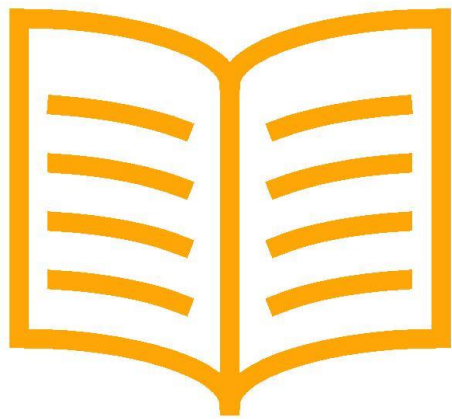


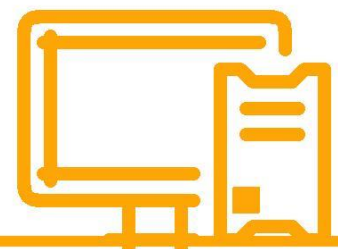
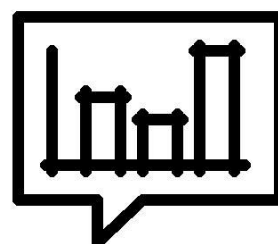
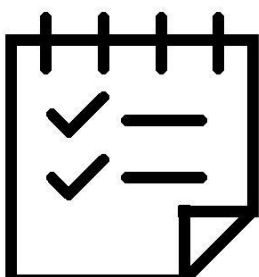
SCHOOL & GOVERNOR SUPPORT

Governor Training



Training Offer

Autumn 2020 and
Spring, Summer 2021



A great city to grow up in

 **Birmingham**
City Council

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Introduction

Welcome to our 2020/21 training offer

Dear Governor Colleague,

School & Governor Support (S&GS) are pleased to offer a programme of high-quality online training that develops 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). This training offer includes modules on a range of topics and is a new subscription offer from S&GS forming a significant part of our wider training programme. The training modules that you can access upon purchase will take place from September 2020 to July 2021. They represent value for money 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.

This offer consists of new online training modules replacing **some** of our training that has previously been delivered face to face: it forms part of our response to COVID-19. The list of modules for the autumn term and pricing for the programme can be found on page 4. Our terms and conditions are explained on page 12.

We hope you find this adaptation to the delivery of our training programme a helpful response to the current circumstances created as a result of COVID-19. Our plan is to continually review, adapt and respond and, while we hope to offer some face to face training in the future, we will be directed by government guidance regarding the national situation.

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,

Moira Gilligan

Governor Services Manager
School & Governor Support

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

To find out more about S&GS subscription and the range of services it offers, visit www.birmingham.gov.uk/SGS

Training Offer Description and Cost

Our online training modules have been developed for all members of your governing board to access high quality training at an affordable price. The core programme includes, but is not limited to, the following **modules starting in the Autumn term:**

- **Induction Training** (3 modules) for new governors
- **Providing Effective Challenge** (all governors)
- **Introduction to School Finance** (all governors)
- **Managing Financial Resources** (chairs, finance/resource committee members)
- **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
- **Ensuring an Ambitious Curriculum for All** (all governors)

Three further **modules will be added in 2021:**

- **Role of the SEND Link Governor** (link governor)
- **Evaluating the Impact of Pupil Premium** (link/committee governors)
- **Strategic Governance** (all governors)

This core programme will be supplemented by additional events/training added in response to feedback and requests from our governor community. Anything added to the programme will be available **at no extra cost** once the offer has been purchased (see exemptions below). We have made the decision not to put a full year of dates in the diary in order to be as responsive as possible to governor requirements particularly given current uncertainty about what the next academic year will look like. All modules have a start time of 6.30 pm.

Further details on all the training modules and how these link to the DfE 'Competency Framework' can be found on page 6.

The price of the training offer for September 2020 to July 2021 per Governing Body is £400 – for schools who subscribe to School and Governor Support.

£550 – for non-subscribing schools.

Purchase of the training offer saves a significant amount compared to purchase of the modules individually. For your interest, purchase on a pay-as-you-go basis of one place on each of the modules listed above would cost £720 for subscribers or £1,010 for non-subscribers. **Purchasing the training offer will allow all members of your board to attend any of the modules listed above and gives access to places on any new events/training added during the period of the subscription year.** Purchasing via pay-as-you-go does not give free access to any training/events added to our programme as the year progresses. A maximum of 3 individuals from any one GB can book onto any module on a specific date.

This represents fantastic value to boards and features include the following **benefits**:

- Purchase of the offer ensures value for money and opens access to training to the whole board removing consideration of cost.
- Governors can 'dip their toes' in areas they are interested in without regard to cost, enhancing CPD.
- Registering for attendance is easy.
- All training is live, ensuring trainers can provide the most up to date and relevant information.
- All training is delivered by experts.
- Training materials are provided via email.
- Signposting for further development is given.
- If training modules are fully booked, additional training places will be organised – we will be demand-led.
- New modules will be added as the academic year progresses giving even greater value for money; these will be promoted through the fortnightly 'Friday Update'.
- Certificates are provided.
- As a school subscribing to the training offer, you will have access to priority booking: places will not be opened up to schools who have not purchased the offer until two weeks before the event (the exception to this is **Induction training** which will be available to all governors).

In addition to this offer, S&GS will also continue to provide **bespoke training** to whole GBs and groups of schools/academies on request, email governors@birmingham.gov.uk

Exemptions

Attendance at the following events and/or training are **not included** in this offer:

- Introduction to Chairing a GB Meeting
- Introduction to Clerking GB Meetings
- Termly Briefings to Chairs of GB
- Termly Briefings for Clerks
- Whole GB Training Needs Analysis

However, these events/modules **are** included in the S&GS Service Offer as a **benefit of subscription** and are outlined on page 8 of this document. Places can be purchased separately by non-subscribing schools as these events are always advertised on the BESS system.

How to Purchase

Birmingham schools: to purchase this year's Governor Training offer, email governors@birmingham.gov.uk. Please state if you are a subscribing or non-subscribing school and that you have authorisation to request purchase. S&GS will add this product to your account on the BESS website and generate an invoice. Once this process is completed and payment has been made, you will be able to access and book modules without further charge.

If your school is outside the Birmingham Local Authority area and you would like to buy this offer, please email your request to governors@birmingham.gov.uk.

Further information – Use training to develop your governor competencies

The DfE “Competency Framework for Governance” is designed to help GBs assess what knowledge, skills and behaviours are needed to govern the school, or group of schools, most effectively. It is meant to help with aspects like performance reviews, succession planning and identifying training needs. There are 16 competencies grouped under the headings of the ‘six features of effective governance.’

Competencies	
<p>1. Strategic leadership</p> <ul style="list-style-type: none"> a. Setting direction b. Culture, values and ethos c. Decision-making d. Collaborative working with stakeholders and partners e. Risk management <p>2. Accountability</p> <ul style="list-style-type: none"> a. Education improvement b. Rigorous analysis of data c. Financial frameworks and accountability d. Financial management and monitoring e. Staffing and performance management f. External accountability 	<p>3. People</p> <ul style="list-style-type: none"> a. Building an effective team <p>4. Structures</p> <ul style="list-style-type: none"> a. Roles and responsibilities <p>5. Compliance</p> <ul style="list-style-type: none"> a. Statutory and contractual requirements <p>6. Evaluation</p> <ul style="list-style-type: none"> a. Managing self-review and personal skills b. Managing and developing the board’s effectiveness

The DfE has also published a Clerking Competency Framework setting out the competencies required to deliver professional clerking to school GBs and multi academy trusts.

The training module descriptions on pages 7-10 include the competencies that you are most likely to develop through attending.

For example:

The induction training modules are linked to aspects of strategic leadership (1a, b & c), aspects of educational improvement (2a & c), building an effective team (3a), roles and responsibilities (4a), statutory requirements (5a), self-review and development (6a).

This does not mean that you will not develop other competencies through the training, but it provides a useful guide.

To view the Governor Competency Framework & Clerking Competency Framework, visit: <https://www.gov.uk/government/publications/governance-handbook>

Autumn Term – Modules and Dates

(All modules have a start time of **6.30 pm**)

Governor Induction training modules

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. (Places for these modules can be purchased without subscribing to the training offer.)

Aimed at: New governors.

Linked to competencies: 1(a, b & c), 2(a & c), 3(a), 4(a), 5(a) and 6(a).

Induction training is essential to ensure that all governors are clear about what their powers and responsibilities are. These modules will cover:

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

Training time: Delivered in 3 separate 1.5-hour modules; delegates must attend all three.

Dates for Autumn term:

Module 1 – Tuesday 29th September, Tuesday 13th October and Wednesday 18th November.

Module 2 – Thursday 1st October, Thursday 15th October and Tuesday 24th November.

Module 3 – Tuesday 6th October, Wednesday 21st October and Thursday 26th November.

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

Providing Effective Challenge

Aimed at: All governors.

Linked to competencies: 2(a, b & f) and 5(a).

The training module highlights the practice required of governors, so they can hold the school's leadership to account in an effective and appropriate way. Specifically, it covers:

- the importance of providing challenge and support;
- key performance indicators for the GB to monitor;
- making best use of the data that is available to you;
- asking the right questions;
- using governor visits to schools; and
- having an impact on school performance.

Training time: 2 hours.

Dates for Autumn term: Wednesday 30th September and Tuesday 10th November.

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

Introduction to School Finance

Aimed at: All governors.

Linked to competencies: 2(c & d) and 5(a).

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

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

Training time: 2 hours.

Dates for Autumn term: Thursday 8th October and Tuesday 3rd November.

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

Managing Financial Resources

Aimed at: Chairs, Finance/Resource Committee members.

Linked to competencies: 2(c, d & f), 4(a) and 5(a).

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. Specifically, it covers:

- strategic financial management in schools;
- budgetary and financial planning responsibilities for schools and GBs, specifically the role of the Finance Committee;
- ensuring financial efficiency;
- Pupil Premium tracking and accounting; and
- the regulatory framework for financial accountability.

Training time: 2 hours.

Dates for Autumn term: Monday 12th October and Tuesday 17th November.

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

Safeguarding Children: Role of the Safeguarding Governor

Aimed at: Governors with responsibility for safeguarding.

Linked to competencies: 2 (a), 4(a), 5(a) and 6(a).

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. The focus of the training is to equip you to determine:

- if safeguarding practice at your school has impact;
- if there is any scope for improvement in practice;
- that procedures are consistent; and
- that your school is fully compliant.

Note: Pre-reading will be provided to delegates attending this training.

Training time: 2 hours.

Dates for Autumn term: Wednesday 23rd September, Wednesday 7th October, Thursday 5th November and Thursday 3rd December.

Cost: **FREE** to schools subscribing to our training offer, **£60** to schools subscribing to our service offer, **£85** to 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.

Linked to competencies: 2(a, b & e) and 5(a).

The performance management and development of the Headteacher, including effective appraisal, is an important part of the GB’s drive for school improvement. This training module covers:

- the legal position and the GB’s role in staff performance;
- appointing an external adviser;
- the principles of appraisal and teacher standards and the setting of meaningful objectives for the Headteacher;
- reviewing progress;
- reporting to the board; and
- performance management and making recommendations on performance related pay.

Training time: 2 hours.

Dates for Autumn term: Monday 28th September, Wednesday 14th October.

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

Complaints Management for Governors and Clerks

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

Linked to competencies: 5(a).

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. Specifically, it will cover:

- managing concerns before they become complaints;
- statutory requirements and relevant guidance;
- the process of dealing with complaints;
- the role of the GB complaints panel;
- complaints panel proceedings;
- closing complaints; and
- managing serial and consistent complaints.

Training time: 2 hours

Dates for Autumn term: Tuesday 20th October and Tuesday 1st December.

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

Ensuring an Ambitious Curriculum for All

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

Linked to competencies: 2(a, b &f) and 5(a)

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.

This training will provide governors with the opportunity to explore their own school's curriculum offer in the light of current Ofsted recommendations and help them identify and recognise positive examples of impact when visiting their schools or talking with school leaders. Specifically, the module covers:

- an exploration of Cultural Capital;
- how an ambitious curriculum can lead to both improved standards and an enhanced impact on children's and young people's life chances, including their readiness for the next stage in their education, training or employment;
- what Ofsted expects;
- key questions and lines of enquiry to explore with the school leadership team; and
- how knowledge gleaned from monitoring activities can influence the school's own self-evaluation.

Training time: 2 hours.

Date for Autumn term: Wednesday 9th December.

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

Summary Table – Training Modules and Dates

AUTUMN TERM 2020	Sept	Oct	Oct	Nov	Dec
Governor Induction – Part 1	Tue 29	Tue 13		Wed 18	
Governor Induction – Part 2		Thu 1	Thu 15	Tue 24	
Governor Induction – Part 3		Tue 6	Wed 21	Thu 26	
Providing Effective Challenge	Wed 30			Tue 10	
Introduction to School Finance		Thu 8		Tue 3	
Managing Financial Resources		Mon 12		Tue 17	
Safeguarding Children: Role of the Safeguarding Governor	Wed 23	Wed 7		Thu 5	Thu 3
Headteacher Appraisal	Mon 28	Wed 14			
Complaints Management for Governors and Clerks		Tue 20			Tue 1
Ensuring an Ambitious Curriculum for All					Wed 9

How to Book

Once the Training Offer has been purchased, schools will be able to book FREE places for governors on modules for the autumn term 2020. In addition to this document, all our training modules will be published on the Birmingham Education Support Services website (BESS): 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).

Dates for Spring and Summer terms will be added regularly from October onwards.

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. If you experience any issues relating to booking, please email governors@birmingham.gov.uk.

Before requesting a place on one of our training modules please familiarise yourself with our terms and conditions on page 12.

Our Terms and Conditions

Cancellations must be confirmed by email to governors@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.

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 but fall under the category of 'Exemptions'.

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 governors@birmingham.gov.uk.

Also see our website: www.birmingham.gov.uk/SGS

