |
| <p>A review of current legislation and statutory guidance and how it applies to the education (particularly the admission and exclusion) of looked after children and formerly looked after children.</p> <p>Waltham Forest Virtual school will review with participants, relevant legislation, research and guidance in order to support governing bodies to develop best practice and sound policies. Practical strategies for problem solving will be shared.</p> | |
| Course aims: | |
| <p>In order for governing bodies to develop best practice around looked after children and formerly looked after children in their school, an understanding of the law and how it applies is essential. This course aims to give participants the broader picture behind the guidance as well as an examination of its practical application in day-to-day school matters.</p> | |
| Outcomes: | |
| <p>All participants to have an understanding of relevant current legislation and statutory guidance, the context around it and the implications for situations arising for looked after children and formerly looked after children in school.</p> | |
| Additional information: N/A | |
| Target Audience: Governors from maintained, academy and non-mainstream schools. | |
| Delivered by: Fay Blyth (Head of School) & Simon Hart (Advisory Teacher) Waltham Forest Virtual School for Looked After Children and Formerly Looked After Children. | |

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| Name of course: Ofsted | |
| Dates of courses: | Times of courses: |
| Tuesday 7 November 2017 | 7.00pm – 9.00pm |
| Tuesday 27 February 2018 | 6.30pm – 8.30pm |
| Course description: | |
| This two hour session will: | |
| <ul style="list-style-type: none"> • Raise awareness of Ofsted inspection process • Raise awareness of Ofsted inspection criteria | |
| Course aims: | |
| To provide practical guidance on preparing for inspection with the emphasis on the responsibilities of governors. | |
| Outcomes: | |
| Governors will: | |
| <ul style="list-style-type: none"> • Understand their role in inspection and will be able to evidence their effectiveness. • Be able to prepare for inspection through ensuring their record keeping and activity meets the needs of the schedule. • Be confident in their meeting with inspectors being well prepared and well informed. | |
| Additional information: N/A | |
| Target Audience: All Governors | |
| Delivered by: Terry James, LBWF School Effectiveness Adviser. | |

| Name of course: Online safety (e-safety) & Data Protection Overview | |
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| Dates of courses: | Times of courses: |
| Tuesday 16 January 2018 | 5.30pm – 7.30pm |
| Thursday 14 June 2018 | 7.00pm – 9.00pm |
| <p>Course description:</p> <p>An overview of the main issues for schools in managing these related areas Looking at some areas in more detail including:</p> <ul style="list-style-type: none"> • Legislation. • Tools and sources of information, advice and guidance for schools and parents and carers. • How this relates to the curriculum. • Ofsted expectations. • How governors can help and next steps. | |
| <p>Course aims:</p> <p>This course will:</p> <ul style="list-style-type: none"> • Provide governors with key information in this important area for schools to address. • Provide governors with sources of further information and reference. | |
| <p>Outcomes:</p> <p>To highlight principles of good practice especially in a school context.</p> | |
| <p>Additional information: If possible attendees should familiarise themselves with any school documentation e.g. policy document, acceptable use agreement etc.</p> | |
| <p>Target Audience: Any governor for background information; specifically governors with responsibility for safeguarding, online safety or curriculum.</p> | |
| <p>Delivered by: Peter Lillington, Education and Technology Consultant.</p> | |

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| Name of course: Pupil Premium: What do governors need to know? | |
| Dates of course: | Time of course: |
| Tuesday 5 December 2017 | 7.00pm – 9.00pm |
| <p>Course description:</p> <p>The Pupil Premium was introduced in April 2011. It is additional funding to help schools close the attainment gap between children from low-income families, identified by Free School Meals (FSM), Children Looked After (CLA) and the children of armed forces personnel.</p> <p>Governors are expected to play a full part in making decisions about Pupil Premium spending, as well as asking challenging questions and to monitor the effectiveness of expenditure in closing the gaps in achievement of vulnerable learners and their peers.</p> | |
| <p>Course aims:</p> <p>This two hour session will:</p> <ul style="list-style-type: none"> • Explain key points about Pupil Premium Funding including who is eligible and what information the school is required to publish online. • Provide information about how schools will be held accountable for deployment of the Pupil Premium funding, including the role of governors. • Consider the range of ways that Pupil Premium funding can be used successfully. | |
| <p>Outcomes:</p> <p>Governors will understand:</p> <ul style="list-style-type: none"> • The key points about pupil premium funding including who is eligible and what information the school is required to publish online. • The information about how schools will be held accountable for deployment of the Pupil Premium funding including the role of governors. • And consider the range of ways that Pupil Premium funding can be used successfully to tackle gaps in attainment and support pupils from low-income families and other target groups. | |
| Additional information: N/A | |
| Target Audience: Governors with responsibility for Pupil Premium spending, governors new to the role or with an interest in the achievement of disadvantaged groups. | |
| Delivered by: Terry James, LBWF School Effectiveness Adviser. | |

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| Name of course: Radicalisation and Fundamentalism | |
| Dates of courses: | Times of courses: |
| Wednesday 6 December 2017 | 7.00pm – 9.00pm |
| Wednesday 18 April 2018 | 7.00pm – 9.00pm |
| Course description: | |
| WRAP Training: This stands for Workshop to Raise Awareness of Prevent. It is a 1½ hour interactive, DVD and presentation-based workshop intended for anyone who has little knowledge of the Prevent agenda but who works in communities with potentially vulnerable individuals. In a school/college setting we feel this applicable to all staff. | |
| Course aims: | |
| The aims of the workshop are to: | |
| <ul style="list-style-type: none"> • Gain an understanding of the Prevent agenda and new duty and your role within it. • Develop your existing expertise and professional judgement to recognise individuals who may be vulnerable to radicalisation. • Receive a clear picture of the risks and threats both nationally and at a local level. • Develop knowledge and confidence to address grievances and misconceptions. • Gain a raised awareness of the key issues and how these can be tackled. | |
| Outcomes: | |
| Increase your school/college's capacity to support individuals and the local authority's safeguarding procedures. | |
| Additional information: N/A | |
| Target Audience: All staff in schools and academies. | |
| Delivered by: Sean Thomson, Citizenship and Cohesion Advisor for Waltham Forest. | |

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| Name of course: Safeguarding Children in School | |
| Dates of courses: | Times of courses: |
| Tuesday 14 November | 6.00pm – 9.00pm |
| Thursday 8 March 2018 | 6.00pm – 9.00pm |
| Course description: | |
| <p>This course combines the Ofsted view of what outstanding governance and safeguarding looks like according to their own inspection criteria.</p> <ul style="list-style-type: none"> • To understand and fulfil governors' roles and responsibilities to safeguard and promote the welfare for children. • To ensure effectiveness in discharging of governors' core statutory safeguarding functions. • Effectively plan for, monitor and challenge senior leadership and staff to excel in their safeguarding arrangements by communicating and implementing a vision for outstanding safeguarding and best practice. | |
| Course aims: | |
| To ensure that governors have a clear and up to date understanding of the spectrum of safeguarding within the context of Ofsted inspections, local authority procedures and complaints. | |
| Outcomes: | |
| Governors will understand the responsibilities placed on Governing Bodies. | |
| Additional information: It may be beneficial for governors to have brought a copy of their safeguarding policy/procedures to the training for reference. | |
| Target Audience: All governors, particularly those responsible for safeguarding. | |
| Delivered by: Rita Ali, Senior Child Protection and Safeguarding Advisor. | |

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| Name of course: Safer Recruitment Accredited Training | |
| Dates of course: | Time of course: |
| Friday 3 November 2017 | 9.00am – 5.00pm |
| Course description: | |
| <p>The London Borough of Waltham Forest’s Schools Human Resources Service, in collaboration with Wardell Associates, Training & Consultancy Ltd, is pleased to announce the launch of an accredited Safer Recruitment workshop for schools in Waltham Forest. This is in response to the recent regulation changes as stated in the “Keeping Children Safe in Education July 2015” training requirement for recruitment panels. Wardell Associates were selected to deliver this training following a thorough assessment process that included a Head teacher representative, Schools Human Resources and the Local Authority Designated Officer (LADO). As you will know from 1 January 2010 it became mandatory that any appointments of school staff should be made by a recruitment panel that includes at least one person who has been trained in Safer Recruitment. This course is based on the updated version of the national accredited training that has been developed by the Safer Recruitment Consortium which has taken over responsibility for the design of the training.</p> | |
| Course aims: | |
| <p>The course is fully compliant with the national guidance ‘Keeping Children Safe in Education’ 2015 and includes an assessment that is a requirement for all school based participants.</p> | |
| Outcomes: | |
| <p>The Safer Recruitment training will enable schools to fulfil their responsibility to have in place safe recruitment and selection practice within the wider context of safeguarding children and to make safeguarding children central to all we do.</p> | |
| Additional information: N/A | |
| Target Audience: All Governors. | |
| Delivered by: Schools HR Team. | |

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| Name of course: Spiritual, Moral, Social and Cultural Development (SMSC) | |
| Dates of courses: | Times of courses: |
| Wednesday 21 February 2018 | 7.00pm – 9.00pm |
| Wednesday 25 April 2018 | 5.30pm – 7.30pm |
| Course description: | |
| To develop a common understanding of what spiritual, moral, social and cultural (SMSC) development means, how the school can promote agreed SMSC values and ethos and how Ofsted inspectors will explore its success during inspection. | |
| Course aims: | |
| <ul style="list-style-type: none"> • To explain the individual strands of SMSC and implications for the school. • To review Ofsted guidance on SMSC, linking this to what inspectors will look for during inspection. • To clarify the role of the SMSC co-ordinator. • To provide guidance on developing an effective SMSC policy. • To provide guidance on gathering perceptions of SMSC through a questionnaire for parents/carers and the pupil voice. • To provide guidance on evaluating current provision and planning next steps. | |
| Outcomes: | |
| Strengthen your school's SMSC. | |
| Additional information: Governors are asked to bring the following reports: The schools most recent Ofsted report and the School improvement plan (SIP). | |
| Target Audience: New governors and link governors for SMSC development. | |
| Delivered by: Priscilla Benny, Independent Trainer. | |

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| Name of course: Taking the Chair – Performance Management | |
| Dates of course: | Time of course: |
| Tuesday 23 January 2018 | 7.00pm – 9.00pm |
| Course description: | |
| The Chair has a vital role to play in ensuring the effective running of the governing body. This is done by providing a clear lead in organising the governing body's work and maintaining a positive relationship with the school's senior leadership. | |
| Course aims: | |
| This course focuses on the following key areas and responsibilities: | |
| <ul style="list-style-type: none"> • Organising the work of the governing body. • Developing a productive relationship with the Head Teacher or Principal. • Effective management of meetings and the key legal procedures and powers that the Chair needs to know. • Dealing with difficult situations at meetings. | |
| Outcomes: | |
| The course will include looking at some of the sources of guidance, documents and tools relevant to the role of the Chair and how these can assist in developing the governing body. | |
| Additional information: Governors to bring a recent governing body meeting agenda and minutes. Also details of the membership and structure of any committees or working parties of the governing body. | |
| Target Audience: The course is appropriate for new and experienced chairs of governors who wish to develop their skills and knowledge. It is also applicable to vice chairs that are looking to prepare for the role of chair in the future. | |
| Delivered by: Stephen Carter, Independent Trainer. | |

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| Name of course: Understanding pupil performance for Primary school Governors | |
| Primary school data 2016 – Key Stage 1 and Key Stage 2 | |
| Dates of course: | Time of course: |
| Wednesday 24 January 2018 | 7.00pm – 9.00pm |
| Course description: | |
| <p>The course will look at the new accountability measures for 2017 and how they are calculated.</p> <p>We will look at the new Raise report for Primary schools, in order to understand the presentation of the data and the coverage.</p> <p>Participants will then consider their own school's report and the questions this raises.</p> | |
| Course aims: | |
| <ul style="list-style-type: none"> • Participants will understand the new accountability measures for 2017. • Participants will be equipped to read the key tool – the Raise Report. • Participants will be able to use the report to formulate challenge questions. | |
| Outcomes: | |
| <p>In order to understand the presentation of the data and the coverage, participants will consider their own school's documentation and the questions this raises.</p> | |
| Additional information: Participants should bring printed off copies in colour of their school's Ofsted Inspection Dashboard 2017. | |
| Target Audience: All primary school governors. | |
| Delivered by: Susan Sutton, Independent Trainer. | |

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| Name of course: Understanding pupil performance for Secondary School Governors | |
| KS4 and the new Raise online Analysing School Performance (ASP) document and KS5 Alps | |
| Dates of course: | Time of course: |
| Tuesday 30 January 2018 | 7.00pm – 9.00pm |
| Course description: | |
| <p>The course will look at the new accountability measures for 2017 and how they are calculated. The trainer will briefly overview the range of performance information available to schools and governors and where to locate this. Raise online has changed again and the trainer will focus on the new Ofsted Raise online Analyse School Performance (ASP) document. There will also be a brief introduction to the 16-18 accountability data.</p> | |
| Course aims: | |
| <ul style="list-style-type: none"> • Participants will understand the new accountability measures for 2018. • Participants will be clear about the various information sources available. • Participants will be equipped to read the key tool – the Raise (ASP) Report and Ofsted Inspection Dashboard. • Participants will be able to use the Dashboard to formulate challenge questions. | |
| Outcomes: | |
| <p>In order to understand the presentation of the data and the coverage, participants will consider their own school's documentation and the questions this raises.</p> | |
| Additional information: Participants should bring printed off copies in colour of their school's Ofsted Raise (ASP) documentation. | |
| Target Audience: All secondary school governors. | |
| Delivered by: Terry James, LBWF School Effectiveness Adviser. | |

How to book Governor Training using WF Online

- 1. Log onto WF Online <http://wftradedservices.uk> using your login details.** If you require a login or a login reminder, email **wftradedservices@walthamforest.gov.uk**. If this is your first time logging in you will be prompted to change your password. *The information required as part of your sign up is to ensure that your organisation can be invoiced appropriately for your training booking.*
- 2. Once logged in, the home page will show both your name and your school.** If you are a member of staff or a governor at several schools/organisations, and we are aware of this, there will be a drop down arrow next to the school name to give you the option of switching between schools.
- 3. Use the 'Find a course' search engine at the top of the page to use keywords or dates to find the course you wish to book.** You can also use the toolbars at the bottom of the page and the links on the right hand side of the page to search for courses you are booked on to as a delegate or bookings for others in your organisation, should you wish to make an amendment or cancellation.
- 4. Click on the course title to navigate to the booking page. Scroll to the bottom of the page to make a booking.** The system will assume that you are booking yourself as the delegate. In order to change the name, select the drop down arrow to the side of the delegate name and select the correct delegate. If the delegate is not listed, select 'CREATE NEW DELEGATE ACCOUNT' from the drop down list and enter their details. It is important that the delegate's email address is entered (not a generic office/admin email address) so that all email alerts e.g. reading materials, cancellation etc. reach the delegate. Enter any special requirements (which will be saved in the user's profile) and click 'Request'.

This will reserve you/your selected delegate a place on the course. The booking will be placed in your school/organisation's shopping basket for a member of your school/organisation with finance permissions to approve. Free of charge courses will be checked out automatically.

The delegate will receive an email alert once the booking has been made and then when the booking has been fully confirmed and checked out of the shopping basket.
- 5. Checking out/authorising bookings**

If you DO NOT have finance permission to check the booking out: Contact your business manager or finance officer who typically have these permissions.

Charges

Subscribers to the Academies Trust, Platinum, Gold, Silver or Unlimited Training package of the Governor Services contract can attend courses published in this programme free of charge (unless otherwise stated).

The charge for non-subscribers is £165.00 per governor per session.

Remember, if you have bought the Platinum, Gold, Silver or unlimited training package, the more you attend, the better value for money.

How I will I know my place has been confirmed?

On receipt of your booking we will send you a training confirmation email, please read this email as it will include details of any additional information you may need. A reminder email will be sent to you two weeks before the session reaffirming your booking details.

What happens if I need to cancel?

If you are unable to attend an event for which you have enrolled, please cancel on WF Online, call us on **020 8496 6351** or email **governor.services@walthamforest.gov.uk**

Course Evaluation

The evaluation forms that we ask you to complete at the end of each course help us to provide courses to meet governors' needs. If you have any comments that would help us to improve our service, we are always happy to hear from you.

Closing dates and viability

Please aim to book on courses as soon as possible as we assess the viability of the event two weeks before the scheduled date.

Safer Recruitment

Governor Services continues to encourage governors involved with the recruitment of school staff to attend this session.

External Reviews of Governance

Governor Services offers external governance reviews, please contact a member of the team for more information.

Directions to Waltham Forest Town Hall

Waltham Forest Town Hall, Forest Road, Walthamstow E17 4JF.

Buses: 123, 212 and 275 all stop on Forest Road.

Train line: Walthamstow Central and Blackhorse Road stations both enable bus connection to the Town Hall.

Car Park

Please note that a pay and display system is in operation at Waltham Forest Town Hall Monday – Friday 8.30am – 5.00pm. Parking is limited on site. Waltham Forest Town Hall has full disability access and drinking water.

School Based Training

School based sessions are tailored to meet the needs of your individual school and governor requirements. Below are examples of individual sessions that can be provided to schools, this list is non-exhaustive:

- Academy Status Governance
- Budget Monitoring
- Developing middle leaders
- Effective Link Governors
- Financial Audits
- From Good to Outstanding
- Head Teacher Performance Management
- Leading in Partnership
- Monitoring our progress post-OfSTED
- Pay Appeals
- Preparation for OfSTED
- Recruiting to the Leadership team
- Role of Governors in improving attendance
- Role of Academy Governors
- Roles and Responsibilities
- School Self Evaluation and School Development Planning
- SFVS (Schools Financial Value Standard)
- The Early Years
- The Effective Governing Body
- The role of Parent/Staff Governors
- Understanding Data

You can book these sessions via your Training Link governor/Head Teacher.

Training Link Governor Forum

Training Link governors are requested to attend this forum to provide an overview of feedback on the years training provision which will assist in forming decisions regarding future courses.

Date: Wednesday 21 March 2018 6.00pm – 7.30pm

Governors' Briefings

Governors' Briefings are held each term and are free to attend open events for all School/Academy Governors. Governors' Briefings provide valuable information on the latest regulation and policy changes in addition to the council's key priorities for school and Education Improvement.

Autumn term: Wednesday 1 November 2017

Spring term: Wednesday 28 February 2018

Summer term: TBC

All briefings will commence at 6.30pm – 8.00pm, refreshments will be available from 6.00pm.

