

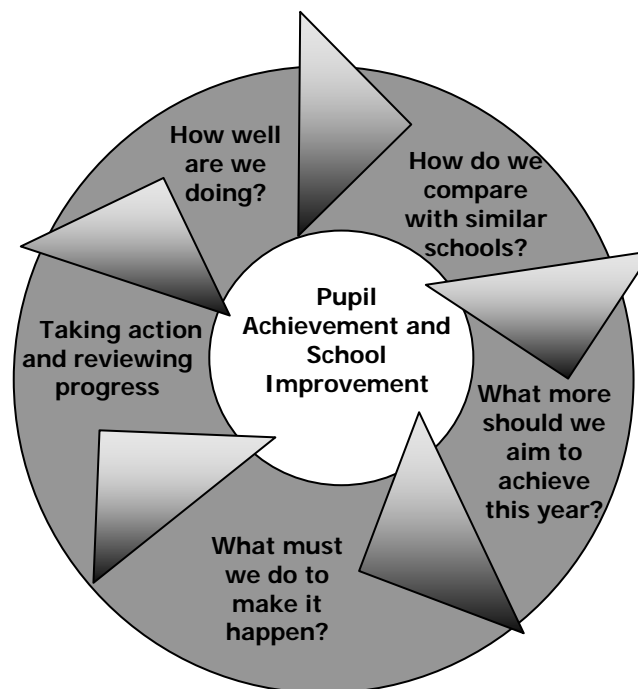


**London Borough
of Hounslow**

GOVERNING BODIES SUPPORT

TRAINING PROGRAMME OF COURSES

SUMMER 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. Some courses have maximum numbers and 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 Support Officer
Tel: 020 8583 2881: Answerphone: 020 8583 2892
Fax No. 020 8583 2613
E-mail: governortraining@hounslow.gov.uk

MAY

LINK GOVERNORS MEETING

Guest Speaker: Elaine Walton – Modern Governor Product Manager

There will be a presentation about how to access the range of on-line courses available to governors through the Modern Governor subscription as well as the opportunity to share experience of using these courses. Link Governors are also invited to comment on any Teachers TV programmes they may have looked at since the presentation at the Spring Link Governors meeting.

This term Link Governors will be able to take away resources from the central governors' library to share with their fellow governors and keep in their school based governors' library.

As usual Link Governors will be able to pick up their copy of the training record for their governing body. This is becoming increasingly important evidence for your self evaluation form (SEF), Ofsted and FMSiS.

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

Date: **Tuesday 4th May 2010**

Time: **7.00pm–9.00pm**

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

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: **Tuesday 11th, 18th and 25th May 2010**

Time: **7.00pm–9.30pm**

Venue: **Room 3, Ground Floor Annexe, Civic Centre, Lampton Road, Hounslow TW3 4DN**

Course No: **10201B**

Repeated:

Dates: **Friday 14th, 21st and 28th May 2010**

Time: **9.30am–12.00noon**

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

Course No: **10201C**

MAY

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: Wednesday 12th May 2010

Time: 9.30am–12.30pm

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

Course No: 10202

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 13th May 2010

Time: 4.15pm–5.45pm

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

CLERK AND CORRESPONDENT BRIEFING

Course Leader: Karen Harrison, Head of Governing Bodies Support

Description: The briefing will give clerks and correspondents the opportunity to consider current issues, including agenda items to be considered at the Summer 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: Thursday 13th May 2010

Time: 6.30pm–8.30pm

Venue: Area 7, 1st Floor, Civic Centre, Lampton Road, Hounslow TW3 4DN

Course No: 10203

MAY

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: Friday 14th, 21st and 28th May 2010

Time: 9.30am–12.00noon

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

Course No: 10201C

INTRODUCTION TO SCHOOL FINANCE

Course Leader: Donald Fraser, Manager, Schools Financial Services;
Jo Criddle, Assistant Schools Finance Officer, Schools Financial Services.

Description: A practical introduction to schools' finance and school budget setting, suitable for new governors and governors not currently involved with finance.

Date: Wednesday 19th May 2010

Time: 6.30pm–8.30pm

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

Course No: 10204

ONE-TO-ONE TUITION

Course Leader: Jo Melhuish, LA Tuition Lead

Description: Since 2009, one-to-one tuition in English and mathematics has been rolled out nationally to pupils in Key Stages 2, 3 and in Key Stage 4 (in National Challenge schools). From September 2010 funding to schools for tuition will be increased and through the latest Education Act will be *guaranteed* to every pupil in Key Stage 2 who is falling behind or who enters secondary school behind national expectations. Schools' management of the tuition falls within the remit for school governors. This briefing will inform you about the scope of one-to-one tuition and share DCSF recommendations about the roles and responsibilities of governors.

Date: Thursday 27th May 2010

Time: 6.30pm–8.30pm

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

Course No: 10205A

Repeated:

Date: Wednesday 16th June 2010

Time: 10.00am–12.00noon

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

Course No: 10205B

JUNE

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 or Deputy 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. At the last meeting members were asked to consider how well the Association meets its purpose and to suggest the topics or issues of most concern to their governing bodies. These will form the basis of the discussion.

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 8th June 2010**

Time: **7.00pm–9.00pm**

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

UNDERSTANDING DATA AND KNOWING THE QUESTIONS TO ASK

Course Leader: David Westworth, School Improvement Regional Adviser, National Strategies

Description: In order to ensure their contribution to school improvement, governors need to know their school well and also be aware of the key questions to ask in order to acquire this knowledge. Indeed, this lies at the heart of the improvement process. The fundamental purpose of any school improvement activity is to improve outcomes for all pupils. Self-evaluation should therefore focus specifically on the impact provision makes on these outcomes, and understanding what the school's attainment and progress data indicates about the quality of this provision is fundamental to this process for governors. The majority of schools now make good use of national data to measure the impact of their work and to compare their own performance with that of similar schools. However, schools need to be supplementing global performance data with in-depth analyses of a range of other data to identify more subtle but important patterns of performance. This data includes analysis of the performance of different groups and individuals by gender, ethnicity, age, prior attainment and socio-economic background. As a result, it is possible to produce challenging but realistic targets for individuals and groups of pupils, and to establish clear milestones against which governors can monitor this progress.

The course will give governors an introduction to RAISEonline for primary and secondary school governors so they have an understanding of the data available to schools and how to interpret it. The aim is to help governors identify the type of questions they should be asking their leadership teams and increase their confidence in doing so. There will be an opportunity for governors to look at extracts of their own school's RAISEonline report.

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

Date: **Wednesday 9th June 2010**

Time: **6.30pm–8.30pm**

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

Course No: **10206**

JUNE

USE THE LONDON MLE (FRONTER) TO SUPPORT YOUR GOVERNING BODY

Course Leader: Chris Salt, Adviser with responsibility for IT

Description: A two part “hands on” course for participants to create an interactive Governors’ Area for their school on the London MLE (Fronter).

Session 1: Participants will

- a) focus on the way Fronter can support the role of the Governing Body;
- b) consider the range of information and services which school governors would like to be able to access easily when connected to the internet;
- c) plan and design a governors’ room.

Session 2: Participants will

- a) start to work in Fronter to personalise the Governors’ Area for their school;
- b) create folders, upload documents and images and link web pages together;
- c) have set up an overall structure which may be added to and further developed to support the GB at their school.

Some schools have already set up Governor areas on Fronter or elsewhere or are in the process of planning to do so. Whatever stage your school has reached, it is essential that governors planning to attend should discuss the issues with their Headteacher before the first session.

Dates: Thursday 10th and Wednesday 16th June 2010

Time: 6.30pm–8.30pm

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

Course No: 10207

IMPROVING CITIZENSHIP, PSHE, WELLBEING AND STUDENT VOICE AND THE IMPACT ON PUPIL OUTCOMES

Course Leader: Lee Souter, PSHE and Citizenship Adviser

Description: Improving Citizenship learning means meeting more needs of more students to a fuller extent than ever before. In order to do this well we need to firstly listen to young people and secondly to develop their participation skills. This training will examine how students of all ages can come to play a more active role in their education, forming more open and trustful relationships between staff and students. Amongst other student voice roles it will examine student councils, peer mentoring, student researchers, peer listening, students as observers and student governors.

Date: Monday 14th June 2010

Time: 6.30pm–8.30pm

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

Course No: 10208

JUNE

NEW PRIMARY CURRICULUM

Course Leader: Val Blackwell, Senior Adviser – Primary

Description: A new primary curriculum resulting from the Rose review is to be introduced from September 2011. This new curriculum will be organised around six broad areas of learning to help schools and children make coherent links across all their learning. It is a model that advocates direct subject teaching, complemented by serious and challenging cross-curricular studies which provide ample opportunities for children to use and apply their subject knowledge in order to deepen understanding. Governors will need to be aware of the significant implications for their schools. Any school delivering the Primary Curriculum will be given an additional INSET day in the 2010/2011 School Year to help prepare for the changes.

Date: Tuesday 15th June 2010

Time: 6.30pm–8.30pm

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

Course No: 10209

ONE-TO-ONE TUITION

Course Leader: Jo Melhuish, LA Tuition Lead

Description: Since 2009, one-to-one tuition in English and mathematics has been rolled out nationally to pupils in Key Stages 2, 3 and in Key Stage 4 (in National Challenge schools). From September 2010 funding to schools for tuition will be increased and through the latest Education Act will be *guaranteed* to every pupil in Key Stage 2 who is falling behind or who enters secondary school behind national expectations. Schools' management of the tuition falls within the remit for school governors. This briefing will inform you about the scope of one-to-one tuition and share DCSF recommendations about the roles and responsibilities of governors.

Date: Wednesday 16th June 2010

Time: 10.00am–12.00noon

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

Course No: 10205B

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: Friday 18th June 2010

Time: 9.30am–3.00pm

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

Course No: 10210

JUNE

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.

- 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: Monday 21st June 2010

Time: 6.30pm–9.30pm

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

Course No: 10211

HEALTH & SAFETY MANAGEMENT BRIEFING

Course Leader: Adam Stonely, LBH Health & Safety Adviser

Description: This session will give governors an awareness of the legal framework in relation to health and safety and discuss the risk assessment process as it relates to a school environment. It will better enable governors to understand their responsibilities for health and safety and provide a management framework for them to work within. A brief examination of Hounslow's own policies and procedures will be included.

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

Date: Tuesday 22nd June 2010

Time: 6.30pm–9.30pm

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

Course No: 10212

THE GOVERNORS' ROLE IN ENSURING ACCOUNTABILITY

Course Leader: Andrew Dodge, Associate Trainer

Description: The accountability role is one of the three, nationally recognised, main roles of the governing body - the other two being the strategic and critical friend roles. Through presentation, activities, discussion and an accompanying booklet, this accessible session looks at how governors are accountable for school improvement and for ensuring statutory requirements and the Every Child Matters agenda are being fulfilled at their school. It will cover:

continued/...

- Appropriate and effective monitoring and evaluation (including asking the right questions and visiting the school)
- Securing the views of pupils, parents and other stakeholders
- Reporting back to parents and others to whom we are accountable

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

Date: Tuesday 29th June 2010
Time: 9.30am–11.30am
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10213

JULY

EXCLUSIONS FROM SCHOOL – ADVANCED

Course Leader: Sabi Hothi, Head of Access

Description: This course is aimed at Governors with some experience/knowledge of Exclusions, who want to gain further insight into good practice and legal responsibilities. The session will also be useful for Governors who have already attended the basic course and are now sitting or preparing to sit on a Disciplinary Committee.

By the end of the course you will have a better understanding of:

- Use of early intervention and alternative provision to reduce exclusions
- How to be an effective member of the Governing Body's Disciplinary Committee.
- Reviewing exclusions with regard to relevant legislation, such as disability discrimination and examples of recent case law
- How to run a fair Exclusions hearing
- Considering evidence
- How to prepare for an Independent Review
- Local Practice

You will be able to share your experiences with other governors, discuss particular issues and ask questions of the trainer, Hounslow's Head of Access.

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

Date: Monday 5th July 2010
Time: 6.30pm–9.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10214

CHILD PROTECTION AND SAFEGUARDING MANAGEMENT OF ALLEGATIONS

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

Description: This briefing session is aimed at Chairs and Designated Child Protection Governors. Based around an initial look at the management of allegations of child abuse against staff in schools and education settings, Governors will have the opportunity to clarify and ask questions about the topics and explore the implications for staff and governors.

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

Date: Wednesday 7th July 2010
Time: 6.30pm-9.00pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10215

JULY

ASSESSMENT FOR LEARNING AND ASSESSING PUPIL PROGRESS

Course Leader: Noreen Ridley, Adviser for Assessment

Description: Assessment for Learning (AfL) is about involving pupils by sharing learning intentions and success criteria, effective questioning, giving constructive feedback, and children engaging in peer and self-assessment. Assessing Pupils' Progress (APP) is a new structured approach to teacher assessment developed by QCA. It helps teachers to make reliable judgements related to national standards by drawing on a wide range of evidence. This course will give governors a greater understanding of AfL and APP and their implications for schools, teachers and pupils.

Date: Thursday 8th July 2010

Time: 9.30am-11.30am

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

Course No: 10216

SEN FOR GOVERNORS

Course Organiser: London Diocesan Board for Schools

Description: Are you an inclusive school? This session will look at understanding the legal requirements for SEN provision as well as tackling questions governors may ask at meetings regarding statutory responsibilities for SEN; making appropriate progress and the role of the SEN governor in ensuring the best outcome for SEN children.

Date: Monday 12th July 2010

Time: 2.00pm-4.00pm

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

Course No: 10217

*For information on E-learning courses available online,
please see pages 11 and 12.*

Modern Governor E-Learning Courses – Summer 2010

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.

Preparing for OFSTED

Find out about best practice before an inspection, discover what to expect during an inspection, and then learn what happens after an inspection. Find out more about what happens to schools causing concern. Learn about how the government reports on a school and discover how to interpret the headlines by using the detail in RAISEonline. Then find out how to use the data to improve performance.

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

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 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: Summer Term 2010

<p style="text-align: center;">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
<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 • Child Protection and Safeguarding – Management of Allegations <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>SEN Governor</p> <ul style="list-style-type: none"> • SEN for Governors (<i>LDBS Course in London</i>)
<p>Courses recommended for Committee Members</p>	<p>Curriculum</p> <ul style="list-style-type: none"> • Understanding Data and Knowing the Questions to Ask • New Primary Curriculum • Assessment for Learning and Assessing Pupil Progress • One-to-One Tuition <p>Finance</p> <ul style="list-style-type: none"> • Introduction to School Finance (<i>for new Finance Members</i>) <p>Premises</p> <ul style="list-style-type: none"> • Health & Safety <p>Disciplinary Panel</p> <ul style="list-style-type: none"> • Exclusions from School - Introduction • Exclusions from School - Advanced
<p>Courses recommended for All Governors</p> <p>'Introductory/general level' courses and 'New development/initiatives' courses are suitable for all governors including new governors.</p>	<p>Introductory/General level</p> <ul style="list-style-type: none"> • Governors Role in Ensuring Accountability • Introduction to School Finance <p>Recent developments/ initiatives</p> <ul style="list-style-type: none"> • New Primary Curriculum • Assessment for Learning and Assessing Pupil Progress • One-to-One Tuition • Improving Citizenship, PSHE, Wellbeing and Student Voice <p>Advanced level</p> <ul style="list-style-type: none"> • Use the London MLE (Fronter) to Support Your Governing Body • Advanced Exclusions Training

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
Tue 4 May 7.00pm-9.00pm	-----	Link Governors Meeting	
Tue 11, 18 <u>and</u> 25 May (3-part evening course)	10201B	Introductory Course for New Governors	
Wed 12 May 9.30am-12.30pm	10202	Child Protection & Safeguarding – Basic Awareness	
Thu 13 May 4.15pm-5.45pm	-----	Child Protection Network Meeting	
Thu 13 May 6.30pm-8.30pm	10203	Clerk and Correspondent Briefing	
Fri 14, 21 <u>and</u> 28 May (3-part morning course)	10201C	Introductory Course for New Governors	
Wed 19 May 6.30pm-8.30pm	10204	Introduction to School Finance	
Thu 27 May 6.30pm-8.30pm	10205A	One-to-One Tuition	
Tue 8 June 7.00pm-9.00pm	-----	HSGBA Summer Term Meeting	
Wed 9 June 6.30pm-8.30pm	10206	Understanding Data and Knowing the Questions to Ask	
Thu 10 <u>and</u> Wed 16 June 6:30pm-8.30pm	10207	Use the London MLE (Fronter) to Support your Governing Body	

Course Date & Time	Course No.	Course Title	Please Tick Course(s) You Wish To Attend
Mon 14 June 6.30pm-8.30pm	10208	Improving Citizenship, PSHE, Wellbeing and Student Voice and the Impact on Pupil Outcomes	
Tue 15 June 6.30pm-8.30pm	10209	New Primary Curriculum	
Wed 16 June 10.00am-12noon	10205B	One-to-One Tuition	
Fri 18 June 9.30am-3.00pm	10210	Governors' Essentials – A Guide for New and Nearly New Governors	
Mon 21 June 6.30pm-9.30pm	10211	Exclusions from School – Introduction	
Tue 22 June 6.30pm-9.30pm	10212	Health & Safety Management Briefing	
Tue 29 June 9.30am-11.30am	10213	Governors' Role in Ensuring Accountability	
Mon 5 July 6.30pm-9.30pm	10214	Exclusions from School – Advanced	
Wed 7 July 6:30pm–9.00pm	10215	Child Protection and Safeguarding Management of Allegations	
Thu 8 July 9.30am-11.30am	10216	Assessment for Learning and Assessing Pupil Progress	
Mon 12 July 2.00pm-4.00pm	10217	SEN for Governors (<i>LDBS course in London</i>)	

RETURN FORM TO:

**Governing Bodies Support - 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