

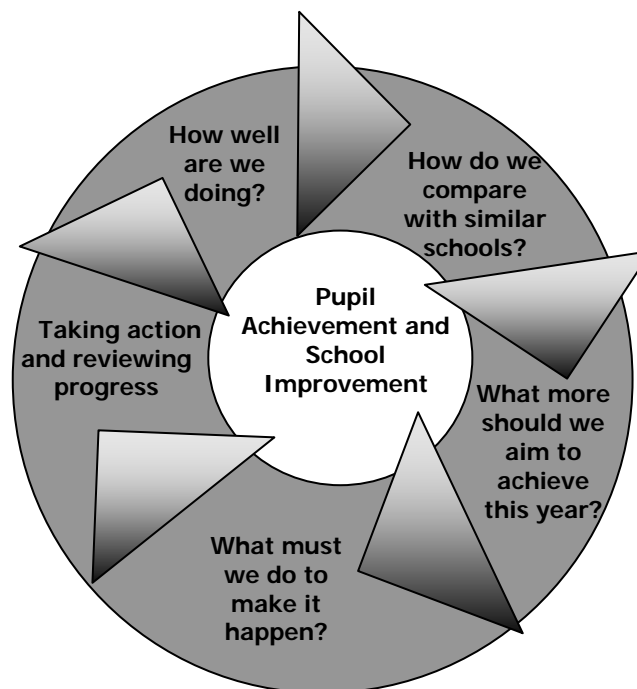


**London Borough
of Hounslow**

GOVERNING BODIES SUPPORT

TRAINING PROGRAMME OF COURSES

SPRING 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

JANUARY

LINK GOVERNORS MEETING

Guest Speaker: Graham Watts, Teachers TV Adviser

There will be a presentation about the range of programmes relevant to governors on Teachers TV. There will also be an opportunity to hear about governors experiences of the new Ofsted inspection process.

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: **Wednesday 20th January 2010**

Time: **7.00pm-9.00pm**

Venue: **Open Area, Ground Floor Annexe, 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.

Date: **Thursday 21st January 2010**

Time: **6:30pm-8:30pm**

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

Course No: **10102**

JANUARY

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: Thursday 28th January, 4th and 11th February 2010

Time: 9.30am-12.00noon

Venue: Committee Room 3, Civic Centre, Lampton Road, Hounslow TW3 4DN

Course No: 10101A

Repeated:

Dates: Monday 1st, 8th and 15th March 2010

Time: 7.00pm-9.30pm

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

Course No: 10101B

THE NEW OFSTED FRAMEWORK

Course Organiser: London Diocesan Board for Schools

Description: An overview of the structure of the new Inspection framework which came 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 Tuesday 9 February.*

Date: Thursday 28th January 2010

Time: 1.30pm-4.00pm

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

Course No: 10103

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 28th January 2010

Time: 4.15pm-5.45pm

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

FEBRUARY

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 Spring term meeting. It will also give further opportunity to consider what it means to have “professional” clerking and the extent of the role to advise and guide governors to help them meet their responsibilities. As well as updates on legal issues there will be an opportunity to raise general queries for discussion. Correspondents are welcome to request other specific issues of interest or concern.

Date: Thursday 4th February 2010

Time: 6.30pm-8.30pm

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

Course No: 10104

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. From January 2010 there is now a statutory requirement that at least one member of an appointment panel has 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 1st March 2010 and 15th March 2010 at Hounslow Education Centre.

Date: Friday 5th February 2010

Time: 9.00am-5.00pm

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

Course No: 10105A

FEBRUARY

THE NEW OFSTED FRAMEWORK

Course Leader: Susan Williams, Senior Adviser - National Strategies

Description: From September 2009 Ofsted inspections changed 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 and ensure that the expected ways of working are embedded in their practice in preparation for their next inspection.

Date: Tuesday 9th February 2010

Time: 6.30pm-8.30pm

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

Course No: 10106

THE STRATEGIC ROLE OF GOVERNORS

Course Leader: Andrew Dodge, Associate Trainer

Description: The strategic role is an important aspect of being a school governor but what does "being strategic" actually mean? Using presentation, group activities and discussion with an accompanying session booklet, this informative and accessible course will cover:

- Developing shared values and vision
- Knowing the strengths and weaknesses of the school
- Involvement in school improvement planning
- Addressing the Every Child Matters agenda
- Fulfilling statutory legal requirements
- Allocating resources strategically

Date: Wednesday 10th February 2010

Time: 9.30am-11.30am

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

Course No: 10107

SOURCES OF FUNDING AND BUDGET SETTING

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

Description: The course will look at the different funding sources which flow into schools prior to school budgets being set, the Schools Formula, Standards Funds and Devolved Formula Capital. We will also cover school budget setting and the value of multi-year budget setting for schools.

Date: Thursday 11th February 2010

Time: 6.30pm-8.30pm

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

Course No: 10108

FEBRUARY

PROMOTING COMMUNITY COHESION – MEETING THE DUTY ON SCHOOLS

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: Monday 22nd February 2010

Time: 6.30pm-9.00pm

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

Course No: 10109

STAFF GOVERNORS

Course Leader: Hilary Strudwick, Associate Trainer

Description: This session will allow the opportunity to consider regulations and practice and the factors that influence how staff governors can carry out their role. Staff will have the opportunity to meet together to share experiences and identify appropriate ways to deal with some common situations.

Date: Wednesday 24th February 2010

Time: 4.15pm-5.45pm

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

Course No: 10110

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.

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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: **Wednesday 24th February 2010**
Time: **7.00pm-9.00pm**
Venue: **Open Area, Ground Floor, Civic Centre, Hounslow TW3 4DN**

MARCH

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. 10105A on 5th Feb. 2010.
For course description please see earlier entry on page 4.*

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

Date: **Monday 1st March 2010**
Time: **9.00am-5.00pm**
Venue: **Hounslow Education Centre, Martindale Rd, Hounslow TW4 7HE**
Course No: **10105B**

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.

Description: *This evening three-session course is repeated from Course No.10101A on the mornings of 28th Jan., 4th Feb. and 11th Feb. 2010 for the benefit of governors who prefer evening training. For course description please see earlier entry.*

Dates: **Monday 1st, 8th and 15th March 2010**
Time: **7.00pm-9.30pm**
Venue: **Room 4, Ground Floor Annexe, Civic Centre, Lampton Road, Hounslow TW3 4DN**
Course No: **10101B**

MARCH

PRIMARY CURRICULUM

Course Organiser: London Diocesan Board for Schools

Description: The Government is proposing some important changes to the primary curriculum and in January 2008 commissioned Sir Jim Rose to lead an independent review. As governors you are responsible for ensuring a broad and balanced curriculum as well as monitoring the quality of curriculum provision. As such you should be aware of the Rose Review and the consequent changes being proposed by the DCSF for implementation in all primary schools. The session aims to inform you of the contents of the Rose Review, explore the detail of the proposals and ensure you are well prepared for the changes that lie ahead.

Date: Monday 1st March 2010

Time: 10.00am-12.00noon

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

Course No: 10111

ICT, LEARNING PLATFORMS, E-SAFETY & THE GOVERNMENT'S HARNESSING TECHNOLOGY AGENDA

Course Leader: Chris Salt, Adviser with responsibility for IT

Description: This training has been designed to update Governors on current National initiatives for ICT in schools. There will be an interactive presentation to highlight the key issues and also showcase some good ICT practice in Hounslow schools including the use of Managed Learning Environments (MLE).

This is a repeated session from previous programmes.

Dates: Wednesday 3rd March 2010

Time: 6.30pm-8.30pm

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

Course No: 10112

SPECIAL EDUCATIONAL NEEDS AND DISABILITY EQUALITY DUTY

Course Leader: Keith Tysoe, SEN Consultant-Adviser

Description: Governors need to ensure their school meets statutory responsibilities for learners with SEN. New requirements for the SENCO and for monitoring SEN took effect on 1st September 2009. Since December 2007 schools have been required to agree and publish a Disability Equality Scheme with an action plan which takes into account responsibilities to staff, parents and other school users as well as pupils. Planned actions were to be achieved within three years and the scheme needs to be reviewed every three years. The Ofsted Framework looks at the progress of different groups of pupils including those with SEN and reviews whether schools

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MARCH

are meeting their statutory responsibilities for promoting equal opportunities and tackling discrimination. This session will give governors an opportunity to consider the requirements and how they can carry out their role.

Date: Thursday 4th March 2010
Time: 6.30pm-8.30pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10113

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 5th March 2010
Time: 9.30am-3.00pm
Venue: LB Ealing Education Centre, Mansell Road, Greenford UB6 9EG
Course No: 10114

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 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 wellbeing of staff and pupils."

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

Date: Wednesday 10th March 2010
Time: 6.30pm-9.00pm
Venue: Hounslow Education Centre, Martindale Road, Hounslow TW4 7HE
Course No: 10115

MARCH

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.

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

Date: Thursday 11th March 2010

Time: 6.30pm-9.00pm

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

Course No: 10116

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. 10105A on 5th Feb. 2010.
For course description please see earlier entry on page 4.*

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

Date: Monday 15th March 2010

Time: 9.00am-5.00pm

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

Course No: 10105C

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: Thursday 18th March 2010

Time: 10.00am-12.00noon

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

Course No: 10117

Planning your Governor Training: Spring Term 2010

<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 or Governors Essentials: A Guide for New & Nearly New Governors • Governors & Child Protection, Basic Awareness • 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 • Safer Recruitment • Governors Responsibilities for Safeguarding and Child Protection <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"> • Special Educational Needs and Disability Equality Duty
<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"> • Understanding Data and Knowing the Questions to Ask <p>Curriculum</p> <ul style="list-style-type: none"> • Understanding & Using Raise Online to Support School Improvement • Understanding Data and Knowing the Questions to Ask • Primary Curriculum • ICT, Learning Platforms, E-Safety <p>Finance</p> <ul style="list-style-type: none"> • Sources of Funding and Budget Setting <p>Personnel or Appointment Panel (Essential)</p> <ul style="list-style-type: none"> • 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"> • How to be an Effective Critical Friend • Promoting Community Cohesion – Meeting the Duty on Schools • Making the Most of School Visits • Governors Responsibilities for Safeguarding and Child Protection <p>Recent Developments/ Initiatives</p> <ul style="list-style-type: none"> • The New Ofsted Framework

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
Wed 20 Jan 7.00pm-9.00pm	-----	Link Governors' Meeting	
Thu 21 Jan 6:30pm-8.30pm	10102	Understanding Data and Knowing the Questions to Ask	
Thu 28 Jan & 4, 11 Feb (3-part morning course)	10101A	Introductory Course for New Governors	
Thu 28 Jan 1.30pm-4.00pm	10103	(LDBS) New Ofsted Framework	
Thu 28 Jan 4.15pm-5.45pm	-----	Child Protection Network Meeting	
Thu 4 Feb 6.30pm-8.30pm	10104	Clerk and Correspondent Briefing	
Fri 5 Feb 9.00am-5.00pm	10105A	Safer Recruitment	
Tue 9 Feb 6.30pm-8.30pm	10106	The New Ofsted Framework	
Wed 10 Feb 9:30am-11.30am	10107	The Strategic Role of Governors	
Thu 11 Feb 6.30pm-8.30pm	10108	Sources of Funding and Budget Setting	
Mon 22 Feb 6:30pm-9.00pm	10109	Promoting Community Cohesion – Meeting the Duty on Schools	
Wed 24 Feb 4:15pm-5:45pm	10110	Staff Governors	

Course Date & Time	Course No.	Course Title	Please Tick Course(s) You Wish To Attend
Wed 24 Feb 7.00pm-9.00pm	-----	HSGBA Spring Term Meeting	
Mon 1 Mar 9.00am-5.00pm	10105B	Safer Recruitment	
Mon 1 Mar 10.00am-12noon	10111	Primary Curriculum	
Mon 1, 8 & 15 Mar (3-part evening course)	10101B	Introductory Course for New Governors	
Wed 3 Mar 6.30pm-8.30pm	10112	ICT Learning Platforms, E-Safety & the Government's Harnessing Technology Agenda	
Thu 4 Mar 6.30pm-8.30pm	10113	Special Educational Needs and Disability Equality Duty	
Fri 5 Mar 9.30am-3.00pm	10114	Governors' Essentials – A Guide for New and Nearly New Governors	
Wed 10 Mar 6.30pm-9.00pm	10115	Governors' Responsibilities for Safeguarding and Child Protection – Ofsted Expectations	
Thu 11 Mar 6:30pm–9.00pm	10116	How to Be An Effective Critical Friend	
Mon 15 Mar 9.00am-5.00pm	10105C	Safer Recruitment	
Thu 18 Mar 10.00am-12noon	10117	Making the Most of Governor Visits to Schools	

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