



Annual Training Programme for Waltham Forest School Governors

Academic Year 2018/19

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Welcome

This programme has been developed with a view of enhancing your knowledge, skills and confidence in being an effective governor. We continue to seek your feedback on our training offer and encourage all link governors responsible for training to attend our termly network meetings; they also offer a great opportunity to network!

Included in a number of our packages is unlimited access to all training delivered centrally – this now includes the GAP (Governor Accreditation Programme). To ensure that schools and governors receive the best possible value from training, we will continue to target governors based on their skills review returns, committee membership and link responsibilities. As new governors join your boards, we will actively invite them to attend a governor induction programme.

We recognise the ever-increasing demands placed on governors, and hope our revised approach to meeting the development needs of governors in the most time effective manner meet your needs.

I look forward to working with you over the academic year and wish you every success.

Donna Miller

Governor Services Manager

Our Training Advice

Governor Services use the feedback obtained from governors and trustees to ensure the courses we provide are as purposeful as possible. In response to governor requests, we have embedded the Governor Accreditation Programme in our core-training offer and have scheduled twilight sessions to cater for those governors with busy schedules.

Our training brochure sets out a range of different types of training with each session incorporating one or more of the six features set out in the below competency framework for governors.



Training Courses:

Academy Structures and Governance

Exclusions – Permanent and Fixed Term (Temporary)

Finance - An Introduction to School Finance For Governors

Finance for School Governors

Gang Culture Prevention

General Data Protection Regulation (GDPR)

Governor Accreditation Programme – Level One – Modules One, Two and Three

Governor Accreditation Programme – Level Two – Modules Four, Five and Six

Governor Accreditation Programme – Catch Up Sessions

Governor Accreditation Programme Extra

Governor Induction Parts 1 for Academies

Governor Induction Parts 2 for Academies

Governor Induction Parts 1 and 2 for Academies and Maintained Schools

Governor Networking

Headteacher's Performance Management/Appraisal

Health and Safety

How to be an Effective Governor

How to be an Effective Link Governor

Ofsted Inspections

Online Safety and Data Protection Overview

Pupil Performance for Primary Schools

Pupil Performance for Secondary Schools

Pupil Premium – The Effective Use

Radicalisation and Fundamentalism

Safeguarding – An Introduction

Safeguarding – The role of the Safeguarding Governor

Safer Recruitment

Spiritual, Moral, Social and Cultural Development

Taking the Chair

Meet the Team

The Governor Services provide a full range of support services tailored to the individual needs of governing boards and academy trusts.

Team Members are:

Donna Miller, Governor Services Manager

Sue Gill, Senior Governor Support Officer

Nike Shogbolu, Governor Support Officer

Victoria King, Governor Support and Finance Officer

Donna Hill, Governor Training Co-ordinator

Luqman Kayat, Administrative 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 2018–2019

Autumn Term 2018

Start: Monday 3 September 2018

Finish: Wednesday 19 December 2018

Half Term:

Monday 22 October to Friday 26 October 2018

Second half

Start: Monday 29 October 2018

Finish: Wednesday 19 December 2018

Holiday

Thursday 20 December 2018 to Wednesday 2 January 2019

Spring Term 2019

Start: Thursday 3 January 2019

Finish: Friday 5 April 2019

Half Term:

Monday 11 February to Friday 15 February 2019

Second half:

Start: Monday 18 February 2019

Finish: Friday 5 April 2019

Holidays

Easter Holiday Monday 8 April 2019 to Monday 22 April 2019

Good Friday Bank Holiday: Friday 19 April 2019

Easter Monday Bank Holiday: Monday 22 April 2019

Summer Term 2018

First half (64 days)

Start: Tuesday 23 April 2019

Finish: Tuesday 23 July 2019

Bank Holidays

May Day Bank Holiday: Monday 6 May 2019

Spring Bank Holiday: Monday 27 May 2019

Half Term

Monday 27 May 2019 to Friday 31 May 2019

Second half

Start: Monday 3 June 2019

Finish: Tuesday 23 July 2019

School Forums

Waltham Forest Schools Forum has an important role under the school funding arrangements introduced in April 2006. It has a consultative role in relation to the local distribution of school funding and it is also able to decide on certain proposals from the local authority which currently have to go to the Secretary of State for decision

Wednesday 19 September 2018

Wednesday 17 October 2018

Wednesday 14 November 2018

Wednesday 12 December 2018

Wednesday 16 January 2019

Wednesday 13 February 2019

All sessions will commence at 5.30pm at Waltham Forest Town Hall.

Training Link Governor Forum

Training Link governors are requested to attend this forum to provide an overview of feedback on the year's training provision which will assist in forming decisions regarding future courses. **Dates: 12 December 2018 and 21 March 2019.**

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: Monday 1 October 2018

Spring term: Monday 11 February 2019

Summer term: Wednesday 8 May 2019

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

Annual Schedule of Events Autumn Term 2018

Dates	Name of Courses	Times
Wednesday 19 September	Schools' Forum	5.30pm
Thursday 20 September	General Data Protection Regulation	7.00 – 9.00pm
Tuesday 25 September	Governor Accreditation Programme Level One Module One	7.00 – 9.00pm
Monday 1 October	Governors' Briefing	6.30 – 8.00pm
Thursday 4 October	The Effective Use of Pupil Premium	7.00 – 9.00pm
Tuesday 9 October	Gang Culture Prevention	6.00 – 8.00pm
Tuesday 16 October	Governor Accreditation Programme Level One Module Two	7.00 – 9.00pm
Wednesday 17 October	Schools Forum	5.30pm
Half Term Monday 22 October 2018 to Friday 26 October 2018		
Tuesday 30 October	Taking the Chair	7.00 – 8.00pm
Thursday 1 November	Finance – An Introduction to School Finance	6.00 – 8.00pm
Wednesday 7 November	Governor Networking	6.00 – 7.00pm
Tuesday 13 November	Governor Accreditation Programme - Catch Up Session	6.00 – 7.00pm
Tuesday 13 November	Governor Accreditation Programme Level One Module Three	7.00 – 9.00pm
Wednesday 14 November	Schools Forum	5.30pm
Thursday 15 November	Headteacher's Performance Management / Appraisal	7.00 – 9.00pm
Tuesday 20 November	How to be an Effective Governor	6.00 – 7.00pm
Thursday 22 November	Safeguarding - An Introduction	7.00 – 8.00pm
Wednesday 28 November	Governor Induction Part 1 for Academies	7.00 – 9.00pm
Tuesday 4 December	Governor Induction Part 2 for Academies	7.00 – 9.00pm
Thursday 6 December	Radicalisation and Fundamentalism	6.00 – 7.30pm
Wednesday 12 December	Schools' Forum	5.30pm
Wednesday 12 December	Governor Training Link Forum	5.00 – 6.30pm
Thursday 13 December	Safer Recruitment	9.00 – 5.00pm
Half Term Thursday 20 December 2018 to Wednesday 2 January 2019		

Spring Term 2019

Date	Title	Time
Thursday 10 January	Understanding Pupil Performance – Primary Schools	7.00 – 9.00pm
Wednesday 16 January	Schools' Forum	5.30pm
Thursday 24 January	Understanding Pupil Performance – Secondary Schools	7.00 – 9.00pm
Thursday 31 January	Ofsted Inspections - What Ofsted is looking for	6.00 – 7.00pm
Tuesday 5 February	Spiritual, Moral, Social and Cultural Development (SMSC)	6.00 – 7.00pm
Monday 11 February	Governors' Briefing	6.30 – 8.00pm
Wednesday 13 February	Schools' Forum	5.30pm
Half Term Monday 11 February 2019 to Friday 15 February 2019		
Tuesday 19 February	Governor Networking	6.00 – 7.00pm
Wednesday 27 February	Health and Safety	6.00 – 8.00pm
Tuesday 5 March	Academy Structures and Governance	6.00 – 7.00pm
Tuesday 12 March	Governor Accreditation Programme - Level Two Module Five	7.00 – 9.00pm
Thursday 21 March	Training Link Governor Forum	5.00 – 6.30pm
Thursday 28 March	Safeguarding – The Role of the Safeguarding Governor	7.00 – 8.00pm
Thursday 4 April	Governor Accreditation Programme – Catch Up Session	6.00 – 7.00pm
Thursday 4 April	Governor Accreditation Programme - Level Two Module Six	7.00 – 9.00pm
Half Term Monday 8 April 2019 to Monday 22 April 2019		

Summer Term 2019

Date	Title	Time
Thursday 25 April	Governor Accreditation Programme - Extra	7.00 – 9.00pm
Wednesday 1 May	Gang Culture Prevention	6.00 – 8.00pm
Wednesday 8 May	Governor Accreditation Programme - Certificate Presentation	6.30 – 6.45pm
Wednesday 8 May	Governors' Briefing	6.30 – 8.00pm
Thursday 16 May	Radicalisation and Fundamentalism	6.00 – 7.30pm
Wednesday 22 May	Governor Networking	6.00 – 7.00pm
Half Term Monday 27 May 2019 to Friday 31 May 2019		
Thursday 6 June	Exclusions - Permanent and Temporary	5.00 – 6.30pm
Thursday 20 June	How to be an Effective Link Governor	6.00 – 7.00pm
Thursday 27 June	Online Safety (e-safety) and Data Protection Overview	6.00 – 8.00pm
Thursday 4 July	Finance for School Governors	6.00 – 8.00pm
Saturday 6 July	Governor Induction Parts 1 and 2 (Academy & Maintained Schools)	10.00 – 3.00pm

Name of course: Academy Structures and Governance**Date of course:**

Tuesday 5 March 2019

Time of course:

6.00pm – 7.00pm

Course description:

This course will clarify the differences for governing boards that are already academies or are considering converting to an academy. It will focus on differences in the 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.

The outcomes of the session:

- To explain the range of different structures of academy schools.
- To explain the roles and responsibilities of Members, Directors and Trustees.
- To outline the different governance arrangements for each structure.

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 detailed in the Academies Financial Handbook.

The course is appropriate for governors of existing academies who wish to understand more the different structure and also for governors of those schools who are converting to an academy or joining an academy chain in the future.

Course aims: This course aims to give governors:

- An explanation of the governance structures in academy schools;
- An understanding of how these structures differ from maintained schools;
- Details on where further information can be obtained.

Additional information: For those governors of academy schools in a Multi Academy Trust (MAT), a copy of the Scheme of Delegation will be provided for their governing board, if a Single Academy Trust then the Articles of Association will be provided.

Target Audience: All governors, Trustees and Directors of academy schools and those of maintained schools who are planning to convert to an academy school. Suitable for all levels of experience.

Delivered by: Steve Carter - Consultant

Name of course: Exclusions - Permanent and Temporary	
Date of course:	Time of course:
Thursday 6 June 2019	5.00pm – 6.30pm
Course description:	
<p>This two hour session will cover the following points on exclusions:</p> <ul style="list-style-type: none"> • The process of how to conduct a fair hearing • Meeting procedures. • Establishing the facts. • Was investigation adequate? • Considering an exclusion? • GB options. • Have all other measures been exhausted? 	
Course aims:	
<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. 	
Target Audience: All governors. Suitable for all levels of experience.	
Delivered by: Tahira Ahmed - BACME Senior Practitioner (Behaviour).	

Name of course: Finance – An Introduction to School Finance	
Dates of course:	Times of course:
Thursday 1 November 2018	6.00pm – 8.00pm
Course description: This course is designed to introduce governors to school finances.	
Course aims: To introduce governors to their key financial responsibilities: <ul style="list-style-type: none"> • How school funding is allocated • The role of School's Forum • Pupil Premium grant; review and evaluation • Governors' financial responsibilities • The basics of budget setting • Budget monitoring and evaluation 	
Outcomes: To increase awareness among school governors on the Government's future school's funding arrangement and its likely impact to schools.	
Target Audience: All governors. Suitable for all levels of experience.	
Delivered by: Terry James, Education Leadership Consultant	

Name of course: Finance for School Governors	
Date of course:	Time of course:
Thursday 4 July 2019	6.00pm – 8.00pm
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 2019-20 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: Helps governors fulfil their role of overseeing the financial performance of the school and making sure the school's money is well spent	
Target Audience: All governors. Suitable for all levels of experience.	
Delivered by: Terry James, Education Leadership Consultant	

Name of course: Gang Culture Prevention	
Date of course:	Time of course:
Tuesday 9 October 2018	6.00pm – 8.00pm
Wednesday 1 May 2019	6.00pm – 8.00pm
Course description:	
<p>This two hour training session will develop your understanding on gangs and the current risk factors including county lines, child sexual exploitation and how young people are being groomed and exploited into gangs and criminality. The training also provides information on Waltham Forest Council's Gangs Prevention Programme and services available to support young people at risk.</p>	
Course aims:	
<p>To define the term 'gang'</p> <p>To explore recent trends including county lines, sexual exploitation and child criminal exploitation.</p> <p>To identify the evolution of county lines, youth violence and gangs</p> <p>To recognise risk factors, indicators and reasons why young people get involved with gangs.</p> <p>To raise awareness of social media and how this impacts on the current levels of street violence</p> <p>To provide practitioners with information on the local context, the Waltham Forest Gangs Prevention Programme and referral mechanisms.</p>	
Target Audience:	
All governors	
Delivered by:	
<p>Afshan Rasheed, Victims Advocate</p> <p>Lyndsey Phillips, Citizenship and Cohesion Advisor</p> <p>PC Richard Graham, Gangs Police Liaison Officer</p>	

Name of course: General Data Protection Regulation (GDPR)**Date of course:**

Thursday 20 September 2018

Time of course:

7.00 - 9.00pm

Course description:

To outline how General Data Protection Regulation (GDPR) statutory responsibilities relate to Schools and:

- What Governors need to know.
- What questions they should be asking.
- What is the governors' role in compliance.

Course aims:

- To inform governors of the implications of the GDPR.
- To allow delegates to be able to return to their settings and plan for the GDPR.

Target Audience:

All governors. Suitable for all levels of experience.

Delivered by:

David Powell, Safeguarding Consultant.

Name of course: Governor Accreditation Programme	
Date of courses:	Time of courses:
Level One – 2018	
Tuesday 25 September 2018 – Module One	7.00 – 9.00pm
Tuesday 16 October 2018 - Module Two	7.00 – 9.00pm
Tuesday 13 November 2018 – Catch Up Session	6.00 – 7.00pm
Tuesday 13 November 2018 – Module Three	7.00 – 9.00pm
Level Two – 2019	
Thursday 7 February 2019 - Module Four	7.00 – 9.00pm
Tuesday 12 March 2019 - Module Five	7.00 – 9.00pm
Thursday 4 April 2019 – Catch Up Session	6.00 – 7.00pm
Thursday 4 April 2019 – Module Six	7.00 – 9.00pm
Wednesday 8 May 2019 – Governor Accreditation Programme Certificate Presentation	6.30 – 6.45pm
Course description:	
Level 1 – Foundation of Good Governance.	
<p>Typically, it is expected that new governors will take 12 months to complete the six modules and two 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> <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 three core functions of governing boards. There are three 2 hour linked training modules delivered over 6-8 weeks (autumn term) and a robust self-assessment booklet to be completed.</p> <ul style="list-style-type: none"> • Module 1 'Good governance – knowing my school'. • Module 2 'School data – what it all means'. • Module 3 'Keeping children safe – safeguarding and equality'. <p>A certificate of induction will be awarded and enable governors to progress to a level 2 'Accreditation'.</p>	
GAP Level 2 – Accredited governance.	
<p>Building on level 1, this involves three further training modules, each lasting two hours. Governors will evidence how they contribute to effective governance and the impact of their work through their own school experiences.</p> <ul style="list-style-type: none"> • 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 an 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.

Level one is suitable for all levels of experience.

Level two is suitable for governors with at least two years' experience.

Delivered by:

Matt Miller MBE, Consultant.

Name of course: Governor Accreditation Programme EXTRA**Date of course:**

Thursday 25 April 2019

Time of course:

7.00 -9.00pm

Course description:

An opportunity for all governors to contribute to a facilitated discussion around the challenges and emerging issues, both locally and nationally, which impact on how governors perform their roles. This will include governance at both Trust Board and LGB level within MATs and also the maintained sector.

Course aims:

Discussion themes will include leadership within GBs and succession planning, how to carry out annual self-reviews of governance as well as future training needs.

Target Audience:

All Governors. Suitable for all levels of experience.

Delivered by:

Matt Miller MBE, Consultant

Name of course: Governor Induction Parts 1 and 2**Date of course:****Time of course:**

Wednesday 28 November 2018 Part 1 for Academies

7.00 – 9.00pm

Tuesday 4 December 2018 Part 2 for Academies

7.00 – 9.00pm

Saturday 6 July 2019 Parts 1 and 2 for Academies and Maintained Schools

10.00 – 3.00pm

Course description:

This course will explain the key responsibilities for new governors and provide guidance and information that will enable those new governors to carry out their responsibilities effectively. The programme will be delivered over two sessions each lasting two hours, (combined into one session on Saturday 6 July 2019), and the focus of each session will be:

Session one:

Why have governing boards?

What are the core functions of governing boards?

Different governance structures in academy and maintained schools.

What are the employer responsibilities of governing boards?

Session two:

Who is responsible for what?

What does it mean to be a strategic board?

What is effective governance?

How do we know how well our school is doing?

What next?

Course aims:

- Enable governors to identify and understand the three core strategic functions of governing boards;
- Enable governors to have a clear understanding of their individual; and collective roles and responsibilities;
- Review what an effective governing board is and your role in achieving this effectiveness;
- Provide clarity of the strategic role of governors;
- Identify appropriate methods of holding school leaders to account for the school's performance;
- Facilitate group discussions in the way governing boards are accountable;
- Highlight the importance of attendance at governor training, governing board meetings and link visits to the school;
- To engender confidence in participants so that they are able to fulfil their role as a governor effectively.

Target Audience: This course is appropriate for all newly appointed Governors, Trustees and Directors of maintained and academy schools.

Delivered by: Terry James, Education Leadership Consultant

Name of course: Headteacher's Performance Management/Appraisal

Dates of course:

Thursday 15 November 2018

Times of course:

7.00 - 9.00pm

Course description:

This session will provide an overview of governors' responsibilities:

- Examine the principles and requirements of headteacher appraisal.
- Understand the process of annual appraisal and performance management.
- Understand the role of governors and the external advisor.
- Consider how objectives contribute to school improvement.
- Understand the role of the Headteacher standards.
- Take account of any new pay policy implications.

Course aims:

Governors will be able to prepare and plan for effective performance management of their Headteacher or Principal.

Outcomes:

Effective appraisal and target setting will help governors to hold the leadership to account and to set objectives which contribute to school improvement.

Target Audience:

All governors, governors selected for the Headteachers' Appraisal panel. Suitable for all levels of experience.

Delivered by: Susan Sutton, Education Consultant

Name of course: Health and Safety	
Date of course:	Time of course:
Wednesday 27 February 2019	6.00pm – 8.00pm
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. 	
Target Audience: All Governors, Health and Safety Link Governors. Suitable for all levels of experience.	
Delivered by: Bryden Rimmer, Assistant Health and Safety Manager (Interim).	

Name of course: How to be an Effective Governor	
Date of course:	Time of course:
Tuesday 20 November 2018	6.00pm – 7.00pm
Course description:	
To develop an understanding of how the role of link governor can act as a link between the school and the LA to inform the governing board 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 governors' 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. 	
Target Audience:	
New governors and governors assigned link roles. Suitable for all levels of experience.	
Delivered by: Gill Hand, Safeguarding Consultant.	

Name of course: How to be an Effective Link Governor	
Date of course:	Time of course:
Thursday 20 June 2019	6.00pm – 7.00pm
Course description:	
To develop an understanding of how the role of link governor can act as a link between the school and the LA to inform the governing board 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 governors' 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. 	
Target Audience:	
New governors and governors assigned link roles. Suitable for all levels of experience.	
Delivered by: Priscilla Benny, School Improvement Advisor.	

Name of course: Governor Networking	
Date of courses:	Time of courses:
Wednesday 7 November 2018	6.00 – 7.00pm
Tuesday 19 February 2019	6.00 – 7.00pm
Wednesday 22 May 2019	6.00 – 7.00pm
Course description:	
<p>Networking sessions were requested by Link governors during a forum. These sessions will allow governors to meet, discuss and exchange ideas from governors of other governing boards.</p> <p>These sessions will be run by governors.</p>	
Course aims:	
<ul style="list-style-type: none"> • Develop Relationships. • Discuss commonalities. • Ask questions. 	
Possible Outcomes:	
<p>Governors are able to form business relationships to recognise, create, or act upon business opportunities, share information and seek potential partners for ventures.</p>	
Target Audience:	
<p>All Governors. Suitable for all levels of experience.</p>	
Delivered by: Governors.	

Name of course: Ofsted Inspections - What Ofsted is looking for	
Date of course:	Time of course:
Thursday 31 January 2019	6.00pm – 7.00pm
Course description: This one hour session will:	
<ul style="list-style-type: none"> • Raise awareness of the role of governors in the inspection process • Enable governors to prepare for inspection • Identify some questions inspectors may ask 	
Course aims: To provide practical guidance for governors when preparing for inspection.	
Outcomes: Governors will: Understand the inspection process and how they can strongly influence the final outcome Understand what they need to have in place, how to present evidence and link it to questions they may be asked when meeting inspectors	
Target Audience: All Governors. Suitable for all levels of experience.	
Delivered by: Priscilla Benny, School Improvement Advisor.	

Name of course: Online Safety (e-safety) and Data Protection Overview	
Date of course:	Time of course:
Thursday 27 June 2019	6.00pm – 8.00pm
Course description:	
<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, parents and carers. • How this relates to the curriculum. • Ofsted expectations. • How governors can help and next steps. 	
Course aims:	
<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. 	
Outcomes:	
To highlight principles of good practice especially in a school context.	
Additional information:	
If possible attendees should familiarise themselves with any school documentation e.g. policy document, acceptable use agreement etc.	
Target Audience:	
Any governor for background information; specifically governors with responsibility for safeguarding, online safety or curriculum. Suitable for all levels of experience.	
Delivered by: David Powell, Safeguarding Consultant.	

Name of course: The Effective Use of Pupil Premium**Date of course:**

Thursday 4 October 2018

Time of course:

7.00pm - 9.00pm

Course description:

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.

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.

Course aims:

This two hour session will:

- 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.

Outcomes:

Governors will understand:

- 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;
- 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.

Target Audience: Governors with responsibility for Pupil Premium spending, governors new to the role or with an interest in the achievement of disadvantaged groups. Suitable for all levels of experience.

Delivered by: Susan Sutton, Education Consultant.

Name of course: Radicalisation and Fundamentalism	
Date of courses:	Time of courses:
Thursday 6 December 2018	6.00pm – 7.30pm
Thursday 16 May 2019	6.00pm – 7.30pm
Course description:	
<p>WRAP Training:</p> <p>This stands for Workshop to Raise Awareness of Prevent. It is a 1 and a half 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 is applicable to all staff.</p>	
Course aims:	
<p>The aims of the workshop are to:</p> <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:	
<p>Increase your school/ college's capacity to support individuals and the Local Authority's safeguarding procedures.</p>	
Target Audience: All governors. Suitable for all levels of experience.	
Delivered by: Sean Thomson – Citizenship and Cohesion Advisor for Waltham Forest.	

Name of course: Safeguarding – An Introduction	
Date of course:	Time of course:
Thursday 22 November 2018	7.00pm – 8.00pm
Course description:	
<p>This course provides an introductory overview of safeguarding and child protection and provides:</p> <ul style="list-style-type: none"> • An introduction to how safeguarding legislation has developed. • An understanding of what safeguarding is and how it is implemented in schools. • Promotion of the understanding of statutory safeguarding functions. • An understanding of Duty of Care responsibilities. 	
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, LA procedures and complaints.	
Outcomes: Governors will understand the responsibilities placed on Governing Boards.	
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, governors responsible for safeguarding. Suitable for all levels of experience.	
Delivered by: Gill Hand, Safeguarding Consultant.	

Name of course: Safeguarding – The Role of the Safeguarding Governor	
Date of course:	Time of course:
Thursday 28 March 2019	7.00pm – 8.00pm
Course description:	
<p>This course combines Ofsted's 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, LA procedures and complaints.	
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, governors responsible for safeguarding. Suitable for all levels of experience.	
Delivered by: Gill Hand, Safeguarding Consultant.	

Name of course: Safer Recruitment Accredited Training (Additional charges apply)

Bookings to be made via WF Online

Date of course:

Thursday 13 December 2018

Time of course:

9.00am – 5.00pm

Course description:

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 Headteacher 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.

Course aims:

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.

Outcomes:

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.

Target Audience: All Governors. Suitable for all levels of experience.

Delivered by: Schools HR Team.

Name of course: Spiritual, Moral, Social and Cultural Development (SMSC)	
Date of course:	Time of course:
Tuesday 5 February 2019	6.00pm – 7.00pm
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. Suitable for all levels of experience.	
Delivered by: Priscilla Benny, School Improvement Advisor.	

Name of course: Taking the Chair	
Date of course:	Time of course:
Tuesday 30 October 2018	7.00pm – 8.00pm
Course description:	
<p>The Chair has a vital role to play in ensuring the effective running of the governing board. This is done by providing a clear lead in organising the governing board's work and maintaining a positive relationship with the school's senior leadership.</p> <p>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 board.</p> <p>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 who are looking to prepare for the role of Chair in the future.</p>	
Course aims:	
<p>This course focuses on the following key areas and responsibilities:</p> <ul style="list-style-type: none"> • Organising the work of the governing board • Developing a productive relationship with the Headteacher 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:	
<p>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 board.</p>	
Additional information: A recent governing board meeting agenda and minutes. Also details of the membership and structure of any committees or working parties of the governing board	
Target Audience: This course is relevant to experienced Chairs. Suitable for governors with two years' experience.	
Delivered by: Terry James, Education Leadership Consultant.	

**Name of course: Understanding pupil performance - Primary Schools
Primary school data 2016 – Key Stage 1 and Key Stage 2**

Date of course:

Thursday 10 January 2019

Time of course:

7.00pm- 9.00pm

Course description:

The course will look at the current accountability measures.

We will look at the new government data pack for primary school in order to understand the presentation of the data and the coverage.

Participants will then consider their own school's report and the questions raised by these.

Course aims:

- Participants will understand the accountability measures for 2018.
- Participants will be equipped to read the key tool.
- Participants will be able to use the report to formulate challenge questions.

Outcomes:

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.

Additional information:

Participants should bring printed off copies in colour of their school's Ofsted Inspection Dashboard 2018.

Additional information: N/A

Target Audience: All primary school governors. Suitable for all levels of experience.

Delivered by: Susan Sutton, Education Consultant.

**Name of course: Understanding pupil performance - Secondary Schools
KS4 and the new Raise online Analysing School Performance (ASP) document and
KS5 Alps**

Date of course:

Thursday 24 January

Time of course:

7.00pm- 9.00pm

Course description:

The course will look at the new accountability measures for 2019 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.

In order to understand the presentation of the data and the coverage participants will then consider their own school's documentation and the questions this raises.

There will also be a brief introduction to the 16-18 accountability data focusing on Alps.

Course aims:

- Participants will understand the new accountability measures for 2019.
- 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: 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.

Additional information: Participants should bring printed off copies in colour of their school's Ofsted Raise (ASP) documentation.

Target Audience: All secondary school governors. Suitable for all levels of experience.

Delivered by: Terry James, Education Leadership Consultant.

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 **£150.00** per governor per session. *Remember*, if you have bought the Platinum, Gold, Silver or 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 and certificates will be sent electronically at the end of each course. Evaluations 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. Places will cost £60 per person and is subject to availability; places are not inclusive of the governor services SLA packages.

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 08.30 – 17.00. 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*
- *Headteacher 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 Board*
- *The role of Parent / Staff Governors*
- *Understanding Data*

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

