

Professional Development Programme for Governors, Clerks & Headteachers

October 2020

Dear Governors, Trustees, Associate Members, Clerks and Headteachers,

Please see attached the updated October 2020 Professional Development Programme.

Due to COVID -19, and in particular Government and Public Health England guidance relating to social distancing, courses up until March 2021 will be delivered via the Microsoft Teams online platform.

It is advisable for you to book the course you wish to attend as far as possible in advance of the course date, as many of our courses fill up very quickly. This will also ensure that you receive confirmation of the course joining details and are notified if a course is cancelled.

Please note if you book a course and do not attend without informing us, your school / setting will be charged in accordance with our cancellation policy.

I do hope you will take advantage of some of the training opportunities available to you.

Sue Casey
Delivery Lead – Governor Services

Professional Development Programme for

Governors, Clerks & Headteachers

October 2020

Introduction

This booklet provides you with an update to the Professional Development Programme (April 2020 – March 2021) and as the school year progresses, we will advise when additional courses are arranged.

Due to the COVID - 19 pandemic, during the autumn term and the spring terms all courses will take place via the Microsoft Teams online platform. We will review our course delivery in the new year following Government guidance.

Full details with booking codes are included in the Professional Development Programme (April 2020 – March 2021).

Cancellation Policy and Non - Attendance Charge

Please view our Cancellation Policy and Non – Attendance Charges featured on page 9 of the Professional Development Programme (April 2020 – March 2021)

Buy As You Need Customers

A non-attendance fee will be charged to a school if the delegate does not attend and notice of non-attendance is not given.

Subscribing Schools

A non-attendance fee of £15.00 per delegate, per training session will be charged for any course where **24 hours' notice** of non-attendance is not given.

Cancellations

To cancel a training request, please email: governors@warwickshire.gov.uk or telephone 01926 745120.

Please note: A cancellation charge will not be applied if another delegate is able to attend the training session.

Online courses

Online sessions will be delivered via Microsoft Teams. To participate, delegates will need a device with internet access and a microphone. A built-in camera and a headset with mouthpiece will enhance the training experience but are not essential.

Delegates will receive an email invitation containing a link to the session. Clicking on the link will download the online platform and take you into the session.

Delegates are advised to book as soon as possible – (i.e. at least 48 hours before the course start date) to ensure they receive the invitation email. Invitation emails will be sent out by 5pm the day before the course. For courses that take place on a Monday the invitation email will be sent out on the Friday before.

How to book your course

- ❖ By email (governors@warwickshire.gov.uk) or telephone (01926 745120) or book via the WES training portal at www.warwickshire.gov.uk/wes (you will need log in details for this – see your clerk for these and go to the ‘Training’ tab). Please remember to quote the course reference number and title.

Further booking information can be found in the Professional Development Programme (April 2020 – March 2021).

Governor Services Terms & Conditions

- Courses that do not attract the minimum number of delegates will be cancelled a week before the start date.
- Where a course has to be cancelled due to unforeseen circumstances (e.g. IT or any other technical issues, etc). Governor Services will make every effort to inform delegates as soon as possible
- Although all best efforts will be made, Governor Services are unable to guarantee the training will be free of technical issues, and cannot be responsible for any individual technical set-up or equipment and the ability of individual delegates to be able to access video, audio or slides. If in doubt, please test your access and equipment before booking.

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Chair of Governors Virtual Questions & Answers Meeting

Led by: Governor Services Colleagues

Target audience: Chairs of Governors

Meeting description: A monthly meeting giving Chairs of Governors an opportunity to network, raise any questions and discuss the latest local and national developments in school governance. *Chairs are invited to submit questions to Governor Services prior to the event*

Date	Time	With a focus on
14 th October 2020	15.00 – 16.00	Complaints and Exclusions
18 th November 2020	13.30 – 14.30	Ofsted update
16 th December 2020	10.30 – 11.30	Budgets and SFVS / Catch up funding
19 th January 2021	14.00 – 15.00	To be decided

Governors' Informal Meeting

Led by: Governor Services Colleagues

Target audience: Governors, Board Members and Associate Members

Meeting description: An informal monthly meeting giving Governors an opportunity to network, 'air and share', raise any questions and discuss the latest local and national developments in school governance. *Governors are welcome to request a 'specific topic' to be discussed at future meetings.*

Date	Time
11 th November 2020	13.30 – 14.30
9 th December 2020	10.30 – 11.30
14 th January 2021	10.30 – 11.30

Clerks' Informal Meeting

Led by:	Governor Services Colleagues
Target audience:	Clerks of subscribing schools
Meeting description:	An informal monthly meeting giving Clerks an opportunity to network, 'air and share', raise any questions and discuss the latest local and national developments in school clerking / governance. <i>Clerks are welcome to request a 'specific topic' to be discussed at future meetings.</i>

Date	Time
10 th November 2020	10.30 – 11.30
8 th December 2020	13.30 – 14.30
18 th January 2021	10.30 – 11.30

Induction to School Governance

Target audience:	All new governors and associate members. Existing governors are also welcome to attend this course as a refresher.
Course duration:	This course will be delivered over 3 sessions, 2 hours per session

Term	Date	Time
Autumn Term	Wednesday 7 th October 2020 <i>Part 1 of 3</i>	19.00 – 21.00
	Wednesday 14 th October 2020 <i>Part 2 of 3</i>	19.00 – 21.00
	Wednesday 21 st October 2020 <i>Part 3 of 3</i>	19.00 – 21.00
	Tuesday 3 rd November 2020 <i>Part 1 of 3</i>	10.00 – 12.00
	Tuesday 10 th November 2020 <i>Part 2 of 3</i>	10.00 – 12.00
	Tuesday 17 th November 2020 <i>Part 3 of 3</i>	10.00 – 12.00
	Tuesday 1 st December 2020 <i>Part 1 of 3</i>	19.00 – 21.00
	Tuesday 8 th December 2020 <i>Part 2 of 3</i>	19.00 – 21.00
	Tuesday 15 th December 2020 <i>Part 3 of 3</i>	19.00 – 21.00

Term	Date	Time
Spring Term	Tuesday 12 th January 2021 <i>Part 1 of 3</i>	10.30 – 12.30
	Tuesday 19 th January 2021 <i>Part 2 of 3</i>	10.30 – 12.30
	Tuesday 26 th January 2021 <i>Part 3 of 3</i>	10.30 – 12.30
	Tuesday 26 th January 2021 <i>Part 1 of 3</i>	19.00 – 21.00
	Tuesday 2 nd February 2021 <i>Part 2 of 3</i>	19.00 – 21.00
	Tuesday 9 th February 2021 <i>Part 3 of 3</i>	19.00 – 21.00
	Wednesday 10 th March 2021 <i>Part 1 of 3</i>	19.00 – 21.00
	Wednesday 17 th March 2021 <i>Part 2 of 3</i>	19.00 – 21.00
	Wednesday 24 th March 2021 <i>Part 3 of 3</i>	19.00 – 21.00

Leading Governors: The Role of the Chair

Target audience: For governors who are the Chair of a Governing Board of Committee or a governor thinking about being one.

Course duration: This course will be delivered over 3 sessions, 2 hours per session

	Date	Time
Autumn Term	Tuesday 6 th October 2020 <i>Part 1 of 3</i>	19.00 – 21.00
	Tuesday 13 th October 2020 <i>Part 2 of 3</i>	19.00 – 21.00
	Tuesday 20 th October 2020 <i>Part 3 of 3</i>	19.00 – 21.00
	Thursday 3 December 2020 <i>Part 1 of 3</i>	19.00 – 21.00
	Thursday 10 December 2020 <i>Part 2 of 3</i>	19.00 – 21.00
	Thursday 17 December 2020 <i>Part 3 of 3</i>	19.00 – 21.00

Headteacher Appraisal & Teacher Pay & Performance

Target audience: For all governors who are members of their school's Headteacher appraisal panel. Remember that appraisals for headteachers must be completed by 31 December 2020.

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Monday 28 th September 2020	19.00 – 21.00
	Wednesday 30 th September 2020	19.00 – 21.00
	Tuesday 13 th October 2020	19.00 – 21.00
	Tuesday 20 th October 2020	14.00 – 16.00
	Thursday 12 th November 2020	10.00 – 12.00
	Monday 16 th November 2020	10.00 – 12.00
	Tuesday 24 th November 2020	19.00 – 21.00

A Governor's Role in School Improvement Part 1

Target audience: All governors

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Monday 12 th October 2020	9.30 – 11.30
	Monday 9 th November 2020	19.00 – 21.00
Spring Term	Thursday 21 st January 2021	19.00 – 21.00

A Governor's Role in School Improvement Part 2

Target audience: All governors who have **completed "A Governor's Role in School Improvement Part 1"** and who want to gain a greater understanding of School Improvement topics in the Autumn Term 2020. e.g recovery plans, catch up funding, baselines in the autumn term, progress tracking against new baseline.

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Monday 23 rd November 2020	9.30 – 11.30
	Monday 30 th November 2020	19.00 – 21.00
Spring Term	Thursday 11 th February 2021	19.00 – 21.00

School Website Compliance

Target audience: Governors involved in monitoring the School Website for compliance

Course duration: This course will be delivered in a two-hour session but due to the nature of the activity it will be delivered on an individual school by school basis.

Term	Date	Time
Autumn Term	To be arranged with the individual school when booking the course	

Preparing for an Ofsted Inspection

A decision has been made to postpone this course until more clarity regarding school inspections is received.

Finance

Target audience: All governors, in particular those on the Finance or Resources Committee

Course duration: This course will be delivered in a two-hour session.

Term		Date	Time
Autumn Term	Maintained Schools	Wednesday 4 th November 2020	10.00 – 12.00
Spring Term		Date	Time
	Academies	Monday 8 th March 2021	10.00 – 12.00

Pupil Premium

Target audience: All governors

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Monday 7 th December 2020	19.00 – 21.00
Spring Term	Wednesday 10 th February 2021	10.00 – 12.00

Child Protection & Safeguarding

Target audience: Chair of Governors and Child Protection Governors

Course duration: This course will be delivered in a two-and-a-half-hour session.

Term	Date	Time
Spring Term	Thursday 25 th February 2021	9.30 – 12.00

Effective Monitoring and School Visits

Target audience: All Governors

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Tuesday 17 th November 2020	19.00 – 21.00
Spring Term	Wednesday 17 th March 2021	19.00 – 21.00

Engaging with Parents & The Community

A decision has been made to postpone this course until the Spring term although governors can contact Governor Services colleagues for advice and support in the interim.

Term	Date	Time
Spring Term	Monday 25 th January 2021	19.00 – 21.00

Effective Governance in the Early Years and Foundation Stage

Target audience: Primary School governors and those interested in the EYFS

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Spring Term	Thursday 28 th January 2021	19.00 – 21.00

Exclusions – A Governors' Role

Target audience: All Governors

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Wednesday 11 th November 2020	10.00 – 12.00

Handling Complaints Part 1: Good Practice in dealing with School Complaints

Target audience: All governors – at least one member of the governing board should attend Handling Complaints Training

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Wednesday 25 th November 2020	19.00 – 21.00

Handling Complaints Part 2: Complex Complaints Management

Target audience: This course is only available to delegates that have attended the Handling Complaints Part 1 Course.

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Wednesday 9 th December 2020	19.00 – 21.00

Special Educational Needs & The Governing Board

Target audience: All governors in maintained primary and secondary schools particularly those who have a specific role in relation to Special Educational Needs & Disabilities (SEND)

Course duration: This course will be delivered in a one-and-a-half-hour session.

Term	Date	Time
Autumn Term	Thursday 15 th October 2020	9.30 – 11.00
	Tuesday 20 th October 2020	9.30 – 11.00
	Monday 30 th November 2020	19.00 – 20.30
Spring Term	Monday 1 st February 2021	19.00 – 20.30

Health & Safety

Target audience: For all schools where **WCC IS** the Employer

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Wednesday 2 nd December 2020	15.00 – 17.00

Health & Safety

Target audience: For all schools where the **SCHOOL IS** the Employer

Course duration: This course will be delivered in a two-hour session.

Term	Date	Time
Autumn Term	Monday 12 th October 2020	19.00 – 21.00
Spring Term	Thursday 25 th March 2021	19.00 – 21.00

Prevent Training for School Governors * **NEW COURSE** *

Target audience: All governors

Course duration: This course will be delivered in a one-hour session.

Term	Date	Time
Spring Term	Monday 8 th March	18.30 – 19.30
	Wednesday 10 th March	10.00 – 11.00

CLERKS' TRAINING

Clerks' Induction

Term	Date	Time
Autumn Term	Thursday 1 October 2020 <i>Part 1 of 3</i>	9.30 – 11.30
	Thursday 8 October 2020 <i>Part 2 of 3</i>	9.30 – 11.30
	Tuesday 22 November 2020 <i>Part 3 of 3</i>	9.30 – 11.30
	Wednesday 2 December 2020 <i>Part 1 of 3</i>	10.00 – 12.00
	Wednesday 9 December 2020 <i>Part 2 of 3</i>	10.00 – 12.00
	Wednesday 16 December 2020 <i>Part 3 of 3</i>	10.00 – 12.00
Spring Term	Monday 1st February 2021 <i>Part 1 of 3</i>	9.30 – 11.30
	Monday 8 th February 2021 <i>Part 2 of 3</i>	9.30 – 11.30
	Monday 15 th February 2021 <i>Part 3 of 3</i>	9.30 – 11.30

Effective Clerking

Term	Date	Time
Spring Term	Monday 15 March 2021 <i>Part 1 of 3</i>	9.30 – 11.30
	Monday 22 March 2021 <i>Part 2 of 3</i>	9.30 – 11.30
	Monday 22 March 2021 <i>Part 2 of 3</i>	9.30 – 11.30