

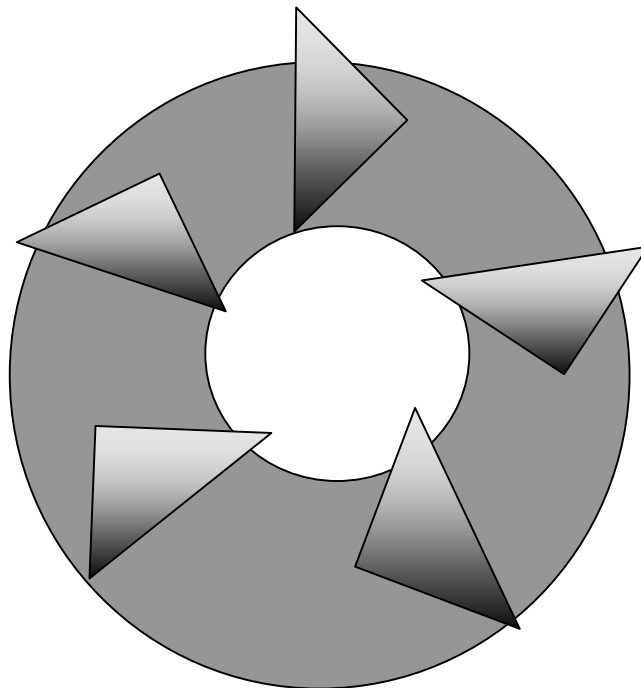


**London Borough
of Hounslow**

GOVERNING BODIES SUPPORT

**TRAINING PROGRAMME
OF COURSES**

AUTUMN TERM 2009



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 to delegates. Copies of these maps can be found:
 - in the Hounslow Handbook for Governors (pages A5.1 and A5.2), and
 - 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

SEPTEMBER

PROMOTING COMMUNITY COHESION – MEETING THE DUTY ON SCHOOLS

Course Leader: Avtar Sherri, Adviser Equalities and Minority Ethnic Achievement
Description: All schools have a legal duty to promote community cohesion. Ofsted will now be inspecting schools more closely on how they promote community cohesion and embed and mainstream this aspect of the legal duty on schools. Schools need to capture all the activities they employ to promote community cohesion in their SEF and be able to assess their impact on pupils, staff and parents. They also need to ensure that community cohesion is linked to school's policy on equalities and impacts positively on pupils' achievement and personal development and wellbeing.

Note: *This is an INSET course, the content of which has been designed for teaching staff and for governors. Places can be booked in the usual way, by completing the attached booking form.*

There is a similar session specifically designed for governors on **Tuesday 20 October**; governors who are unable to attend then are welcome to join this INSET course as an alternative.

Date: Tuesday 22nd September 2009
Time: 9.00am-12.00noon
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09302

LINK GOVERNORS MEETING

Guest Speakers: This will be an opportunity to hear John Reece, Human Resources Business Partner CSLL, talk about ISRs (Individual School Range for senior appointment salaries) and relevant regulations in preparation for performance management for the Autumn Term. Governors on the Headteacher's Performance Management Panel who are not Link Governors are welcome to attend if they would like to hear this item. There will also be a chance to hear Kim Bergamasco, Assistant Director Universal Services, talk about the new Ofsted Framework and its implications for governors.

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

Date: Tuesday 22nd September 2009
Time: 7.00pm-9.00pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE

FINANCIAL MANAGEMENT STANDARD IN SCHOOLS (FMSiS)

Course Leader: David Cross, Assistant Finance Officer, Schools Financial Services Section, CS&LL
Description: The Financial Management Standard in Schools (FMSiS) applies to all schools, and all Hounslow schools will need to have met the standard by April 2010 (schools will also be reassessed on a 3-yearly cycle, and this year secondary schools will need to be reassessed by 31st March 2010).

continued/...

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: Thursday 24th September 2009
Time: 6.30pm-8.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09303

HEADTEACHER PERFORMANCE MANAGEMENT

Course Leader: Corinne Stevenson, Consultant Adviser
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 7.10.09 at Hounslow Education Centre.*

Date: Friday 25th September 2009
Time: 10.00am-12.00noon
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09304A

OCTOBER

CLERK AND CORRESPONDENT BRIEFING

Course Leader: Karen Harrison, Head of Governing Bodies Support
Description: The recent white paper, 21st Century Schools, sets out the expectation that all governing bodies should be supported by a trained clerk to advise and guide them in the exercise of their functions. This session will give clerks and correspondents an opportunity to discuss current issues such as the white paper and the new Ofsted requirements of governing bodies and the implications for their role. There will also be an opportunity to consider items that often arise during this term such as Chair and Vice Chair elections and the annual review of the committee structures and terms of reference. Clerks or Correspondents are welcome to raise individual issues of concern in advance or at the session.

Date: Tuesday 29th September 2009
Time: 6.30pm-8.30pm
Venue: Committee Room 3, Civic Centre, Lampton Road, Hounslow, TW3 4DN
Course No: 09305

EMERGENCY RESPONSE FOR GOVERNORS

Course Leader: Joseph McFarland, Emergency Planning Officer
Description: In order to make all Hounslow schools better prepared, each school has been given guidance on how to develop a school emergency plan. The council's contingency planning department is committed to making schools as resilient as possible. This course will offer an excellent opportunity for governors to share best practice.

The session will cover:

- An introduction to school emergency planning and recovery
- Local risks
- The use and development of a school plan
- The role of school governors in response and recovery

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

Date: Tuesday 6th October 2009
Time: 6.30pm-8.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09306

HEADTEACHER PERFORMANCE MANAGEMENT

Course Leader: Corinne Stevenson, Consultant Adviser
Description: *This evening course is repeated from Course No. 09304A on 25.09.09. For course description please see earlier entry.*

Date: Wednesday 7th October 2009
Time: 6.30pm-8.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09304B

MONITORING AND DEALING WITH RACIST BEHAVIOUR

Course Leader: Avtar Sherri, Adviser Equalities and Minority Ethnic Achievement
Description: Monitoring and dealing with racist behaviour is a requirement of the Race Relations (Amendment) Act 2000. Under new legislation and Ofsted framework, Inspectors are increasingly required to evaluate and report on how a school monitors and deals with racist behaviour and the extent to which a school provides a positive working atmosphere, free from behaviours such as bullying and racism. Participants will have the opportunity, through group discussions and activities, to consider effective policies and practices to deal with racial situations and promote community cohesion.

Note: *This is an INSET course, the content of which has been designed for teaching staff. Governors are very welcome to attend and places can be booked in the usual way, by completing the attached booking form. This is a repeated session, from previous terms.*

Date: Tuesday 13th October 2009
Time: 9.00am-12.00noon
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09307

HOUNSLOW SCHOOL GOVERNING BODIES ASSOCIATION (HSGBA) MEETING

All governors are welcome to attend, however each governing body has a named Representative, who receives papers and can vote at meetings. This is an opportunity to hear and question the Director and other Senior Officers 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. Michael Rosen, Head of Children's Centres Extended Services and Play, will also be attending to talk to Governors about Children's Centres. It is particularly relevant for Chairs, Vice Chairs and LEA Governors. Agendas are sent direct to HSGBA representatives and Chairs, 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 13th October 2009**

Time: **7.00pm-9.00pm**

Venue: **Open Area, Ground Floor Annexe, Civic Centre, Lampton Road, Hounslow TW3 4DN**

BEING AN EFFECTIVE COMMITTEE MEMBER

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:

- 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: **Wednesday 14th October 2009**

Time: **6.30pm-8.30pm**

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

Course No: **09308**

THE NEW OFSTED FRAMEWORK

Course Organiser: London Diocesan Board for Schools
Description: An overview of the structure of the new Inspection framework which comes into effect from 1st September 2009 and a detailed look at areas specific to the governing body.

Please note: *There is a Hounslow course on The New Ofsted Framework scheduled for the evening of Monday 16th November.*

Date: Thursday 15th October 2009
Time: 2.00pm-4.00pm
Venue: London Diocesan Board for Schools, 36 Causton Street, London SW1P 4AU
Course No: 09309

RECRUITMENT & SELECTION

Course Leaders: John Reece, Human Resources Business Partner CSLL;
Yvette Mayers, Acting Assistant Head of Human Resources
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: Thursday 15th and 22nd October 2009
Time: 6.30pm-9.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09310

COMMUNITY COHESION

Course Leader: Avtar Sherri, Adviser Equalities and Minority Ethnic Achievement
Description: The Education and Inspection Act (EIA) 2006 requires the governing bodies of maintained schools to promote community cohesion, under the duty to promote community cohesion which came into force on 1st September 2007. Alongside this, Ofsted from 1st September 2008 includes schools' contributions to promoting community cohesion in their inspections. The duty to promote community cohesion is explicitly placed on the governing bodies of schools. Within each school, it is for the governing body to discharge this function as part of its leadership and management role. In this session we will be discussing how governors can lead the school in promoting community cohesion through involving pupils, staff, parents and the community.

This is a repeated session from previous terms.

Date: Tuesday 20th October 2009
Time: 9.30am-12.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09311

GOVERNORS AND CHILD PROTECTION AND SAFEGUARDING

Course Leader: Lyn Wilson, Education Officer Child Protection & Safeguarding Partnerships
Description: All governors must have training in their role and responsibility for Child Protection and Safeguarding as this is one of the most important aspects of their role. Safeguarding includes issues such as bullying, health and safety, e-safety, drug and alcohol abuse and knowing how to respond where there are concerns about a child's safety or welfare. This course will outline the new 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 well being of staff and pupils."
Date: Tuesday 20th October 2009
Time: 6.30pm-9.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09312

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 22nd October 2009
Time: 4.15pm-5.45pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE

NOVEMBER

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 4th, 11th and 18th November 2009
Time: 7.00pm- 9.30pm
Venue: Room 3, Ground Floor Annexe, Civic Centre, Lampton Road, Hounslow TW3 4DN
Course No: 09301A

Repeated:

Dates: Thursday 5th, 12th and 19th November 2009
Time: 9.30am-12.00noon
Venue: Parts 1 and 3: Committee Room 3, Civic Centre, Lampton Road, Hounslow TW3 4DN
Part 2: Committee Room 2, Civic Centre, Lampton Road, Hounslow TW3 4DN
Course No: 09301B

SAFER RECRUITMENT

Course Leaders: John Reece, Human Resources Business Partner CSLL;
Lyn Wilson, Education Officer Child Protection & Safeguarding Partnerships

Description: As a result of the Bichard Inquiry, at least one governor and headteacher from each governing body should complete Safer Recruitment training. There is expected to be a mandatory requirement introduced in the near future, that at least one member of an appointment panel has completed the Safer Recruitment Training.

As an alternative to the online training available, NCSL has now produced face-to-face training materials. 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.**
Course repeated on 4.12.09 at Hounslow Education Centre

Date: Monday 9th November 2009
Time: 9.00am-5.00pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09314A

MUSIC AND SEAL (Social and Emotional Aspects of Learning)

Course Leader: Oonagh Barry - Head of Hounslow Music Service

Description: Music has the power to help all pupils achieve the five Every Child Matters outcomes and enables children and young people to become:

- Successful learners, make progress and achieve
- Confident individuals, who are able to live safe, healthy and fulfilling lives
- Responsible citizens who are able to make a positive contribution to society

Note: *This is an INSET course, the content of which has been designed for teaching staff. Governors are very welcome to attend and places can be booked in the usual way, by completing the attached booking form.*

Date: Monday 9th November 2009
Time: 4.15pm-5.45pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09315

MORE SCHOOLS' FINANCE FOR GOVERNORS

Course Leader: David Cross, Assistant Finance Officer, Schools Financial Services Section, CS&LL

Description: 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. Governors will learn what tasks are required and when, and what direct support they will get from Hounslow. This follows on from the governors finance training already offered and will include:

continued/...

- training on School Budget Monitoring;
- a timetable of tasks for governors to work from;
- additional information on documents schools need to have in place and examples of best practice;
- an Introduction to Best Value and the DCSF Schools Benchmarking website.

Date: Tuesday 10th November 2009
Time: 6.30pm-8.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09316

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 14th November 2009
Time: 9.30am-3.00pm
Venue: LB Ealing Education Centre, Mansell Road, Greenford, UB6 9EG
Course No: 09317

EXCLUSIONS FROM SCHOOL Introduction for governors new to exclusions

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 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.

Date: Monday 16th November 2009
Time: 9.30am-12.30pm
Venue: Room 1, Ground Floor Annexe, Civic Centre, Lampton Road, Hounslow TW3 4DN
Course No: 09318

UNDERSTANDING AND USING RAISE ONLINE TO SUPPORT SCHOOL IMPROVEMENT

Course Organiser: London Diocesan Board for Schools

Description: This session will focus on interpreting the Raise Online 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: Monday 16th November 2009

Time: 2.00pm-4.00pm

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

Course No: 09319

THE NEW OFSTED FRAMEWORK

Course Leader: Susan Williams Senior Adviser - National Strategies

Description: From September 2009 Ofsted inspections will change to give an even greater emphasis on school improvement, the impact of teaching on the achievement and well-being of pupils, and to take greater account of users' views, in particular of parents, pupils and staff. There will also be 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.

Date: Monday 16th November 2009

Time: 6.30pm- 8.30pm

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

Course No: 09320

TAKING THE CHAIR (Based on the DCSF Development Programme for Chairs)

Course Leader: Andrew Dodge, Associate Trainer

Description: Using presentation, discussion and structured activities, this lively **two-part** course is suitable for current and prospective governing body chairs, vice-chairs and committee chairs. Both parts will refer to the chair's role in strategic leadership and in ensuring accountability and will offer opportunities to share experiences and good practice.

Part 1:

- 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

Part 2:

- Managing the work of the governing body – 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

Note: *Although attending both parts is recommended, it is not compulsory, so if you are only available to attend one of the sessions, please go ahead and make a booking.*

Date: Monday 23rd and 30th November 2009
Time: 7.00pm-9.00pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow, TW4 7HE
Course No: 09321

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, the session will also provide a general overview of Safer Recruitment and the Independent Safeguarding Authority Vetting and Barring Scheme, being phased in from Autumn this year, and discussions on the links between each. Governors will have the opportunity to clarify and ask questions about these three topics and explore the implications of each for staff and governors.
This is a repeated session from previous terms

Date: Tuesday 24th November 2009
Time: 9.30am-12.30pm
Venue: Room 2, Ground Floor Annexe, Civic Centre, Lampton Road, Hounslow TW3 4DN
Course No: 09322

HOW TO BE AN EFFECTIVE CRITICAL FRIEND

Course Leaders: Hilary Strudwick, Associate Trainer;
 Karen Harrison, Head of Governing Bodies Support
Description: The role of the governor has often been described as that of a critical friend. The new Ofsted framework is looking for more evidence of governing bodies challenging leaders and managers, holding them to account for tackling weaknesses and further improving outcomes for all pupils.
 So how can governors do this but continue to be supportive, sensitive to work life balance for all, and develop and maintain that essential positive relationship with the school leadership team. This session will give practical guidance looking at examples of documents and issues governors need to consider such as the SEF, SIP Report, school development plan, budget, Headteacher's Report and school data to identify how governors should respond. This will involve identifying issues and practice in framing the most appropriate questions and comments.

Date: Friday 27th November 2009
Time: 9.30am-12.00noon
Venue: Room 2, Ground Floor Annexe, Civic Centre Lampton Road Hounslow TW3 4DN
Course No: 09323

DECEMBER

ADVANCED EXCLUSIONS TRAINING

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.

Date: Tuesday 1st December 2009

Time: 6.30pm-9.30pm

Venue: Room 1, Ground Floor Annexe, Civic Centre, Lampton Rd, Hounslow TW3 4DN

Course No: 09324

SAFER RECRUITMENT

Course Leaders: John Reece, Human Resources Business Partner CSLL;

Lyn Wilson, Education Officer Child Protection and Safeguarding Partnerships

Description: *This course is repeated from Course No. 09314A on 9.11.09. For course description please see earlier entry.*

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

Date: Friday 4th December 2009

Time: 9.00am-5.00pm

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

Course No: 09314B

Planning your Governor Training: Autumn Term 2009

<p style="text-align: center;">Within the first year of appointment</p> <p>All governors should attend</p>	<ul style="list-style-type: none"> • Introductory Course for New Governors <u>or</u> Governors Essentials: A Guide for New & Nearly New Governors • Governors & Child Protection • Recruitment & Selection
<p>Courses recommended for Special Interest Governors</p>	<p>Clerks/Correspondents</p> <ul style="list-style-type: none"> • Clerk /Correspondent Training <p>Designated Governor for Child Protection</p> <ul style="list-style-type: none"> • Child Protection Network Meeting • Child Protections and Safeguarding - Management of Allegations • Safer Recruitment <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>Courses recommended for Committee or Panel Members</p>	<p>Chairs, Vice Chairs , Committee Chairs or Potential Chairs</p> <ul style="list-style-type: none"> • Taking the Chair <p>Curriculum</p> <ul style="list-style-type: none"> • Music and SEAL • Understanding & Using Raise Online to Support School Improvement <p>Exclusions Panel</p> <ul style="list-style-type: none"> • Exclusions from School - Introduction • Advanced Exclusions <p>Finance</p> <ul style="list-style-type: none"> • Financial Management Standard in Schools • More Schools' Finance for Governors <p>Performance Management Panel</p> <ul style="list-style-type: none"> • Headteacher Performance Management <p>Personnel or Appointment Panel</p> <ul style="list-style-type: none"> • Headteacher Performance Management • Recruitment & Selection • Safer Recruitment
<p>Courses recommended for All Governors</p> <p>'Introductory/General level' courses and 'New Developments/ Initiatives' courses are suitable for all governors including new governors.</p>	<p>Introductory/General level</p> <ul style="list-style-type: none"> • Being an Effective Committee Member • Emergency Response • Financial Management Standard In Schools • Governors and Child Protection and Safeguarding • How to be an Effective Critical Friend • Monitoring and Dealing with Racist Behaviour • Promoting Community Cohesion – Meeting the Duty on Schools <p>Recent Developments/ Initiatives</p> <ul style="list-style-type: none"> • The New Ofsted Framework <p>Advanced level</p> <ul style="list-style-type: none"> • Advanced Exclusions • Safer Recruitment • Child Protection and Safeguarding Management of Allegations

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 22 Sept 9.00am-12.00	09302	Promoting Community Cohesion - Meeting the Duty on Schools	
Tue 22 Sept 7.00pm-9.00pm	-----	Link Governors Meeting	
Thu 24 Sept 6.30pm-8.30pm	09303	Financial Management Standard in Schools	
Fri 25 Sept 10.00am-12.00	09304A	Headteacher Performance Management	
Tue 29 Sept 6.30pm-8.30pm	09305	Clerk and Correspondent Briefing	
Tue 6 Oct 6.30pm-8.30pm	09306	Emergency Response for Governors	
Wed 7 Oct 6.30pm-8.30pm	09304B	Headteacher Performance Management	
Tue 13 Oct 9.00am-12.00	09307	Monitoring and Dealing with Racist Behaviour	
Tue 13 Oct 7.00pm-9.00pm	-----	HSGBA Meeting	
Wed 14 Oct 6.30pm-8.30pm	09308	Being an Effective Committee Member	
Thu 15 Oct 2.00pm-4.00pm	09309	The New Ofsted Framework (LDBS)	
Thu 15 and 22 Oct (2-part evening course)	09310	Recruitment and Selection	
Tue 20 Oct 9.30am-12.30pm	09311	Community Cohesion	

Course Date & Time	Course No.	Course Title	Please Tick Course(s) You Wish To Attend
Tue 20 Oct 6.30pm-9.30pm	09312	Governors and Child Protection and Safeguarding	
Thu 22 Oct 4.15pm-5.45pm	-----	Child Protection Network Meeting	
Wed 4, 11 and 18 Nov (3-part evening course)	09301A	Introductory Course for New Governors	
Thu 5, 12 and 19 Nov (3-part morning course)	09301B	Introductory Course for New Governors	
Mon 9 Nov 9.00am-5.00pm	09314A	Safer Recruitment	
Mon 9 Nov 4.15pm-5.45pm	09315	Music and SEAL (Social and Emotional Aspects of Learning)	
Tue 10 Nov 6.30pm-8.30pm	09316	More Schools' Finance for Governors	
Sat 14 Nov 9.30am-3.00pm	09317	Governors' Essentials: A Guide for New and Nearly-New Governors	
Mon 16 Nov 9.30am-12.30pm	09318	Exclusions from School – Introduction for Governors New to Exclusions	
Mon 16 Nov 2.00pm-4.00pm	09319	Understanding Raise Online to Support School Improvement	
Mon 16 Nov 6.30pm-8.30pm	09320	The New Ofsted Framework	
Mon 23 and 30 Nov (2-part evening course)	09321	Taking the Chair	
Tue 24 Nov 9.30am-12.30pm	09322	Child Protection and Safeguarding Management of Allegations	
Fri 27 Nov 9.30am-12.00	09323	How to be an Effective Critical Friend	
Tue 1 Dec 6.30pm-9.30pm	09324	Advanced Exclusions Training	
Fri 4 Dec 9.00am-5.00pm	09314B	Safer Recruitment	

RETURN FORM TO:

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

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