

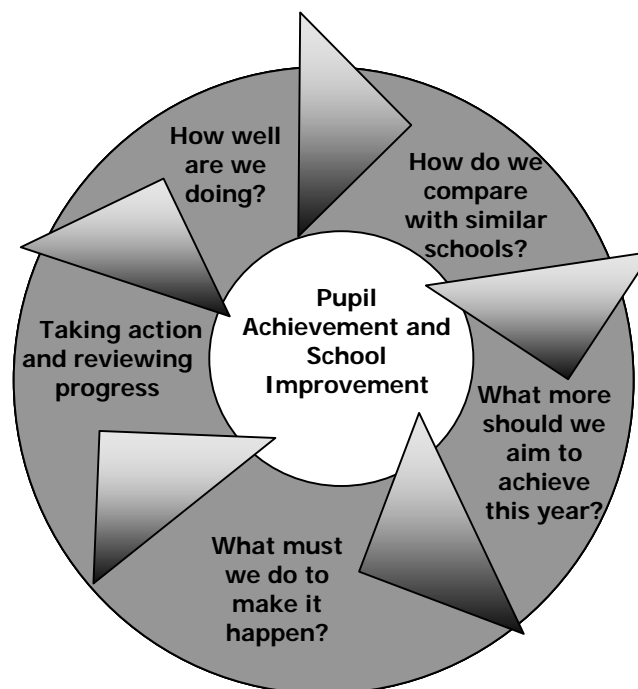


**London Borough
of Hounslow**

GOVERNING BODIES SUPPORT

TRAINING PROGRAMME OF COURSES

AUTUMN TERM 2010



Booking Procedures

The following is a summary of the course booking procedures. If at any time you are uncertain about a booking or wish to confirm or make a change, please do not hesitate to telephone or e-mail the Section.

If you wish to attend a training course

- ◆ Tick the course you would like to attend on the Course Booking Form.
- ◆ Return the form to Governing Bodies Support in the prepaid envelope supplied, or by fax.
- ◆ You can make phone or e-mail bookings to attend training, but please send in the booking form afterwards, as this helps with administration.
- ◆ You will be sent a confirmation of your booking(s), either by post or e-mail.
Please note: This is a confirmation of your booking, and not confirmation that the course will definitely be held.
- ◆ Approximately one week before the course date you will be sent a reminder, again either by e-mail or post. This reminder gives details of the course, plus any changes that may have occurred since the programme was prepared, e.g. change of venue, change of time.
- ◆ E-mail is our preferred means of communication for sending course confirmations and reminders. However, for governors without email, we will continue to use post.
- ◆ If you have booked a place on a course that is subsequently cancelled, you will be notified in writing before the course date. If the course is cancelled at very short notice, you will be contacted by telephone or e-mail.
- ◆ **If you need to make a cancellation, it is important that you let us know in advance.** A phone call or e-mail will do. **Some courses have waiting lists or minimum numbers for viability.** There are also cost implications when unnecessary refreshments are ordered or materials printed.
- ◆ **Please don't attend training without letting us know.** Course materials and refreshments are arranged in advance and materials are sometimes school specific. Some courses have maximum numbers which means other governors may be on a waiting list.
- ◆ **Location maps**
Location maps for training sessions held at Hounslow Education Centre and the Civic Centre are NOT sent with course confirmations to delegates. Copies of these maps can be found:
 - in welcome-pack documents sent from Governing Bodies Support to new governors;
 - on HVEC. <http://www.hvec.org.uk/>.Go to Partners section of HVEC: click on School Governors: Govs' Handbook: Documents: A 5.1 Map of Civic Centre/ A 5.2 Map of Hounslow Education Centre.

Governing Bodies Support

Karen Harrison, Head of Governing Bodies Support
Catherine Pinto, Governor Training & Development Officer
Tel: 020 8583 2881: Answerphone: 020 8583 2892
Fax No. 020 8583 2613
E-mail: governortraining@hounslow.gov.uk

SEPTEMBER

INTRODUCTORY DAY COURSE FOR NEW GOVERNORS

Course Leader: Hilary Strudwick, Associate Trainer,
Karen Harrison, Head of Governing Bodies Support

Description: This condensed course will introduce the core aspects of the governing body role in one session. This will include

- The roles and responsibilities of governors
- The difference between headteacher and governor responsibilities
- Governors' meetings
- Headteacher's report
- Standards and target setting
- School policies
- Curriculum responsibilities and governor visits
- Accountability
- School funding
- Ofsted & school and governing body self-evaluation

This course is offered as an **alternative** option for governors who are unable to attend the three-part introductory course.

Note: *This is a repeated session from previous terms.*

Date: Saturday 11th September 2010

Time: 9.30am–3.30pm

Venue: Committee Room 1, Civic Centre, Lampton Road, Hounslow TW3 4DN

Course No: 10301A

MAKING THE MOST OF GOVERNOR VISITS TO SCHOOLS

Course Organiser: London Diocesan Board for Schools

Description: It is accepted good practice for governors to visit their schools on a regular basis. In order to ensure that these visits are as informative and useful as possible, it is important that governing bodies have a clear understanding of their purpose and an agreed working relationship with the school. This session will explore the do's and don'ts of governor visits to schools, as well as share good practice and examine further the protocol underwriting effective visits.

Date: Wednesday 22nd September 2010

Time: 2.00pm–4.00pm

Venue: London Diocesan Board for Schools, 36 Causton Street, London SW1P 4AU

Course No: 10302

LINK GOVERNORS MEETING

Guest Speakers: Jonathon Godfrey, Corporate Health and Safety Adviser
Richard Beddell, Head of Children's Services Workforce Development

Jonathan Godfrey will talk about Governors responsibilities for Health and Safety in connection with School visits and journeys.

Richard Beddell will demonstrate an online booking system for staff CPD. Plans are in place for this to be extended to school governors from the beginning of the summer term 2011.

Note: *Governors other than the Link Governor are welcome to attend.
If the Link Governor is unable to attend this meeting, please try to ensure that your Governing Body is represented.*

Date: **Wednesday 22nd September 2010**

Time: **7.00pm–9.00pm**

Venue: **Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE**

SAFER RECRUITMENT

Course Leaders: Lyn Wilson, Education Officer Child Protection & Safeguarding Partnerships
Colin Rodden, Human Resources Business Partner CSLL

Description: As a result of the Bichard Inquiry, at least one governor and headteacher from each governing body should complete Safer Recruitment training. Since January 2010 there has been a statutory requirement that at least one member of an appointment panel must have completed the Safer Recruitment Training.

As an alternative to the online training available, there is this option for face-to-face training. This whole-day workshop session aims to

- give participants an awareness and understanding of offender behaviour;
- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people;
- consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting; and
- help participants begin to review their own and their organisations' policies and practices with a view to making them safer.

Please note: **This is an alternative to the online safer recruitment training.**

This course is repeated on Tuesday 7th December 2010 at Hounslow Education Centre.

Date: **Tuesday 28th September 2010**

Time: **9.00am–5.00pm**

Venue: **Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE**

Course No: **10303A**

CLERK AND CORRESPONDENT BRIEFING

Course Leader: Karen Harrison, Head of Governing Bodies Support

Description: This session will focus on the Clerk and Correspondent's role in advising the governing body by looking at some common scenarios and discussing the advice they should give. As usual the briefing will give clerks and correspondents the opportunity to consider current issues, including agenda items likely to be considered at the Autumn term meeting. As well as updates on legal issues there will be an opportunity to raise general queries for discussion. Clerks or Correspondents are welcome to request other specific issues of interest or concern.

Date: Wednesday 29th September 2010

Time: 6.30pm–8.30pm

Venue: Room 3, Lampton Park Conference Area
Ground Floor, Civic Centre, Lampton Road, Hounslow TW3 4DN

Course No: 10304

HEADTEACHER PERFORMANCE MANAGEMENT

Course Leader: Gloria Walker, Head of School Effectiveness

Description: The session will give an overview of the Headteacher Performance Management process, with a particular focus on the governors' involvement in the setting of the Headteacher's performance targets. Support will be given on how governors can play their part most effectively. Information will be shared about working with School Improvement Partners (SIPs).
Governing Bodies are reminded that there should be **at least three governors** trained in the Performance Management process.

Note: *Course repeated as an evening session on Thursday 21st October at Hounslow Education Centre.*

Date: Thursday 30th September 2010

Time: 10.00am-12.00noon

Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE

Course No: 10305A

OCTOBER

ENSURING EFFECTIVE COMMITTEES

Course Leader: Andrew Dodge, Associate Trainer

Description: Governing bodies are required to review their committee structure annually and this is usually done in the Autumn Term. Governors should consider whether their current structure and pattern of meetings is effective to enable them to fulfil their responsibilities as defined by Ofsted and the Financial Management Standard.
Most governing bodies expect governors to serve on at least one committee. This session looks at why we need committees and how governors can contribute effectively to them. Through presentation, group and plenary discussion the session will cover:

continued/...

- Effective committee structures
- Identifying the necessary skills
- Terms of reference
- Effective and efficient meetings
- Focusing committee work on the important issues
- Committees and the governors' role in being accountable
- Linking the work of committees

Date: Tuesday 5th October 2010
Time: 6.30pm-8.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 10306

INTRODUCTORY COURSE FOR NEW GOVERNORS

Course Leader: Hilary Strudwick, Associate Trainer

Description: A **three-part** introduction to the work of school governors.
 Part 1: The roles and responsibilities of governors; funding; headteacher/governor responsibilities.
 Part 2: Curriculum responsibilities and governor visits; standards and target setting; governors' meetings
 Part 3: Accountability: school policies; headteacher's report; Ofsted & school self-evaluation.

Dates: Wednesday 6th, 13th and 20th October 2010
Time: 7.00pm–9.30pm
Venue: Session 1 and 3 in Room 1; Session 2 in Room 3
 Lampton Park Conference Area,
 Ground Floor, Civic Centre, Lampton Road, Hounslow TW3 4DN
Course No: 10301B

Repeated:

Dates: Tuesday 16th, 23rd and 30th November 2010
Time: 9.30am–12.00noon
Venue: Room 1 Lampton Park Conference Area,
 Ground Floor, Civic Centre, Lampton Road, Hounslow TW3 4DN
Course No: 10301C

EXCLUSIONS FROM SCHOOL – INTRODUCTION

Course Leader: Sabi Hothi, Head of Access

Description: What are Governor's duties in regard to Exclusions? How can individual governors best fulfil these responsibilities? This course is designed for governors new to exclusions, to acquire knowledge on Exclusions Guidance and to update on recent changes.

continued/...

- Removing pupils from school site
- The different types of exclusion
- The process followed by schools
- The role of the Governing Body in monitoring and reviewing exclusions
- Parental rights
- The role of the LA
- A brief overview of the appeals process
- Local Practice

You will have an opportunity to discuss particular issues and ask questions of the trainer, Hounslow's Head of Access.

Note: *This is a repeated session from previous terms.*

Date: Friday 8th October 2010
Time: 9.30am–12.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10307

CHILD PROTECTION AND SAFEGUARDING – BASIC AWARENESS

Course Leader: Lyn Wilson, Education Officer Child Protection & Safeguarding Partnerships

Description: All governors need to have training in their role and responsibility for Child Protection and Safeguarding. This course is designed to give governors a basic awareness of the wide range of areas this encompasses, such as recruitment, bullying, health and safety, drug and alcohol abuse and e-safety

Note: *This course is intended for governors new to child protection and safeguarding. Some of the content will have been covered in earlier courses in connection with this topic.*

Date: Monday 11th October 2010
Time: 6.30pm–9.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10308

RECRUITMENT & SELECTION

Course Leaders: Colin Rodden, Human Resources Business Partner CSLL;
 Yvette Mayers, Human Resources, Advisory Manager

Description: The appointment of staff is one of the most important responsibilities of governing bodies. This two-part course covers legal requirements, proper procedures including equal opportunities, and good and fair practice in making staff appointments.

Note: *Limited number of places available. This is a repeated session from previous terms.*

Date: Tuesday 12th and 19th October 2010
Time: 6.30pm-9.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 10309

HOW TO MARKET YOUR SCHOOL

Course Leader: Louise Butt, Senior Recruitment Officer

Description: A twilight session for Headteachers and School Business Managers covering how to market and 'sell' your school to the local community and within the job market to prospective employees. Governors are welcome and encouraged to attend. Topics covered will include how to write a successful job advertisement and recruitment documents, maximizing use of your school website, branding and online presence. The session will include a segment from Tribal Marketing Agency on use of the DfE Schools Recruitment Service.

Date: Tuesday 19th October 2010

Time: 4.15pm–5.45pm

Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE

Course No: 10310

HEADTEACHER PERFORMANCE MANAGEMENT

Course Leader: Gloria Walker, Head of School Effectiveness

Description: *This evening course is repeated from Course No. 10305A on 30th September 2010. For course description please see earlier entry on page 4.*

Date: Thursday 21st October 2010

Time: 6.30pm–8.30pm

Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE

Course No: 10305B

NOVEMBER

HOUNSLOW SCHOOL GOVERNING BODIES ASSOCIATION (HSGBA) MEETING

All governors are welcome to attend but each governing body has a named Representative, who receives papers and a vote at meetings. This is an opportunity to hear and question the Director and usually the Lead Member for Education and Children. The meeting will cover topical issues for the term including those requested by governing bodies. It is particularly relevant for Chairs, Vice Chairs and LEA Governors.

Agendas are sent direct to HSGBA representatives and Chairs if different and are also on HVEC. Although booking is not essential for this briefing session, if you are not the named representative and want an agenda sent to you please indicate you plan to attend.

Note: *If the Representative is unable to attend this meeting, please try to ensure that your Governing Body is represented.*

Date: Tuesday 2nd November 2010

Time: 7.00pm–9.00pm

Venue: Committee Rooms 1 and 2, Civic Centre, Lampton Road, Hounslow TW3 4DN

CHILD PROTECTION NETWORK MEETING

Description: This termly network meeting is held for Designated Teachers for Child Protection. Designated Governors for Child Protection are also invited to attend this meeting with their school's Designated Teacher.

Note: *This invitation is restricted to Child Protection Governors who have previously attended Child Protection training courses arranged for governors.*

Date: **Thursday 4th November 2010**

Time: **4.15pm–5.45pm**

Venue: **Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE**

EFFECTIVE 'SPECIAL INTEREST' OR 'NAMED' GOVERNORS

Course Leader Hilary Strudwick, Associate Trainer

Description: Named Special Interest Governors may experience uncertainties in their role, especially if the responsibilities and procedures have not been discussed and agreed by their governing body. This session will explore what can be expected. Developing your role as a named governor will make it more rewarding for you, and vitally will also help your governing body demonstrate and evidence how effectively it is carrying out its role.

Date: **Monday 8th November 2010**

Time: **9.30am–11.30am**

Venue: **Room 1 Lampton Park Conference Area,
Ground Floor, Civic Centre, Lampton Road, Hounslow TW3 4DN**

Course No: **10311**

FINANCIAL MANAGEMENT STANDARD IN SCHOOLS (FMSiS)

Course Leader: David Cross, Financial Adviser, Schools Financial Services Section, CS&LL

Description: The Financial Management Standard in Schools (FMSiS) applies to all schools, and they are reassessed on a 3-yearly cycle. Good financial management is an important aspect of the Governing Body's responsibilities with regard to accountability, and it is important that systems and structures are in place to meet these. This course aims to give schools the ability to move towards meeting the Financial Management Standard in Schools. Governors will learn what evidence they will need to collate to support their FMSiS self-assessment and what direct support they will get from Hounslow to do this.

Note: *This is a repeated session from previous terms.*

Date: **Wednesday 10th November 2010**

Time: **6.30pm–8.30pm**

Venue: **Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE**

Course No: **10312**

GOVERNORS' ESSENTIALS: A GUIDE FOR NEW AND NEARLY-NEW GOVERNORS

Course Leader: Hilary Strudwick, Associate Trainer

Description: This is a joint course with LB Ealing which will include an overview of the responsibilities of governors and governing bodies, focussing particularly on the strategic role, being a critical friend and ensuring accountability.
This course is offered as an **alternative** option for governors who are unable to attend the three-part introductory course.

Note: *This is a repeated session from previous terms.*

Date: Saturday 13th November 2010

Time: 9.30am–3.00pm

Venue: LB Ealing Education Centre, Mansell Road, Greenford, UB6 9EG

Course No: 10313

INTRODUCTORY COURSE FOR NEW GOVERNORS

Course Leader: Hilary Strudwick, Associate Trainer

Description: *This three-session morning course is repeated from Course No.10301B on the evenings of Wednesday 6th, 13th and 20th October 2010 for the benefit of governors who prefer daytime training.*

For course description please see earlier entry on Page 5.

Dates: Tuesday 16th, 23rd and 30th November 2010

Time: 9.30am–12.00noon

Venue: Room 1 Lampton Park Conference Area,
Ground Floor, Civic Centre, Lampton Road, Hounslow TW3 4DN

Course No: 10301C

UNDERSTANDING AND USING RAISE ONLINE TO SUPPORT SCHOOL IMPROVEMENT

Course Organiser: London Diocesan Board for Schools

Description: This session will focus on interpreting the RAISEonline full report to support governors in understanding school strengths and areas for development. It will help you interpret the data in order to support school improvement and will also talk you through the extra pupil level information that can be accessed by Headteachers.
This session will also consider other forms of data.

Date: Wednesday 17th November 2010

Time: 10.00am–12.00noon

Venue: London Diocesan Board for Schools, 36 Causton Street, London SW1P 4AU

Course No: 10314

THE OFSTED FRAMEWORK

Course Leader: Susan Williams, Senior Adviser – Secondary

Description: The Ofsted Inspection Framework used since September 2009 gives an even greater emphasis on school improvement, the impact of teaching on the achievement and well-being of pupils, and takes a greater account of users' views, in particular of parents, pupils and staff. There is also a separate judgement on the effectiveness of the Governing Body. This session will explore the changes in the evaluation schedule and look at how Governors can support schools and their fellow governors in preparation for their next inspection and how they need to take account of the Ofsted expectations on an ongoing basis, when carrying out their self evaluation and planning the work, organisation and processes of the governing body.

Note: *This is a repeated session from previous terms.*

Date: Wednesday 17th November 2010

Time: 9.30am–11.30am

Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE

Course No: 10315

GOVERNORS' RESPONSIBILITIES FOR SAFEGUARDING AND CHILD PROTECTION – OFSTED EXPECTATIONS

Course Leader: Lyn Wilson, Education Officer Child Protection & Safeguarding Partnerships

Description: This course will outline the Ofsted Inspection Framework in relation to Safeguarding in Schools. Inspectors are required to take account of “the rigour of the governing body procedures to ensure the health and safety and wellbeing of staff and pupils.”

Note: *This is a repeated session from previous terms.*

Date: Wednesday 24th November 2010

Time: 9.30am–11.30am

Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE

Course No: 10316

TAKING THE CHAIR

Based on the DCSF (now DfE) Development Programme for Chairs

Course Leader: Andrew Dodge, Associate Trainer

Description: Using presentation, discussion, structured activities and opportunities to share experiences and good practice, this lively course is suitable for current and prospective governing body chairs, vice-chairs and committee chairs. The session will explore

- The role of the chair - what the chair does and how much of the work can be delegated.
- Managing relationships with governors - leading and knowing the team, inducting new governors, supporting governor development
- Managing the work of the governing body - planning the work, effective meetings, good minuting, dealing with challenging situations

continued/...

- Managing relationships with the headteacher - establishing and maintaining an effective relationship, clarifying roles, expectations of chairs and headteachers
- The chair's role in strategic leadership and in ensuring accountability.

Note: *This is a repeated session, from previous terms' programmes*

Date: Friday 26th November 2010
Time: 9.30am–3.15pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 10317

DECEMBER

SAFER RECRUITMENT

Course Leaders: Lyn Wilson, Education Officer Child Protection and Safeguarding Partnerships
 Colin Rodden, Human Resources Business Partner CSLL

Description: *This course is repeated from Course No. 10303A on 28th September 2010.*
For course description please see earlier entry on Page 3.

Please note: This is an alternative to the online safer recruitment training.

Date: Tuesday 7th December 2010
Time: 9.00am–5.00pm
Venue: Hounslow Education Centre, Martindale Rd, Hounslow TW4 7HE
Course No: 10303B

*For information on E-learning courses available online,
 please see pages 12-14.*

Dates for your Diary

Advance Notice of some Spring Term Courses 2011

January

Link Governors Meeting	Tuesday	18 th January	evening meeting
Clerk and Correspondent Briefing	Monday	31 st January	evening session

February

School Budget Planning	Thursday	3 rd February	evening session
Introductory Course for New Governors	Friday	4 th , 11 th & 18 th Feb.	morning sessions
Community Cohesion	Monday	7 th February	evening session
Safer Recruitment	Wednesday	9 th February	day course
Exclusions – Advanced	Thursday	10 th February	evening session
Narrowing the Gap	Wednesday	16 th February	evening session

March

Recruitment and Selection	Thursday	3 rd March	day course
Governors Introduction to Special Educational Needs	Monday	7 th March	evening session
Child Protection Network	Thursday	10 th March	twilight meeting
Governors Essentials – Ealing	Friday	11 th March	day course
Governors Strategic Role	Tuesday	15 th March	evening session
Achieving Healthy Schools Enhancement Status (INSET course)	Thursday	17 th March	day course
Introductory Course for New Governors	Monday	21 st , 28 th March & 4 th April	evening sessions

April

Safer Recruitment	Thursday	7 th April	day course
-------------------	----------	-----------------------	------------

If you are interested in putting your name down for any of the above courses, please email governortraining@hounslow.gov.uk or telephone 020 8583 2881.

* * * * *

Modern Governor E-Learning Courses – Autumn 2010

Newly Released Online Courses:

Self Evaluation and the New Ofsted Framework

Self-evaluation and the New Ofsted Framework released in July 2010 reflects the changes instigated by the introduction of the new Ofsted Framework last year and supersedes the previous Ofsted course. It covers how governors should work with various tools including, SEF and RAISEonline and how a SIP (School Improvement Partner) can support and advise you. It will explain how and why Ofsted inspect schools and presents you with a fictional case study Ofsted inspection to explore how a school can respond to an inspection.

Looked After Children

This module will explain the difficulties looked after children encounter, the support available, what role school governors play and suggested actions for governors.

Is Governor Mark for us?

Governor Mark is an optional accreditation for School Governing Bodies to assess the effectiveness of Governance in their school. Using case studies, this module aims to inform you of the necessary processes, timescales and involvement required by the governing body to successfully achieve the standard.

Modern Governor E-Learning Courses – Autumn 2010

Current Online Courses:

My Role and Responsibilities as a Governor

This topic will take you through the history of school governing bodies and how they are organised today. It is an introduction to your roles and responsibilities as a Governor.

Community Cohesion

In this module you'll find out more about how your school can assess its contribution towards Community Cohesion, and how you can build and strengthen a cohesive community in your area.

Health and Safety

This course gives an update on Health and Safety in schools, including external trips. It looks at raising awareness of issues in schools which receive support from external agencies. The course covers 3 topics: Pupil Health and Safety, School Security and Playground Safety and Child Protection Basics.

Understanding School Finance

An overview of school funding and expenditure. The course covers 2 topics: Overview of School Budgets and Grants and Fundraising and Expenditure.

School Recruitment Practices

This course gives a review of the principles of performance management and an introduction to the recruitment and retention of staff. It covers 3 topics: Staffing Powers and Recruitment Law, Staff Recruitment, Retention and Performance and The Governor's Role in Succession Planning and Headship Recruitment.

Admissions and Pupil Discipline

Learn about strategies and procedures that will help you appreciate both the legal and practical issues involved in pupil discipline. The course covers 2 topics: Admissions Procedure and Policy and Discipline and Exclusion Procedure.

Becoming a School Governor

In this course you will be learning about who can be a school Governor and what experience is required. The course also covers how much time you will need to dedicate to being a Governor and what qualifications you will need.

Some Governor's Questions Answered

This course gives some answers to frequently asked questions about the duration of service and using your experience as a Governor. You will also learn about the best approach to making Governor school visits and how to deal with concerns within the school. The role of both the Staff Governor and Parent Governor is also covered.

School Governors and Writing for the Web

Your school can choose from a bewildering range of communications technologies - and the communication isn't a one-way street. Parents, pupils and members of the public can contact your school in a lot of different ways. Your school needs to be aware of how the Internet has changed communication channels forever - and it needs to be able to take advantage of these new ways of talking and listening.

Chairing Meetings

This module examines the key skills involved in chairing meetings effectively, including pre-meeting preparation, how to ensure that everyone is heard and ensuring that the meeting's objectives are achieved. This module will also tell you how to handle those who hog the limelight and those who speak amongst themselves.

Equality and Diversity

After completing this module you will understand what Equality and Diversity means for you, for different social groups, and for schools. It will help you to identify the key legislation and guidelines relating to equality and diversity in schools, help you to think about the best way to implement policies and plans and understand your responsibilities under the law. This course will help you to figure out the best way to handle any Equality and Diversity situations which might arise in your school.

Safeguarding and Promoting Child Welfare

This course gives a review on the difference between safeguarding and child protection. It covers the policies your school must have in place, how your school can ensure a safe recruitment process, what you should do in a case of suspected abuse or neglect, how to report on or respond to an allegation of abuse and the basic signs of neglect or abuse.

How to Access Modern Governor E-Learning Courses

Governing Bodies which choose to purchase the e-learning option as part of the Governing Bodies Support Service Level Agreement will have access to all of the e-learning courses.

When purchased in conjunction with the Governor Training SLA, the cost per school is £89 for Primary and Special Schools and £99 for Secondary Schools irrespective of the number of governors.

Modern Governor provides you with a summary of the training you have started and completed.

If this is **your first time** using Modern Governor:

1. Go to www.moderngovernor.com
2. You will see the new homepage from 5th April 2010.
3. Click on 'register for an account' and follow the on-screen instructions (you must have a valid email address).
4. The system will send you an automated email – click on the embedded link to confirm your registration.
5. When you have confirmed your registration, you will be sent back to the homepage.
6. Enter your username and password in the boxes provided and click 'log in'.

If you have **already registered** for access to Modern Governor courses:

1. Go to www.moderngovernor.com
2. Enter your username and password in the boxes on the right and click 'log in'.

If you have forgotten your password it is easy to request for this to be reset for you.

If your school is not listed when you attempt to register, please contact GoverningBodies@hounslow.gov.uk or telephone 020 8583 2643.

If you need any technical support or are having difficulty registering or logging in, please contact support@learningpool.com or telephone 0845 543 6033.

Planning your Governor Training: Autumn Term 2010

<p>Within the first year of appointment</p> <p>All governors should attend</p>	<p>New Governors</p> <ul style="list-style-type: none"> • Introductory Course for New Governors <i>or</i> • Governors Essentials: A Guide for New & Nearly New Governors • Child Protection and Safeguarding – Basic Awareness
<p>Courses recommended for Special Interest Governors</p>	<p>Clerks/Correspondents</p> <ul style="list-style-type: none"> • Clerk / Correspondent Briefing <p>Designated Governor for Child Protection</p> <ul style="list-style-type: none"> • Child Protection Network Meeting (only if attended Basic Awareness) • Governors Responsibilities for Safeguarding and Child Protection – Ofsted Expectations <p>Link Governor</p> <ul style="list-style-type: none"> • Link Governors' Meeting <p>HSGBA Governor</p> <ul style="list-style-type: none"> • HSGBA Meeting <p>All Named Governors</p> <ul style="list-style-type: none"> • Effective 'Special Interest' or 'Named' Governors
<p>Courses recommended for Committee or Panel Members</p>	<p>Chairs Vice Chairs and Committee Chairs</p> <ul style="list-style-type: none"> • Taking the Chair • The New Ofsted Framework • Ensuring Effective Committees <p>Finance</p> <ul style="list-style-type: none"> • Financial Management Standard in Schools (FMSIS) <p>Disciplinary Panel</p> <ul style="list-style-type: none"> • Exclusions from School - Introduction <p>Appointments Panel and Personnel or Staffing Committee</p> <ul style="list-style-type: none"> • Recruitment and Selection • Safer Recruitment • How to Market Your School <p>Performance Management Panel (and other Staffing or Personnel Governors)</p> <ul style="list-style-type: none"> • Headteacher Performance Management
<p>All Governors</p>	<ul style="list-style-type: none"> • The Ofsted Framework • Child Protection and Safeguarding Basic Awareness • Financial Management Standard in Schools (FMSIS)

Whole Governing Body Training

- When did you last carry out training or development as a governing body?
- Have you completed your GB self evaluation to inform the judgement on Governance in the SEF?
- Has your self evaluation highlighted a development area which might benefit from external support?

Your governing body could use a Modern Governor Session for whole GB training, or arrange for a tailor-made development session through Governing Bodies Support.

Governing Bodies Support – Training COURSE BOOKING FORM

Name: _____

Address: _____

Tel. No: _____ **E-mail address:** _____

School(s) at which you are a Governor: _____

Course Date & Time	Course No.	Course Title	Please Tick Course(s) You Wish To Attend
Sat 11 Sep 9.30am-3.30pm	10301A	Introductory Day Course for New Governors	<i>Waiting List (course full)</i>
Wed 22 Sep 2.00pm-4.00pm	10302	Making the Most of Governor Visits to Schools <i>(LDBS Course in London SW1)</i>	
Wed 22 Sep 7.00pm-9.00pm	-----	Link Governors Meeting	
Tue 28 Sep 9.00am-5.00pm	10303A	Safer Recruitment	
Wed 29 Sep 6.30pm-8.30pm	10304	Clerk and Correspondent Briefing	
Thu 30 Sep 10.00am-12noon	10305A	Headteacher Performance Management	
Tue 5 Oct 6.30pm-8.30pm	10306	Ensuring Effective Committees	
Wed 6, 13 and 20 Oct (3-part evening course)	10301B	Introductory Course for New Governors	
Fri 8 Oct 9.30am-12.30pm	10307	Exclusions from School – Introduction	
Mon 11 Oct 6.30pm-9.30pm	10308	Child Protection & Safeguarding – Basic Awareness	
Tue 12 and 19 Oct (2-part evening course)	10309	Recruitment and Selection	

Course Date & Time	Course No.	Course Title	Please Tick Course(s) You Wish To Attend
Tue 19 Oct 4.15pm-5.45pm	10310	How to Market Your School	
Thu 21 Oct 6.30pm-8.30pm	10305B	Headteacher Performance Management	
Tue 2 Nov 7.00pm-9.00pm	-----	HSGBA Autumn Term Meeting	
Thu 4 Nov 4.15pm-5.45pm	-----	Child Protection Network Meeting	
Mon 8 Nov 9.30am-11.30am	10311	Effective 'Special Interest' or 'Named' Governors	
Wed 10 Nov 6.30pm-8.30pm	10312	Financial Management Standard in Schools	
Sat 13 Nov 9.30am-3.00pm	10313	Governors' Essentials – A Guide for New and Nearly New Governors	
Tue 16, 23 and 30 Nov (3-part morning course)	10301C	Introductory Course for New Governors	
Wed 17 Nov 10.00am-12noon	10314	Understanding and Using RaiseOnline to Support School Improvement <i>(LDBS course in London SW1)</i>	
Wed 17 Nov 9.30am-11.30am	10315	The Ofsted Framework	
Wed 24 Nov 9.30am-11.30am	10316	Governors Responsibilities for Safeguarding and Child Protection – Ofsted Expectations	
Fri 26 Nov 9.30am-3.15pm	10317	Taking the Chair	
Tue 7 Dec 9.00am-5.00pm	10303B	Safer Recruitment	

RETURN FORM TO:

Governing Bodies Support – Development and Training, Children's Services & Lifelong Learning Dept. , LB Hounslow, Civic Centre, Lampton Road, Hounslow TW3 4DN

Tel. No. 020 8583 2881 Fax No. 020 8583 2613 E-mail: governortraining@hounslow.gov.uk