

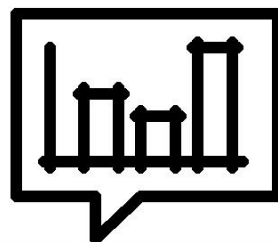
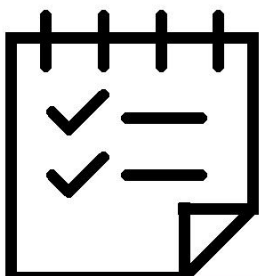
SCHOOL & GOVERNOR SUPPORT

Governor Training



Training Offer

Sept 2021- July 2022



A great city to grow up in

 **Birmingham**
City Council

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School & Governor Support – Governor Training Offer 2021-22

Summary Table – Modules/Events and Dates

Our training sessions/events usually last around 1.5-2 hours and start at 5.30 pm
(except for some **Induction Training** sessions – marked below with an * – starting at 8.15 am)

GOVERNOR	AUTUMN 2021				SPRING 2022			SUMMER 2022			
TRAINING	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Induction Training for New Governors (2-day course)	Wed 22	Wed 6			Wed 19	Wed 9*	Tue 15		Wed 3	Wed 15*	Thu 7
		Tue 20*	Wed 3*		Wed 26	Wed 16*	Tue 22		Wed 11	Wed 22*	Tue 12
			Thu 18 Tue 23								
Providing Effective Challenge		Thu 14					Mon 14			Tue 21	
Introduction to School Finance			Tue 9		Wed 26				Tue 10		
Managing Financial Resources			Thu 25				Mon 21			Tue 7	
Safeguarding Children...		Tue 12					Tue 1			Thu 16	
Headteacher Appraisal	Tue 28									Wed 15	
Complaints Management...	Thu 30							Thu 28			
Ambitious Curriculum			Mon 29						Tue 17		
Introduction to Chairing a GB			Thu 4				Thu 3				
Being Strategic				Tue 7						Wed 8	
Evaluating Pupil Premium Spend		Mon 11					Thu 10				
GB Training & Development		Thu 7									
Role of the SEND Link Governor		Tue 5					Thu 24				Tue 5
Role of SEND Link Governor in Special...	← TBC →										
Young Carers		Tue 19									
Prevent Training for School Governors			Tue 16								
The Single Central Record	Tue 21										
Termly Briefing for Chairs of GBs			Wed 10				Tue 8			Wed 29	
Termly Briefing for Governance Pros				Thu 2			Wed 23			Thu 23	

Introduction

Welcome to our training offer for the next academic year

Dear Governor Colleague,

School & Governor Support (S&GS) are pleased to continue offering a programme of high-quality online training during the academic year 2021-22. This training helps you develop the skills and knowledge needed for effective governance, whether you are in a maintained school, stand-alone academy or part of a multi-academy trust (MAT).

There are modules on a range of topics and there is something to suit all governors whether you are new to the role or looking for further development. All training modules are delivered online giving easy access for governors and have been designed to be both interactive and engaging. Feedback from the first year of delivering this training has been very positive with comments from delegates such as;

“Thank you. I have a deeper understanding of my role.”

“Really informative and has made me feel much more confident in my role.”

“Great training. By far the best course I have been on in my 6 years as a governor.”

“Thank you so much for organising this course. It was brilliantly presented, and I found it very informative and came away well equipped.”

The number of Birmingham School Governors attending training has increased by up to ten-fold for some courses and overall greater than 90% of delegates rated the content, the facilitator and the overall learning experience positively. We will continue to develop our training to make it as interactive and focussed on the needs of our Governor community as possible. Courses new for 2021-22 are highlighted in the outline of the training offer below.

Within this programme you will find that the modules represent excellent value for money even when paid for on a standalone, per-delegate basis. If you **subscribe to our training offer** you can access all of the modules in this brochure for FREE (up to 3 delegates from your board per session) and you will be pleased to note there is no increase in costs.

Thank you for the time and effort that you give on behalf of the children and young people at your schools and academies. We look forward to meeting you, virtually!

Best wishes,

Moirá Gilligan

Governor Services Manager
School & Governor Support

All training requests and enquiries: email governortraining@birmingham.gov.uk

To find out more about the S&GS service and training offer subscriptions and the range of services we offer, visit www.birminghameducationsupportservices.co.uk/Services/4357

Our Training Offer

Our online training modules have been developed for all members of your governing board to access high quality training at an affordable price. Modules last around 1.5-2 hours and usually start at **5.30pm**, apart from some Induction Training modules which start at **8.15am**. The core programme includes, but is not limited to, the following **modules**:

- **Induction Training** (3 modules, the first of which is self-study) for new governors.
- **Providing Effective Challenge** (all governors).
- **Introduction to School Finance** (all governors).
- **Managing Financial Resources** (chairs, finance/resource committee members of maintained schools only).
- **Role of the Safeguarding Governor** (governors with responsibility for safeguarding).
- **Headteacher Appraisal** (governors appointed to conduct the Headteacher's appraisal and those who aspire to this role).
- **Complaints Management** for Governors and Clerks (all governors).
- **Ambitious Curriculum** (all governors).
- **Introduction to Charing a GB** (new Chairs, but Vice Chairs, Committee Chairs and aspiring Chairs may also find this useful).
- **Role of the SEND Link Governor** (governors with responsibility for SEND pupils).

NEW core training modules for **2021-22** include:

- **Evaluating Pupil Premium** (all governors, particularly those who evaluate Pupil Premium spend).
- **Being Strategic** (all governors).
- **Role of the SEND link Governor in Special Schools** (governors with responsibility for SEND pupils).
- **Young Carers in Schools – What Governors Need to Know** (all governors).
- **Prevent Training for School Governors** (all governors).
- **The Single Central Record – the Role of Governors in Ensuring Compliance** (governors with responsibility for safeguarding).
- **Governing Board Training and Development** (governors and clerks, particularly Chairs, Vice Chairs, Training & Skills Link Governors or those interested in this area).

Our core programme will be supplemented by **additional events/training** organised in response to feedback and requests from our governor community. Some of these events will not fall within this training package and will be chargeable. This will be communicated through our fortnightly Friday update newsletter.

In addition, the following events (also from 5.30pm) are **FREE** to schools that subscribe to either our TRAINING offer or our 'main' SERVICE offer:

- **Termly Briefings for Chairs of GB**
- **Termly Briefings for Governance Professionals of GB.**

School & Governor Support – Governor Training Offer 2021-22

Our core training modules and additional events represent fantastic value to boards and their **benefits** include:

- Registering online for attendance is easy.
- All training (except the first induction module) is live, ensuring trainers can provide you with the most up to date and relevant information.
- All training is delivered by experts and training materials are provided via email.
- Signposting for further development is given.
- If training modules are fully booked, additional training places will be organised.
- Any additional dates – or even entirely new modules – will be promoted through the fortnightly Friday update newsletter.
- Certificates are provided.

In addition to everything above, S&GS will also continue to provide **bespoke training** to whole GBs and groups of schools/academies on request, if interested please email governortraining@birmingham.gov.uk

Training Modules Description

Our training sessions/events last around 1.5-2 hours and usually start at 5.30 pm (except for some Induction Training sessions – see below – which start at 8.15 am)

Induction Training for New School Governors

The Model Code of Conduct that BCC commends to GBs includes a number of standards of conduct, behaviour and practice including the commitment to training. It asks that all governors attend induction training as soon as is reasonably practicable following appointment as new governors.

Aimed at: New governors.

Induction training is essential to ensure that all governors are clear about what their powers and responsibilities are.

By the end of the sessions, you will be able to:

- Understand the context – how schools work and the role of Ofsted.
- Know the purpose of a GB, its core functions and how it operates.
- Understand that the role of Governors is Strategic
- Understand what being an effective governor means in practice.
- Be aware of what you need to know about the school/academy that you govern, how you find out; and
- Know how to access further support and training.

This training is delivered over two separate sessions which are booked together as a pair and delegates must complete both. **Prior to attending the first session, delegates must complete a self-study module.**

Dates: 2021:

Wednesday **22nd September** (5.30 pm) and Wednesday **6th October** (5.30 pm).
Tuesday **20th October** (8.15 am) and Wednesday **3rd November** (8.15 am).
Thursday **18th November** (5.30 pm) and Tuesday **23rd November** (5.30 pm).

2022:

Wednesday **19th January** 2022 (5.30 pm) and Wednesday **26th Jan** (5.30 pm).
Wednesday **9th February** (8.15 am) and Wednesday **16th February** (8.15 am).
Tuesday **15th March** (5.30 pm) and Tuesday **22nd March** (5.30 pm).

Wednesday **3rd May** (5.30 pm) and Wednesday **11th May** (5.30 pm).
Wednesday **15th June** (8.15 am) and Wednesday **22nd June** (8.15 am).
Thursday **7th July** (5.30 pm) and Tuesday **12th July** (5.30 pm).

Cost: **FREE** for schools subscribing to our training offer, **£120** for schools subscribing to our service offer, **£150** for schools NOT subscribing to either offer.

Providing Effective Challenge

Aimed at: All governors.

This training highlights the skills, behaviours and knowledge required of governors so they can hold school leaders to account in an effective and appropriate way.

By the end of this session, you will be able to:

- Describe the importance of challenge and support linked to the core functions of school governance.
- Understand the knowledge skills and behaviours that are required to challenge effectively.
- Be aware of and make best of use of the various sources of information that are available.
- Utilise strategies to ask the right questions.
- Know where to find example questions.
- Make the best use of governor visits to school.

Dates: Thursday 14th October 2021, Monday 14th March and Tuesday 21st June 2022.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Evaluating Pupil Premium Spend – NEW this year

Aimed at: All governors, particularly those who evaluate Pupil Premium spend.

The aim of the Pupil Premium is to improve social mobility and to reduce the attainment gap between the highest and lowest achieving pupils nationally. However, using the additional resources provided by the Pupil Premium to achieve these goals is not straightforward. This module provides advice and guidance on ensuring that proposals put forward for Pupil Premium spending will lead to the biggest possible increases in pupils' learning.

By the end of this session, you will be able to:

- Understand how the Pupil Premium is allocated.
- Use data and research to inform decision making.
- Evaluate impact, and
- Demonstrate impact to stakeholders.

Dates: Monday 11th October 2021 and Thursday 10th March 2022.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Introduction to School Finance

Aimed at: All governors.

This training module explains the general principles of governance and accountability in relation to strategic financial management in BCC maintained and academy schools.

By the end of the session, you will be able to:

- Be aware of sources of schools' funding.
- Understand overall funding arrangements – maintained schools and academies.
- Know the principles of budgetary planning – maintained schools and academies.
- Understand governors' roles and responsibilities in the budget planning process; and
- Have an understanding of managing overspending and deficit budgets.

Dates: Tuesday 9th November 2021, Wednesday 26th January and Tuesday 10th May 2022.

Cost: FREE for schools subscribing to our training offer, £60 for schools subscribing to our service offer, £85 for schools NOT subscribing to either offer.

Managing Financial Resources

Aimed at: Chairs, Finance/Resource Committee members of **maintained schools ONLY**.

This training module provides a more in-depth look at school finances. It clarifies the role and responsibilities of the finance committee in respect of strategic financial management.

By the end of the session, you will be able to:

- Understand strategic financial management in schools.
- Know the budgetary and financial planning responsibilities for schools and GBs, specifically the role of the Finance Committee.
- Have an awareness of how to ensure financial efficiency.
- Understand Pupil Premium tracking and accounting; and
- Know about the regulatory framework for financial accountability.

Dates: Thursday 25th November 2021, Monday 21st March and Tuesday 7th June 2022.

Cost: FREE for schools subscribing to our training offer, £60 for schools subscribing to our service offer, £85 for schools NOT subscribing to either offer.

School & Governor Support – Governor Training Offer 2021-22

Being Strategic – NEW this year

Aimed at: All governors.

Ensuring clarity of vision, ethos and strategic direction is one of the three core functions of the GB, yet this area is often overlooked when it comes to governor training. The training module will help governors and trustees to take a broader and longer-term perspective for their school, set a clear strategy and monitor within an annual cycle.

By the end of this session, you will be able to:

- Understand the principles of ethical governance.
- Understand the principles of being strategic.
- Be aware of the tools and techniques for strategic planning.
- Know how to develop a vision – where do we start and who should be involved.
- Be able to identify strategic priorities.
- Know how to measure success and progress.
- Understand the need to adapt to change.

Dates: Tuesday 7th December 2021 and Wednesday 8th June 2022.

Cost: FREE for schools subscribing to our training offer, £60 for schools subscribing to our service offer, £85 for schools NOT subscribing to either offer.

Safeguarding Children: Role of the Safeguarding Governor

Aimed at: Governors with responsibility for safeguarding.

All lead governors for safeguarding should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years, as it is for the designated safeguarding lead in school. This training module clarifies the key aspects of the statutory guidance “Keeping Children Safe in Education” and associates these with undertaking your role as link governor. Delegates will undertake an in depth look at the role and how it keeps children safe.

By the end of the session, you will be able to:

- Identify statutory policies and legislation underpinning safeguarding requirements in schools.
- Know about key updates effecting safeguarding requirements in schools.
- Know what questions to ask in relation to safeguarding in your school
- Determine if safeguarding practice at your school has impact.
- Know how to determine if there is scope for improvement in practice.
- Understand the skills and knowledge needed to make sure that procedures are consistent; and
- Know how to ensure that your school is fully compliant.

Note: Delegates attending must have completed basic (level 1) safeguarding training and have read, as a minimum, parts 1 and 2 of Keeping Children Safe in Education 2021.

Dates: Tuesday 12th Oct 2021, Tuesday 1st March and Thursday 16th June 2022.

Cost: FREE for schools subscribing to our training offer, £60 for schools subscribing to our service offer, £85 for schools NOT subscribing to either offer.

The Single Central Record – the Role of Governors in Ensuring Compliance – **NEW this year**

Aimed at: Governors with responsibility for safeguarding.

This training focuses on equipping governors with the relevant knowledge and understanding so they can effectively monitor compliance around safer recruitment and the Single Central Record.

By the end of this session, you will be able to:

- Understand the strategic task of monitoring, so school leaders are keeping up with their statutory duties around safer recruitment and the Single Central Record.
- Have knowledge of the mandatory checks required for completion of the Single Central Record in accordance with the regulations.
- Develop questioning skills to ensure compliance, probe to identify any areas of potential weakness and what you as a governing board can do to make sure your school becomes compliant as soon as possible.

Dates: Tuesday **21st September** 2021.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Headteacher Appraisal

Aimed at: Governors appointed to conduct the Headteacher's appraisal and those who aspire to this role.

The performance management and development of the Headteacher, including effective appraisal, is an important part of the GB's drive for school improvement.

By the end of this session, you will be able to:

- Understand the statutory position and the GB's role in Headteacher's performance.
- Confidently appoint an external adviser.
- Apply the principles of appraisal, professional standards and the setting of meaningful objectives for the Headteacher.
- Review progress and
- Contribute to the full appraisal process including reporting to the board and making recommendations on pay.

Dates: Tuesday **28th September** 2021 and Wednesday **15th June** 2022.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Complaints Management for Governors and Governance Professionals

Aimed at: Governors appointed to review the handling of complaints under the school's adopted complaints procedure and Governance professionals who support the process.

All schools are legally required to have a procedure in place that allows complaints to be dealt with fairly, openly and promptly. This training module will highlight the good practice that helps prevent complaints from escalating, as well as the most challenging aspects of complaints management.

By the end of the session, you will be able to:

- Manage concerns before they become complaints.
- Understand statutory requirements and relevant guidance.
- Apply the process of dealing with complaints.
- Understand the role of the GB in a complaints panel.
- Know the role of complaints panel proceedings.
- Describe how to manage serial and consistent complaints.

Dates: Thursday **30th September** 2021 and Thursday **28th April** 2022.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Ambitious Curriculum

Aimed at: All governors, especially those leading or with a focus on the curriculum

Leaders, managers and those responsible for governance have a duty to ensure that the education provided by the school has a positive impact on all its pupils. There is also an expectation that school leaders adopt or construct a curriculum that is ambitious and designed to give all learners, particularly those at a disadvantage, the knowledge and cultural capital they need to succeed in life.

By the end of this session, you will be able to:

- Explore your own school's curriculum offer in the light of current Ofsted recommendations.
- Identify and recognise positive examples of impact when visiting your schools or talking with school leaders.
- Understand and recognise examples of Cultural Capital in your school's context.
- Know how an ambitious curriculum can lead to both improved standards and an enhanced impact on children's and young people's life chances.
- Know what questions to ask subject and senior leaders.
- Use what you have learned about your school's curriculum to contribute to the school's self-evaluation.

Dates: Monday **29th November** 2021 and Tuesday **17th May** 2022.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Introduction to Chairing a Governing Board

Aimed at: Essential training for new Chairs of Governors. Vice Chairs, Committee Chairs and Aspiring Chairs may also find this useful.

Chairing a GB is a privilege and a responsibility. It can also be complex and often demanding. This training module provides an overview of the work and main responsibilities of the Chair of Governors and how to ensure the effective functioning of the GB.

By the end of the session, you will be able to:

- Describe the role of the Chair of Governors.
- Understand the guiding principles of leading the board's business with a focus on school improvement.
- Describe the key elements of building an effective governing board.
- Manage board meetings effectively and build working relationships with Board members, particularly the Headteacher, Clerk and Vice Chair.
- Reflect on methods of time management to keep the role manageable.
- Know how to access additional support and development in the role.

Dates: Thursday **4th November** 2021 and Thursday **3rd March** 2022.

Cost: **FREE** for schools subscribing to our training or service offer, **£60** for schools NOT subscribing to either offer.

School & Governor Support – Governor Training Offer 2021-22

Governing Board Training & Development – NEW this year

Aimed at: All governors and clerks, particularly those with an interest in or a responsibility for ensuring every governor develops the skills they need to be effective and make an active and valuable contribution to the work of the GB.

By the end of the session, you will be able to:

- Describe the role of the training & skills link governor.
- Encourage a culture of learning on your GB.
- Be confident in using and analysing a skills audit.
- Be aware of the different learning and development options GBs can access.

Dates: Thursday 7th October 2021. NB this session is just one hour-long starting at 5.30pm.

Cost: **FREE** for schools subscribing to our [training](#) or [service](#) offer, **£30** for schools NOT subscribing to either offer.

Role of the SEND Link Governor

Aimed at: Lead governors for Special Educational Needs & Disability (SEND) particularly those new to the role.

This session covers how the needs of pupils with SEND are met in schools and the role of the board and link governor in securing effective provision for pupils with SEND. By the end of the session, you will be able to:

- Describe the current and local context for SEND.
- Have knowledge of the SEND Code of Practice.
- Understand the Birmingham Local Offer.
- Be aware of information on the identification and provision for pupils with SEND.
- Understand how this supports the vision and direction of the school.
- Be confident in raising the profile of SEND on your GB and developing clear priorities, and
- Understand the need for your GB commitment to inclusion.

Dates: Tuesday 5th October 2021, Thursday 24th March and Tuesday 5th July 2022.

Cost: **FREE** for schools subscribing to our training offer, **£60** for schools subscribing to our service offer, **£85** for schools NOT subscribing to either offer.

Termly Briefing for Chairs of Governing Boards

Aimed at: Chairs, Vice-Chairs, governors and trustees, these popular briefings include contributions from senior officers in Birmingham City Council and our special guests.

The briefing covers the latest news in governance and timely reminders for the GB regarding high profile or pressing issues. Facilities to network will be available virtually in this new academic year via break out rooms giving the opportunity for lead governors to come together and share the work that they are doing in their schools that makes a real difference to children and young people.

Dates: Weds **10th November** 2021, Tuesday **8th March** and Wednesday **29th June** 2022.

Cost: **FREE** for schools subscribing to our [training](#) or [service](#) offer, **£25** for schools NOT subscribing to either offer.

Termly Briefing for Governance Professionals

Aimed at: Governance Professionals.

Our popular termly briefings keep governance professionals abreast of changes and developments in school governance, new legislation and amendments to current legislation. They are also a great opportunity to share good practice and network with fellow governance professionals.

Dates: Thursday **2nd December** 2021, Wednesday **23rd March** and Thursday **23rd June** 2022.

Cost: **FREE** for schools subscribing to our [training](#) or [service](#) offer, **£25** for schools NOT subscribing to either offer.

Other **NEW** Training Modules Confirmed – Details to Follow

Full details will follow shortly about these confirmed training modules, all of which are new for 2021-22:

- **Role of the SEND link Governor in Special Schools** (governors with responsibility for SEND pupils).
- **Young Carers in Schools – What Governors Need to Know** (all governors).
- **Prevent Training for School Governors** (all governors).

School & Governor Support – Governor Training Offer 2021-22

How to Book

In addition to this document, all our training modules will also be published on the **Birmingham Education Support Services (BESS)** website:

www.birminghameducationsupportservices.co.uk/Services/4357 (click on *Training & Events* tab, then select *School and Governor Support* from the *Provider* drop-down menu on the left-hand side of the page).

To book your place, email your school's admin team with the details of the module and the date(s) you would like to attend. Your school will then reserve your place online through BESS. You **must** supply your school with the **email address** you would like used for accessing the module and receiving any module information. You may also request your school gives you the facility to book yourself on modules by setting you up as a user. If you experience any issues relating to booking, please email governortraining@birmingham.gov.uk.

Before requesting a place on one of our training modules please familiarise yourself with our terms and conditions on the next page.

Our Terms and Conditions

Cancellations must be confirmed by email to governortraining@birmingham.gov.uk.

S&GS reserves the right to amend or cancel should it, for whatever reason, be unable to deliver an advertised governor training module. In these circumstances, S&GS will endeavour to provide adequate notice but will also ensure that a substitute date is made available.

S&GS reserves the right to cancel a course when it is not viable due to low numbers (less than 8). An alternate date will always be provided.

From time to time S&GS may facilitate services on a paid for consultancy basis using third-party providers. Such provision will be delivered in line with S&GS service guarantees and S&GS retains responsibility for the quality of the service provided.

S&GS reserves the right to charge for modules that are booked onto, and delegates fail to attend without giving notice. 2 days' notice of cancellation is required

Concerns about the quality of service provided should, in the first instance, be directed to the Head of Service, School and Governor Support, who will investigate and respond to the concerns within agreed timescales. Email school.support@birmingham.gov.uk.

For any other training requests and enquiries about this offer please email governortraining@birmingham.gov.uk.

Also visit our websites: www.birminghameducationsupportservices.co.uk/Services/4357 and www.birmingham.gov.uk/SGS