



Mandatory Governor Training & Strategic Development Programme



Annual Programme
2017 - 2018

*Strengthening Governance
to Raise Standards in South East Wales*

Foreword

This document details the range of training, resources and development services provided by the Governor Support & Development team and challenge advisers specifically for school governors in South East Wales.

Effective governance plays a crucial role in the success of a school. School governors work in partnership with the headteacher to make long-term strategic decisions that aim to raise the standards of education. Governors are required to be supportive but challenging, holding the senior leadership team to account.

To support governors in this role, the Governor Support & Development team provides:

- The Annual Mandatory Governor Training & Strategic Development programme
- EAS Support & Intervention Framework
- Governing body self-evaluation online portal
- Termly Link Governor for Training Seminars supporting self-improving governance
- Support in implementing the new Welsh Government School Governor regulations
- A clerking service via Service Level Agreement

The team will continue to develop the support for governing bodies within the region in line with local and national priorities. If you have any suggestions for improvements to the services presented in the programme, please feel free, as ever, to contact me direct or your governor support liaison officer whose contact details are provided in this document.

Debbie Hartevelde
Managing Director, EAS

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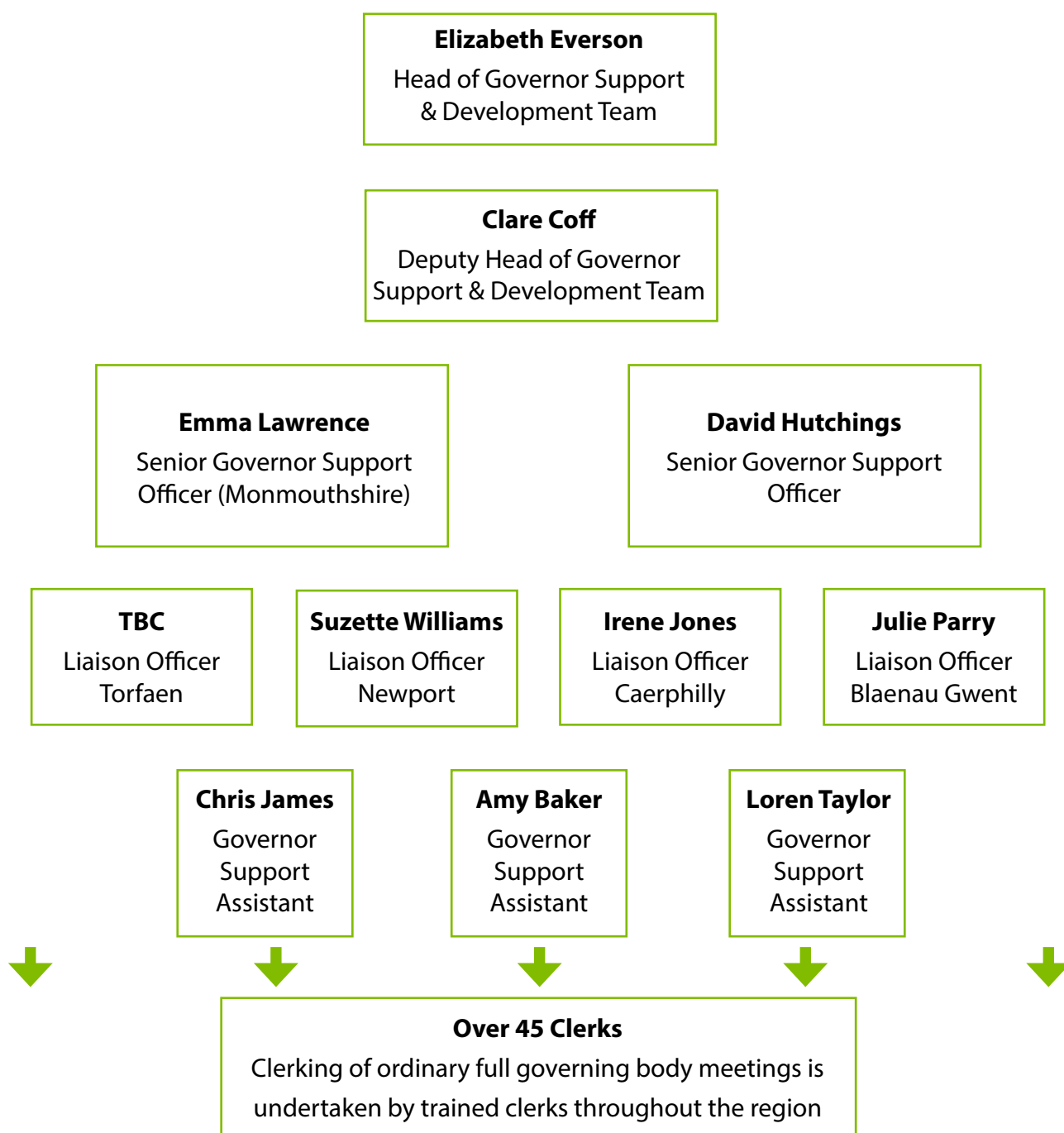
Governor Support & Development

Here to Help

The Governor Support & Development team continually strives to ensure that governors have the skills, knowledge, confidence and support that they require to fulfil their role in challenging schools and raising standards.

Each local authority has a governor support liaison officer who works with the principal challenge adviser and senior officers from the LA to support governing bodies. The liaison officer provides support, advice and guidance to schools that purchase the Governor Support SLA.

The full SLA includes provision of a trained clerk. Clerks work in partnership with the Governor Support team. If you require further information with regard to any particular query, please do not hesitate to contact the liaison officers as detailed below.



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Introduction

Strengthening Governance to Raise Standards in South East Wales

Governors work together with headteachers and senior leadership teams to develop strategies that improve education for more than 70,000 children and young people in South East Wales.

The 2017/2018 Mandatory Governor Training & Strategic Development programme aims to provide quality training that allows governors to progressively build up the knowledge and skills needed to respond to the challenges of governance. It incorporates the outcomes of the May 2017 Training Needs and Impact survey and feedback from the termly link governor seminars.

It is crucial that the training and support that governors receive focuses on all aspects of governance. This will include ensuring governors have the skills to enable them to contribute effectively to the appointment of staff and the management the school budget, and to deal effectively with complaints and staffing matters. Governors also require knowledge of local and national priorities for education and how to ask the challenging questions of the educational professionals. Governing bodies are expected to also consider their own effectiveness as a team and their impact on school improvement.

There are a wide range of sessions available as part of a rolling programme, with sessions repeated throughout the year in various locations within the region. These sessions are separated into four components:

- Mandatory governor training
- Strategic governor development sessions
- LA specific sessions
- EAS intervention and support

This year sees the introduction of Heads and Chairs Training – ‘Getting the most from governance’, a strategic development session following on from Mandatory Chairs Training. Also new this year is the training for ‘Successful Futures – Changes to the curriculum’. New training sessions will be added to the programme as new initiatives and developments in education arise.

The focus for this year’s training programme will be to increase the opportunities for governors to support each other, sharing effective practice throughout the region. This will be captured in written case studies as well as on films, which will be shared via the Hwb. The overall aim will be to develop self-improving governance. If you would like to take part, please contact the team or attend one of the 15 Link Governor for Training seminars being held during the year.

Finally, we would like to thank you for your commitment to the role of school governor in South East Wales. We look forward to working with you over the coming year and to seeing you at an event soon.

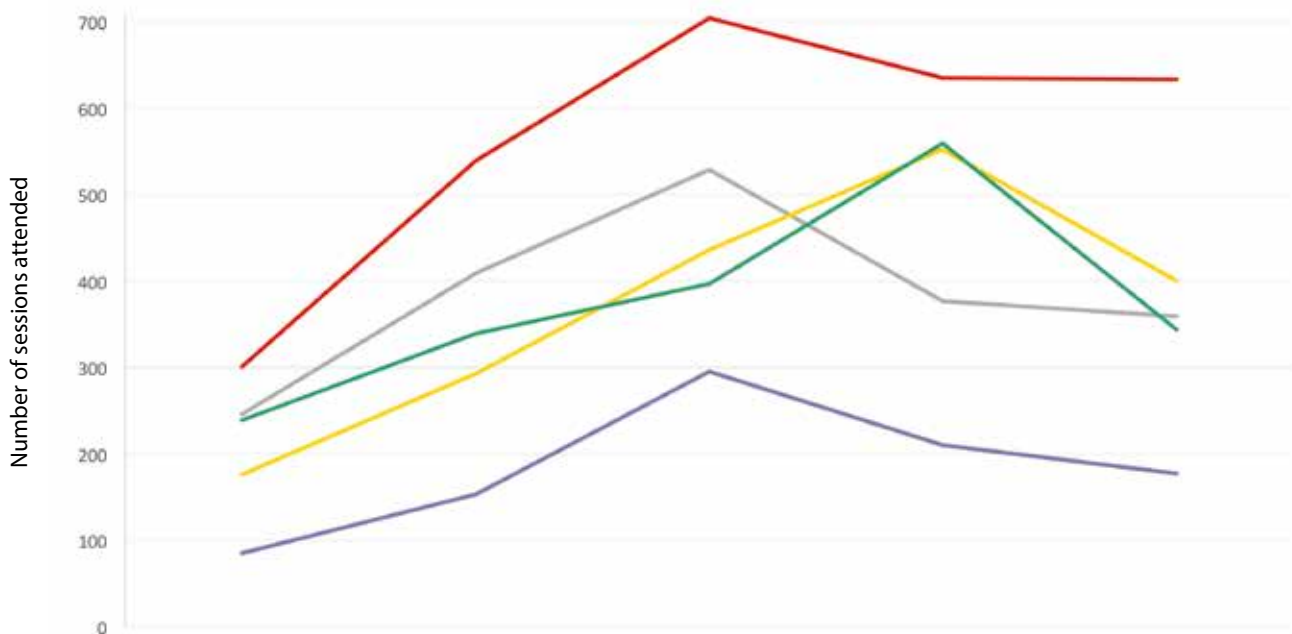
Training Review of 2016/2017

The Governor Support & Development team holds the training records for governors who have attended sessions in various establishments and provided by many different agencies. Over 1,900 sessions have been attended.

Number of current governors	Local authority	EAS - Mandatory Sessions	EAS - Strategic Development Sessions	Local Authority Specific Sessions	Total
446	Blaenau Gwent	101	55	21	177
1,312	Caerphilly	438	133	62	633
488	Monmouthshire	195	119	45	359
870	Newport	193	133	74	400
562	Torfaen	122	94	128	344
3,678	Region	1,049	534	330	1,913

The graph below depicts the attendance at training over the last five years. The pattern of attendance for Caerphilly, Monmouthshire and Blaenau Gwent is in proportion to the size of the LA with attendance peaking in 2014/5. This is also the case for Newport and Torfaen, although these peaked in 2015/2016.

Governor Training Attended September 2012 - July 2017



	Governors Attended 2012/2013	Governors Attended 2013/2014	Governors Attended 2014/2015	Governors Attended 2015/2016	Governors Attended 2016/2017
Blaenau Gwent	85	153	295	210	177
Caerphilly	301	539	704	635	633
Monmouthshire	246	409	529	377	359
Newport	176	293	436	552	400
Torfaen	239	339	397	559	344

There is no national benchmark or judgement for the level of training required by a governing body, other than ensuring the mandatory sessions are completed within the first year of office. The skills, knowledge and experience of a governing body is unique to its members. Therefore the levels of training and support required vary making direct comparisons difficult.

Mandatory Training Breakdown

The Government of Maintained Schools (Training Requirements for governors) (Wales) Regulations 2013 requires newly appointed governors to attend data and induction sessions within the first year of appointment. September 2017 will see the end for those re-appointed to attend performance data training. Future session attendance levels will be purely based upon governor turnover.

Understanding performance data (primary/secondary/special)					
	16/17	15/16	14/15	13/14	12/13
Blaenau Gwent	56	37	119	21	31
Caerphilly	273	255	271	69	36
Monmouthshire	128	112	149	73	20
Newport	106	223	166	50	26
Torfaen	68	168	103	33	20
	631	765	808	246	133

Governor induction/Role of the governor					
	16/17	15/16	14/15	13/14	12/13
Blaenau Gwent	45	46	57	38	19
Caerphilly	147	140	173	112	44
Monmouthshire	61	69	109	89	63
Newport	82	116	118	47	43
Torfaen	52	87	65	31	45
	387	458	522	317	214

Role of the chair					
	16/17	15/16	14/15	13/14	12/13
Blaenau Gwent	0	2	9	10	14
Caerphilly	18	14	36	29	35
Monmouthshire	6	9	11	30	21
Newport	5	10	18	37	19
Torfaen	2	4	24	10	16
	31	39	98	116	105

Overall, mandatory training is well attended and suspension/disqualifications rates for non-attendance are low.

Chair training must take place within the first six months of election. Vice chairs and chairs of committees are have also attended sessions as part of succession planning. Chairs who cannot make the published sessions are asked to contact their governor support liaison officer.

Strategic Development Sessions Breakdown

The Governor Support & Development team provides strategic development sessions on topics such as:

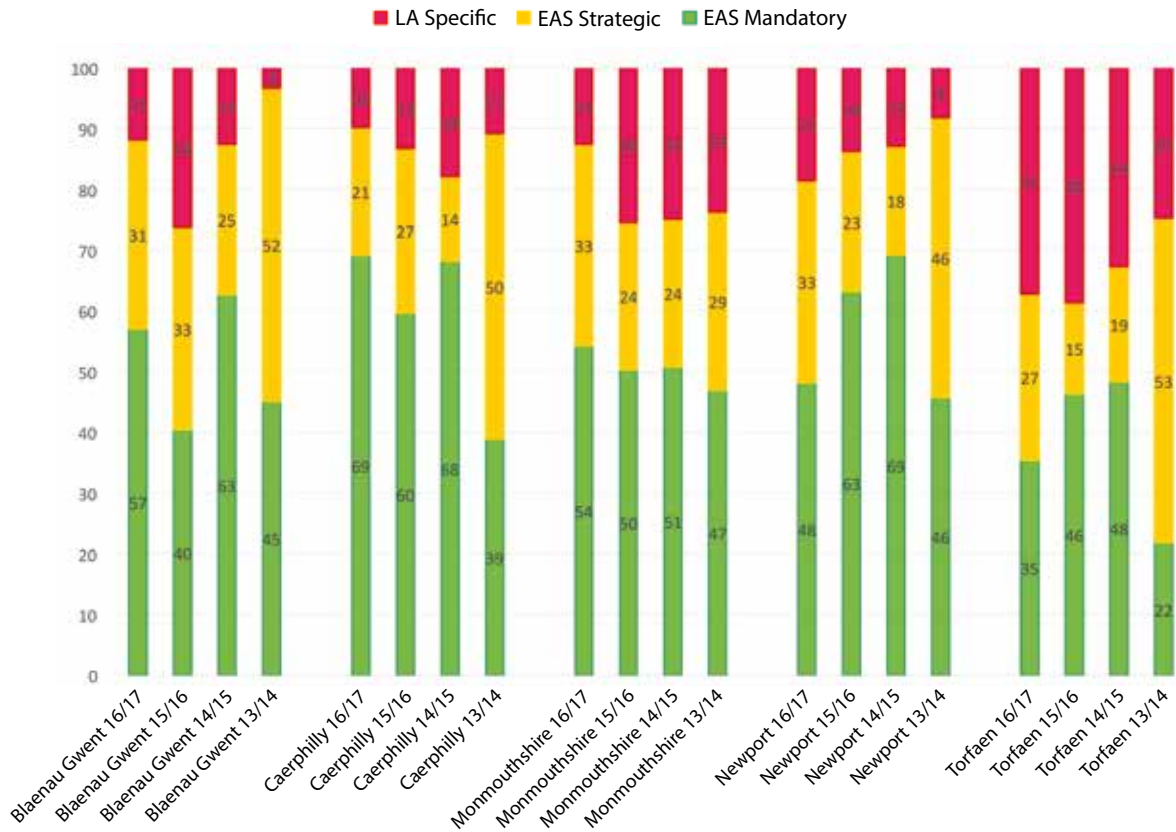
- Strategic Governance
- Estyn Inspection for Chairs
- Performance Management
- Governing Body Self-Evaluation
- Self-Improving System

Strategic development sessions					
	16/17	15/16	14/15	13/14	12/13
Blaenau Gwent	55	70	73	79	34
Caerphilly	133	172	98	271	75
Monmouthshire	119	91	128	120	19
Newport	133	127	78	135	21
Torfaen	94	84	75	181	62
	534	544	452	786	211

Overall, the attendance at strategic development sessions is consistent. In 2013/2014 there was a peak due to the introduction of the new pay policy and subsequent briefings.

Over the page is the breakdown of the take-up of the different types of session available in each LA over the last four years. Newport has steadily increased attendance at LA specific provision. Torfaen attendance remains high due to the number of sessions offered. Caerphilly has seen a reduction in attendance at LA sessions over the last 3 years. This will be monitored over the coming year. It is acknowledged that LA sessions will vary across the region as the provision from each LA is based on individual priorities and demand from governors.

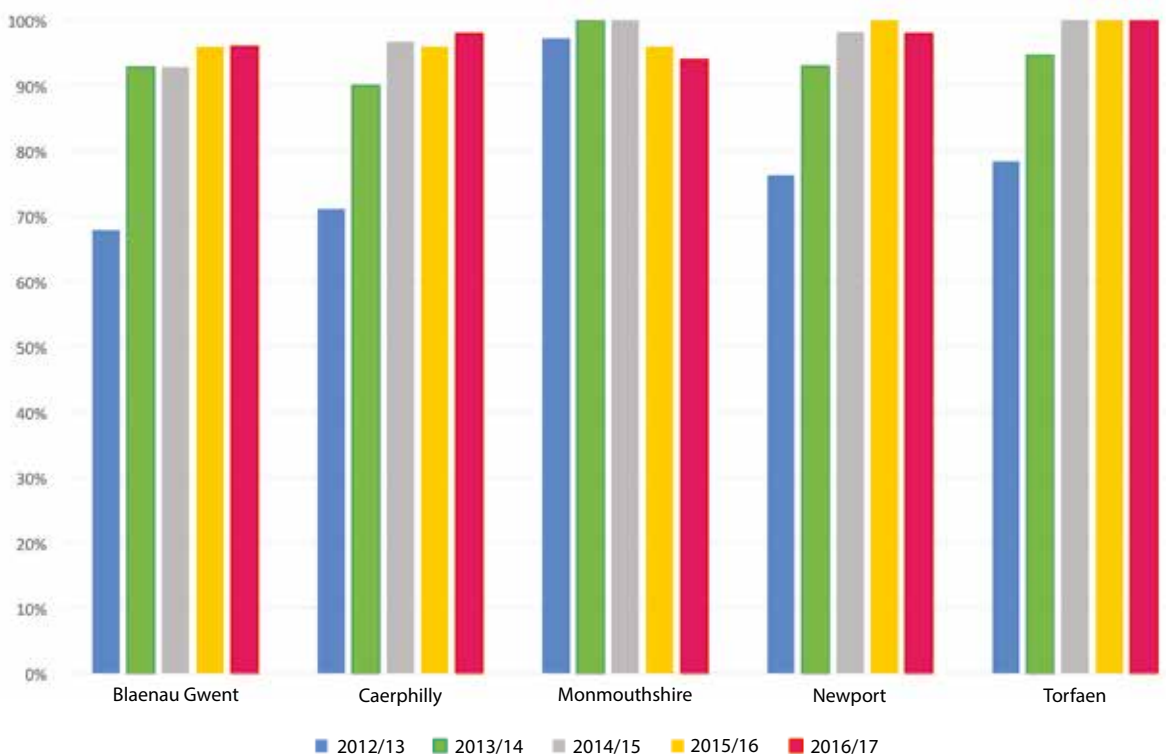
Proportional representation at all types of training over 4 years, by LA



Schools representation

The graph below depicts the percentage of schools that have been represented by one or more governors at training sessions since September 2012. Over 97% of schools within the region have participated in training.

% of schools represented at one or more governor training sessions September 2012 - July 2017



This year, Newport has seen a drop in attendance by one school. This is due to school organisation changes due in September. Monmouthshire has seen a small decrease by two schools. However, these are well-established governing bodies with previously high attendance levels. Overall, schools' representation at training over the last four years is consistently over 90%.

Individual governing body and local authority governor body attendance reports will be circulated with governing body agendas in the autumn term.

Demand for Sessions 2017 - 2018

Demand for Mandatory Sessions	Induction Forecast	As % of No. of Governors	Understanding Data Forecast	As % of No. of Governors
Blaenau Gwent	128	36%	182	51%
Caerphilly	390	31%	544	43%
Monmouthshire	98.5	19%	109	21%
Newport	237	28%	282	33%
Torfaen	115	23%	156	31%
Total	968	28%	1,221	35%

Governor training is an agenda item for every meeting. It is vital that the governing body works as a team and shares the training, and more importantly 'shares the knowledge' gained (how to do this can be found on page 27).

The Governor Support & Development team works in partnership with challenge advisers for schools that require additional support and intervention to secure good governance. (Please see page 13 for the Support & Intervention programme.)



Measuring the Impact of Training

Participation & enjoyment of training (training session evaluation sheets)

EAS training sessions are facilitated by a team of experienced and knowledgeable tutors with a wealth of governor, clerking or school improvement experience. After every training session evaluation sheets are analysed and scores generated to rate the effectiveness of each session. These are just a few of the positive comments received this year:

Good pace, great content.

Group activities were very informative.

Booklet is a good reference source.

Good session made a dry subject interesting.

Good venue, training was delivered to high standard

Very informative

Informative and enjoyable course.

Roles & responsibilities of a governor were clearly set out

Really well presented with on hand expertise.

Good to speak to other governors

Session was delivered well and in a simplified way so it was easy to understand

There were also a few actions points:

Mandatory data – *Clearer writing on graphs, further detailed course maybe once settled into role, more time/possibly slightly longer session, good grounding in the basic terms and definitions.*

Mandatory induction – *More Q&A's, more real-life examples.*

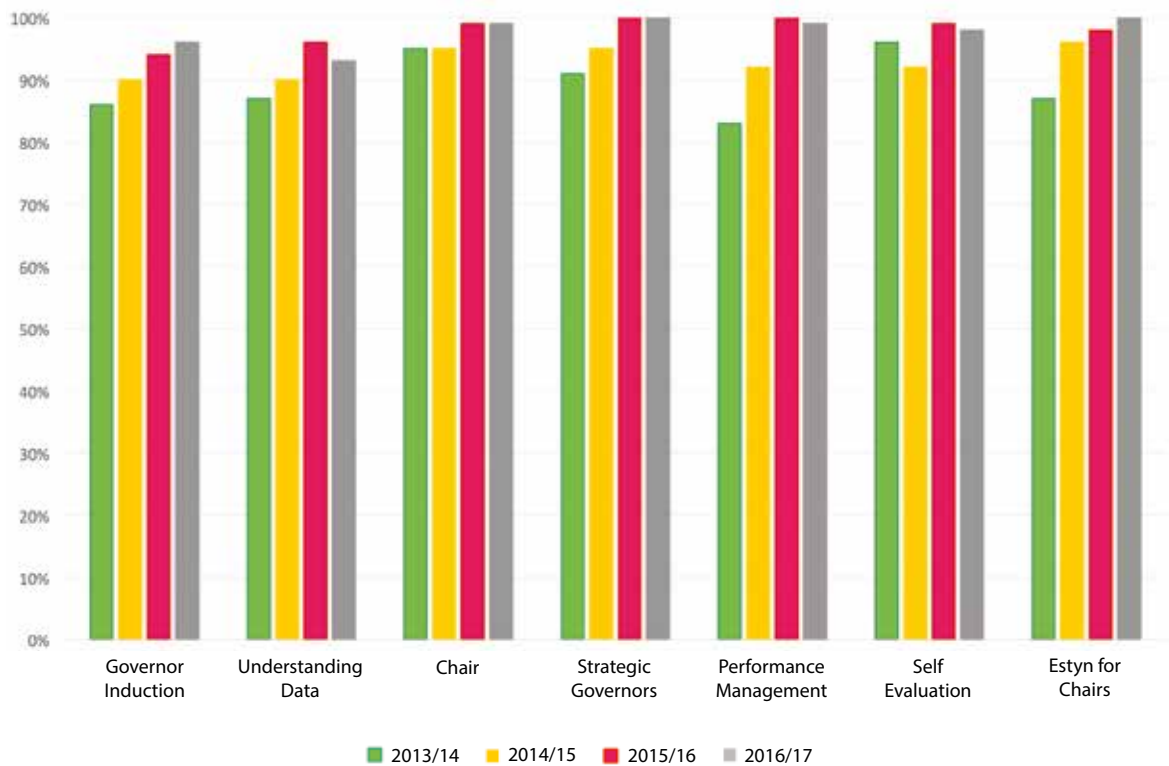
Mandatory chair training – *More in-depth follow on courses. More interaction / case studies.*

Strategic sessions – *A list of the attendees would be useful for networking, opportunity to discuss school problems.*

Governing bodies are made up of a diverse group of volunteers, which makes delivering set mandatory training challenging in meetings the needs of the group. The team continuously reviews and develops the delivery of the programme, as well as adding the most up-to-date local and national aspects of governance to the mandatory content.

Scores and comments are fed back to facilitators and senior management to ensure that consistency and high quality of training is maintained across the region.

Summary of the EAS Mandatory and Strategic Training Evaluations September 2013 - July 2017



These changes have led to improvements which are reflected in the continuous increase of the average scores for the mandatory induction sessions. Understanding Data has seen a slight dip to 93% (from 95% last year). This is mostly due to mandatory content being set in 2012 – the content has been fully reviewed for 2017. Strategic development sessions have also seen an increase (all above 98%, from 96% last year).



Changes in Behaviour

The Governor Support & Development team is continuing to measure the impact of governor training. Findings from the Training Needs and Impact questionnaire 2017 is that 90% (90% 2015) of governors who have attended training felt the knowledge gained made them a more effective governor. Headteachers were also surveyed to establish if they have seen the impact on the engagement, discussions and challenge presented by governors. The initial findings mirrored that of governors, with 90% of headteachers having felt a positive impact of training.

Further analysis indicated that for all sessions attended:

- 93% (90% 2015) of governors agreed that training helped them understand their role
- 89% (87% 2015) of governors agreed that attending the session made them a more effective governor
- 87% of headteacher agreed the introduction of the mandatory training has increased governors focus on school improvement

The strategic sessions have a far greater impact, which is to be expected as these are not mandatory and are focused on specific aspects of governance. Therefore, governor engagement is naturally greater (they choose to attend). Typically, governors who attend a strategic session have been a governor for a greater length of time and therefore are more experienced/familiar with the role.

Impact on outcomes and standards

A mechanism for measuring the impact of the support and intervention provided by the Governor Support & Development team is developing. The purpose is to establish if there is any correlation between the support, intervention and training provided by the EAS and the effectiveness of the governing body and school outcomes/Estyn inspections. This year will see a focus on capturing effective practice on film for e-learning case studies, supporting self-improving governance.

The outcome of the impact analysis is used to determine how the Governor Support & Development team supports schools in the future. The categories are broken down as follows:

Current Category	Action
Share Effective Practice	The chair and headteacher will be contacted and asked to provide a case study to be published on the EAS website/Hwb networks. Governors may be asked if they would provide advice or share their experiences with other governors within the region.
Capturing Challenge	The team provides information to the governors on the types of questions they could be asking in meetings, and the clerk will be supported in capturing challenge as it arises in meetings.
Monitoring	The team will offer support to the headteacher, chair and clerk in supporting the school in any aspects of governance.
Complete Whole Governing Body Self-evaluation	Refer to the EAS Support & Intervention Framework p13.
Continue Intervention and Support	Refer to the EAS Support & Intervention Framework p13.

If you would like to be interviewed as part of the research into the impact of governor training, please email clare.coff@sewaleseas.org.uk

Future provision

With such a wide range of activities undertaken by a governing body, to complete training on every aspect would not be the best use of time for individual governors. It is vital that the governing body works as a team and shares the workload, and more importantly shares the knowledge gained. Please see 'Planning your Training Route' (page 26) the table 'Governing Body Responsibilities' (page 17) and the 'Skills Audit' (page 15), which should aid in the selection of the most appropriate courses.

The Share the Knowledge form (page 27) enables participants of the training to identify aspects of the sessions they feel are most relevant to their governing body, and to share information, policies and ideas gleaned for the training. Participants may make recommendations to their governing body. These forms are submitted to governor support to be added to the next available governing body agenda for consideration, with the overall aim to improve governance.

Hwb for school governors in South East Wales

The Hwb platform www.hwb.wales.gov.uk hosts a national collection of digital tools and resources to support education in Wales. It has been predominantly curriculum-based, with over two-thirds of schools actively involved. The Welsh Government has provided the opportunity for all governors in Wales to have a secure email account and Office 365.

EAS e-learning is currently under development using playlists and assignments within Hwb, and will allow increased opportunities to share effective practice, case studies and examples of practical aspects of governance.

Coming online in autumn 2017, each governing body will have their own secure EAS team area set up by governor support. The school Hwb champion will be responsible for generating new governors' Hwb email addresses which provide access to:

- online mandatory training
- online strategic development training
- e-learning case studies
- EAS Hwb networks
- discussion forums
- electronic resources

Within each governing body team, governors will be able to use the document libraries to store sort and access governing body documents. Governors can use the discussions functionality to discuss school issues through closed forums, improve collaboration and communication between meetings.

This is a growing development in line with Welsh Government strategies for school governance.

EAS Support & Intervention

The overall aim for the Governor Support & Development team is to strengthen school governance throughout South East Wales. The team appreciates that every school is different and that each governing body is unique, and as such what works well for one may not have the desired effect for another.

This year sees the introduction of the online governing body self-evaluation toolkit which will enable the team to provide targeted support in the most appropriate aspects of governance. Each governing body taking part will appoint a self-evaluation champion to access the portal. The packages of support available to governing bodies through categorisation are outlined below.

School Categorisation	Governing Body Training & Development Tools	Whole Governing Body Self-Evaluation
Red	<p>If appropriate, a governor support officer can facilitate:</p> <ul style="list-style-type: none"> • A review of governing body practices – committee structure, link governors • Refresher induction • Strategic governance session • Bespoke training in areas of challenge, confidentiality and code of conduct • Group activities that include the questionnaires and assessment tools • A mini self-evaluation – Looking for Evidence workshop • The provision of a mentor chair 	<p>If appropriate, a governor support officer completes the report, presents it to the governing body. Governors elect a governor to maintain the report who works with the governor support officer to maintain it.</p>
Amber		<p>If appropriate, a governor support officer completes one of the key questions within the report (chosen by CA), presents it to the governing body. Governors elect a governor to complete and maintain the report who works with the governor support officer.</p>
Yellow	<p>Governors can attend the centrally provided</p> <ul style="list-style-type: none"> • Strategic governance session • Effective meeting training • Whole governing body self-evaluation workshop 	<p>Governors attend centrally provided workshops, completes the report and submits it to the governor support officer for feedback.</p> <p>Governors would be encouraged to complete the online national model for self-evaluation.</p>
Green	<p>Governors can access all the necessary questionnaires and assessments tools via the EAS website. The chair or link governor for training is encouraged to contact their governor support officer prior to commencing any activities.</p> <p>Bespoke training sessions can be developed by request and at cost to the school.</p>	<p>Governors attend centrally provided workshops, completes the report and submits it to the Governor Support Officer for feedback.</p> <p>Governors would be encouraged to complete the online national model for self-evaluation.</p>
Estyn Recommendation	<p>Depending on the recommendation from Estyn, the team can provide a mixture of support, outlined above, tailored to meet the recommendation.</p>	<p>The team will also support schools that have an aspect of governance as a recommendation from their most recent Estyn inspection.</p>

Governor Development Tools

The Governor Support & Development team continuously reviews and develops the tools and resources provided to governors to ensure they are in line with new initiatives, policies, procedures and examples of existing good practice.

These tools can be provided via email on request or can be found online. For the latest versions, please visit the EAS governor webpages: www.sewales.org.uk

- New to governance
 - Getting to know your role: Induction
 - Getting to know your role: Committee terms of Reference Guidance
 - Getting to know your school – Link Governor Guidance (Version 2 Autumn 2017)
 - Getting to know your school – Support & Challenge
- Governing body self-evaluation
 - National model online toolkit
 - Getting to know your school: Self-evaluation (due autumn 2017)
 - Questionnaires
 - Governing body activities
- Clerks corner – factsheets
 - FAQ
 - Minutes
 - Capturing challenge
 - Closing the gap
 - Pay Review
 - Confidentiality
 - What makes a good governor?
 - Dealing with complaints
- Getting the most out of the governing body - case studies (demonstrating practical application of effective practice)

The following pages include examples of the most frequently requested tools.

Skills & training audit

An annual skills audit enables the governing body to establish its overall skills and knowledge base. The outcome of the audit highlights strengths as well as areas for development, and will identify any training required. Governors are not expected to know everything, and responsibilities and training should be shared among the whole governing body. The skills audit was developed during Link Governor for Training seminars during 2016/2017.

The level of skills and knowledge held by a governor is open to interpretation, and this form should be completed by individual governors following discussion with the governing body. The following criteria is guidance:

- Requires training & information – governors have little or no knowledge of the topic
- Contributes to discussions – governors have an awareness of the topic and can contribute to discussions
- Decision making – governors have experience/some expertise on the topic being considered to fully contribute to governing body decisions

Name of governor _____ Length of time as a governor _____

• Do you have ANY of the following skills or experience? (tick if appropriate)									
	Requires training & information	Contributes to discussion	Decision making	Comments		Requires training & information	Contributes to discussion	Decision making	Comments
Health & safety/building maintenance/security (KQ5)					Financial planning/ accounting (KQ5)				
Presentation, training and development (KQ5)					Contracting services/ purchasing/negotiation (KQ5)				
Mediating/listening/ counselling (KQ2/4)					Information technology/ computers/social media (KQ5/2)				
Understanding statistics/ data analysis (KQ1)					Project management (KQ5)				
Languages (KQ3)					Administration/secretarial (KQ5)				
Early years/childcare/youth work (KQ3)					Public speaking/event organisation (KQ5)				
Legal knowledge (KQ5)					Human resources/ recruitment (KQ5)				
Education/teaching (KQ3)					Care worker/social work/ disability awareness (KQ4)				
Policy development (KS5)									
Other skills/experience:									

Estyn Key Questions

1. Standards
2. Wellbeing and attitudes to learning
3. Teaching and learning experiences
4. Care, support and guidance
5. Leadership and management

This section can support individual governors in selecting the committees they are best suited to, or an additional responsibility they may wish to take on e.g. governor with the responsibility of child protection.

• Do you hold up-to-date knowledge on the following issues?			
School development planning		Successful futures – the changing curriculum for Wales	
The Estyn inspection process		Schools financial management	
Personnel/human resources matters		National curriculum – general	
Self-evaluation processes		Additional learning needs	
Safeguarding/ Child Protection		Health & safety/buildings maintenance	
Understanding performance data		Pupil Wellbeing	

Knowing about your school will help you make more effective decisions for the staff, pupils and community.

• How well do you know the school?			
Have you met with staff?		Do you know your way around the site?	
Do you know the timings of school day/ class structure?		Do you know the priorities within the school development plan?	
Are you aware of parental issues/ concerns?		Have you read the last school self-evaluation report	
Have you seen the recent school budget		Do you know how the pupils feel about the school (pupil voice)?	
Do you know how good the standards in the school? (Are pupils performing as expected?)		Do you know the target set for pupil attendance for the year?	
Do you know the members of the senior leadership team?		Are you aware of the grant funding received by the school EIG/PDG/other?	

The analysis of the audit can also be fed in to both the school and governing body. Self-evaluation process and development of the committee structure. On completion please liaise with your Link governor for training.

PDG – Pupil Development Grant

EIG – Education Improvement Grant

SDP – School Development Plan

Governing Body Responsibilities

Do I have the appropriate information for the challenges ahead?

With such a wide range of activities undertaken by a governing body, training on every aspect is not always possible. The following tables provide a summary of the actions and statutory responsibilities your governing body may undertake in the coming year, and where the governing body can find support and advice. Estyn makes judgement on how well the governing body fulfils its statutory obligation, each Key Question from the Estyn Framework for September 2017 is identified.

Estyn Key Question	Governing Body Annual Actions & Responsibilities	Statutory Documents & Policies	Training in the current programme 2017 - 2018					Contact for Further Support & Advice
			Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen	
Autumn Term								
Key Question 5	Elect chair and vice chair	Governor Wales handbook	N/A	N/A	N/A	N/A	N/A	Clerk in the meeting – governor support officer outside the meeting
Key Question 5	Appoint committees with terms of reference	Getting to know your School: Committee Terms of Reference	✓	✓	✓	✓	✓	Clerk in the meeting – governor support officer outside the meeting
Key Question 5	Review of link governors, e.g. child protection, SEN, literacy, Closing the Gap, etc.	EAS Getting to know your school: link governor roles	✓	✓	✓	✓	✓	Clerk in the meeting – governor support officer outside the meeting
Key Question 5	Set yearly calendar of meetings	Model calendar available from governor support	N/A	N/A	N/A	N/A	N/A	Clerk and governor support officer
Key Question 5	Approve school development plan	The Education (School Development Plans) (Wales) Regulations 2014 Guidance doc: 155/2014	MySid software used within EAS region Training on the use of MySid was provided in 2014/2015					Report development – challenge adviser Software support – EAS business support

Estyn Key Question	Governing Body Annual Actions & Responsibilities	Statutory/ guidance documents and policies	Training available 2017 - 2018					Contact for Further Support & Advice
			Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen	
Key Question 5	Review post-inspection action plan	The Education (Amendments Relating to the Inspection of Education and Training) (Wales) Regulations 2014	✓	✓	✓	✓	✓	Challenge adviser
Key Question 3	Review curriculum policy	http://gov.wales/topics/educationandskills/schoolshome/curriculum/wales/curriculum-for-wales-curriculum-for-life/?lang=en	EAS E-learning via governors Hwb Network for autumn 2017					Challenge adviser/ headteacher
Key Question 5	Set headteacher performance management objectives	WG Guidance Document 074/2012	✓	✓	✓	✓	✓	Challenge adviser (performance management external appraiser)
Key Question 5	Review School Charging policy (including lettings)	WG: Guidance for Governing Bodies on Charging for School Activities	N/A	N/A	N/A	N/A	N/A	Headteacher/ LA officer
Key Question 4	Review the Safeguarding (Child Protection) policy	LA Model Safeguarding Policy	✓	*TBC	✓	*TBC	✓	LA safeguarding officer
Key Question 2	Set pupil attendance targets	SEWC Policy and Practice for Promoting School Attendance	✓	✓	✓	✓	*available subject to demand	LA officer/ education welfare officer
Key Question 1	Set pupil performance targets (target setting)	The School Performance and Absence Targets (Wales) Regulations 2011	✓	✓	✓	✓	✓	Challenge adviser
Key Question 5	Receive the School Categorisation Report	National Model for School Improvement EAS schools causing concern	Training provided in 2014/15					Challenge adviser

Estyn Key Question	Governing Body Annual Actions & Responsibilities	Statutory documents & policies	Training available 2017 - 2018					Contact for Further Support & Advice
			Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen	
Key Question 5	Monitor financial budget	LA Policy & Guidance	✓	✓	✓	*available subject to demand	✓	LA Finance team
Key Question 5	Agree School Pay policy	SEWC Pay Policy	Training provided in 2014/15					LA human resource Officer
Key Question 5	Annual pay review	SEWC Pay Policy	Training provided in 2014/15					School clerk – LA audit
Key Question 5	Review register of business interests of governors		N/A	N/A	N/A	N/A	N/A	School clerk – LA audit
Key Question 2	Admission Policy (VA status schools)	WG: School Admission (002/2009)	Guidance/training provided to those on the committee from the dioceses					LA/dioceses
Key Question 5	Draft & issue the Annual Report to Parents	EAS Guidance Report	N/A	N/A	N/A	N/A	N/A	Governor support officer outside the meeting
Spring term								
Key Question 5	Consider and agree Service Level Agreements	LA documents EAS Governor Support SLA	N/A	N/A	N/A	N/A	N/A	Headteacher/LA
Key Question 5	Review school development plan	As above	✓	✓	✓	✓	✓	Challenge adviser Strategic governance training
Key Question 5	Agree budget	Getting to know your School: Committee Terms of Reference	✓	✓	✓	*available subject to demand	✓	LA finance officer
Key Question 5	Agree school prospectus	WG: School prospectuses (circular 14/01)	N/A	N/A	N/A	N/A	N/A	Headteacher
Key Question 5	Review governor training & development	CPD Online EAS website Training LINK Governor Seminars	✓	✓	✓	✓	✓	Clerk in the meeting –governor support officer outside the meeting

Summer term									
Key Questions 2 & 4	Review Pupil Behaviour policy (inc. Anti-Bullying and Pupil Exclusions policy)	LA Model Policy WG: Exclusion from schools and pupil referral units (171/2015) WG: Inclusion and Pupil Support (47/2006)	✓	✓	✓	✓	✓	✓	LA officer
N/A	Review home-school agreements	Schools are no longer required to produce a home-school agreement http://www.legislation.gov.uk/ukpga/2015/20/schedule/16/enacted							Headteacher
Key Question 5	Review headteacher performance management objectives	As above	✓	✓	✓	✓	✓	✓	Challenge adviser
Key Question 5	Review school self-evaluation report		✓	✓	✓	✓	✓	✓	Challenge adviser
Anytime in the year									
Key Question 5	Governing body self-review linking to school self-evaluation process	Whole Governing Body Self-Evaluation Toolkit	✓	✓	✓	✓	✓	✓	Governor support officer
Key Question 5	Health & Safety policy	LA Model Policy	✓	✓	✓	✓	✓	✓	LA H&S officer
Key Question 5	Asset management plan	LA Model Policy	Support in this area come directly from the individual LAs						LA officer
Key Question 5	Strategic equality plan	LA Model Policy WG: Respect and Resilience -guidance for Schools on Community Cohesion (045/2011)	Support in this area come directly from the individual LAs						LA officer
Reviewing individual and governing body training needs for the future should be a standard agenda item. Governing bodies are being encouraged to:									
<ul style="list-style-type: none"> • Ensure they meet the mandatory requirements (report provided from EAS) • Consider the training they have attended (report of attendance available from EAS) • Share the knowledge gained at sessions (Share the Knowledge form available from EAS, page 27) • Continue to identify any training that will support governors in monitoring and evaluating school information 									

E-learning via Hwb

Online resources are being developed over 2017–2018 and will provide support, information and advice for some of the regular activities carried out by governing bodies, from dealing with vacancies and welcoming new governors to reviewing the effectiveness of the governing body through the self-evaluation process. As well as templates and guidance, there are links to articles, training and resources to share experience and good practice, and hopefully spark new ideas. All governors will be sent links and will be updated on new resources via governing body agendas.

Governor e-news

The termly newsletter is currently available via email, website and on Facebook. Each edition provides information on national and local priorities in education, and introduces key members of staff from the EAS and governors from the region. The focus of the newsletter in this year will be to increase the sharing of effective practice. If you would like your governing body featured or would be happy to be interviewed, please contact governor.support@sewaleseas.org.uk We look forward to hearing from you.



Forums, Networks & Briefings

Supporting self-improving governance

The Governor Support & Development team is always looking to increase the opportunities for governors to contribute to the service and shape future provision. There are several forums, briefings, seminars and groups that governors can become part of to enhance understanding and communication with the EAS, LA and other external agencies.

Principal Challenge Adviser (PCA) Chair Briefings

Each local authority holds a termly meeting of chairs with the principal challenge adviser. This is an opportunity for the sharing of information and consultation on up-and-coming issues.

Each session will have a regional message followed by LA specific updates. Chairs will receive invitations to the meetings each term.

Link Governor for Training Seminars

The Governor Support team regularly carries out surveys on training needs and impact analysis, and has feedback on governor training as a standard item on every agenda. However, the team is keen to continue to increase engagement in the development of the training programme, ensuring it meets the needs of the governors throughout the region.

The role of the link governor for training is outlined in the EAS Getting to know your School: Link Governor Guidance document. The role is developing in line with aspects from the Welsh Governments Professional Learning Model (PLM). Governors are required to progressively build up their knowledge and skills needed to respond to the challenges of governance. These seminars embrace self-improving governance.

1. Reflective practice

Consideration will be given to how governors carry out their role. Can it be done in a more effective way? Seeking views of others on current governance, how would governors approach a similar situation in the future? Would any changes bring improvement?

Tools to engage governors in reflective discussions with their peers and support reflect practice include:

- Whole governing body Self-evaluation
- Effective governing body calculator
- EAS Skills and Knowledge Toolkit
- E-learning examples of effective governor practice



2. Coaching & mentoring

Consideration will be given to how experienced governors could provide coaching and mentoring for newly appointed governors, how to identify the skills, knowledge or aspect of governance that needs developing, and the outcome of coaching & mentoring.

Tools to engage governors in coaching & mentoring include:

- Role of the link governor/mentor governor
- Role of the chair
- E-learning examples of effective governor practice
- Hwb – Network opportunities

3. Effective use of data and research

Consideration will be given to how governors access and utilise research and theory on effective governance and school improvement, which will positively impact on their decision making and strategy development.

Tools available to support research include:

- Headteachers report guidance
- Understanding data training
- Getting to know your school: support & challenge
- Surveys
- Welsh Government
- Governors Wales
- Academic journals
- E-learning examples of effective governor practice (case studies)

4. Effective collaboration

Consideration will be given to the benefits of governors working collaboratively, ensuring that aspects of effective governance are distributed throughout the region.

Tools available to develop effective collaborations/cluster connections include:

- E-learning examples of effective governance
- Cluster training opportunities
- Mechanisms for governors to visit other governing bodies to observe meetings
- Identify governing bodies' strengths and develop a mechanism for sharing specific aspects of successful governance

Governors attending the seminars during 2017/2018 will start to look at working with each other in developing tools, resources and opportunities to develop (governor to governor) self-improving governance. A work plan for the year can be found over the page. It includes a scheduled review of training and resources as well as the opportunities for embracing the principles of PLM and self-improving governance.

EAS Link Governor for Governor Training

Work plan autumn 2017 – summer 2018

Seminars		Date	Venue	Agenda
Autumn 2017	Torfaen:	Wednesday 8 November 2017 at 5pm	TBC	<ul style="list-style-type: none"> • Governor Training Attendance & Impact Report 2016/2017 • Initial feedback on the 2017/18 programme • Update on the multimedia available • Review impact of 'EAS Getting to know' guidance documents <ul style="list-style-type: none"> • Support & challenge document • Committee terms of reference • Link governor roles <p>Governors will be encouraged to reflect on current practices – opportunities for discussion</p>
	Caerphilly:	Thursday 9 November 2017 at 5pm	TBC	
	Blaenau Gwent:	Monday 13 November 2017 5pm	TBC	
	Newport:	Wednesday 15 November 2017 at 5.30pm	Llanwern High	
	Monmouthshire:	Monday 20 November 2017 6pm	Usk County Hall	
Spring 2018	Blaenau Gwent:	Wednesday 31 January 2018 at 5pm	TBC	<ul style="list-style-type: none"> • Review of current Governor Support & Intervention framework • Review of EAS training material and resources available • Development of future resources/training sessions • Review of the governor website pages/Facebook/Hwb <p>Governors will be encouraged to consider how experienced governors coach & mentor others – opportunities for discussion</p>
	Torfaen:	Monday 5 February 2018 at 5pm	TBC	
	Newport:	Thursday 8 February 2018 at 5.30pm	Llanwern High	
	Monmouthshire:	Monday 12 February 2018 6pm	Usk County Hall	
	Caerphilly:	Thursday 15 February 2018 at 5pm	TBC	
Summer 2018	Blaenau Gwent:	Wednesday 25 April 2018 at 5pm	TBC	<ul style="list-style-type: none"> • Review of current year attendance and provision • Training Needs Analysis for 2018/2019 programme • Agree work programme for 2018/2019
	Newport:	Monday 30 April 2018 at 5.30pm	Llanwern High	
	Caerphilly	Thursday 3 May 2018 at 5pm	TBC	
	Monmouthshire:	Wednesday 9 May 2018 at 6pm	Usk County Hall	
	Torfaen:	Monday 14 May 2018 at 5pm	TBC	

To attend a seminar please **request a place via CPD** to ensure adequate refreshments and resources are ordered. Governors are welcome to attend whichever session is most convenient, and all governors are welcome to attend.

School Governor Associations

Each local authority has its own Association of School Governors; these are independent forums for school governors that represent all school governors in that authority. Their meetings are an ideal opportunity for governors to discuss issues with the senior management team of the local authority.

For more information on your association:

Blaenau Gwent (BGASG)	Julie Parry Julie.parry@sewaleseas.org.uk
Caerphilly (CGN)	Irene Jones irene.jones@sewaleseas.org.uk
Monmouthshire (MASG)	Emma Lawrence emma.lawrence@sewaleseas.org.uk
Newport (NASG)	Sue Williams suzette.williams@sewaleseas.org.uk
Torfaen (TASG)	governor.support@sewaleseas.org.uk

Alternatively, speak to your school governing body representative elected at the Annual General Meeting.

Chairs of Associations meet termly with Debbie Harteveld, Managing Director, and Elizabeth Everson, Head of Governor Support.

Cluster and Collaboration Connections

This year will see the introduction of opportunities for governors to develop and build relationships with colleagues across cluster/LA and region.

The content and format for these sessions will vary on cluster need, together with current activities being undertaken by schools in their relevant clusters/groups of schools. The focus will be to update governors on progress and allow time for governor discussion.

These sessions will take place before or after planned training sessions, where practical. Booking via CPD will be required. All governors within the relevant cluster/group of schools will be contacted via email when a session becomes available.

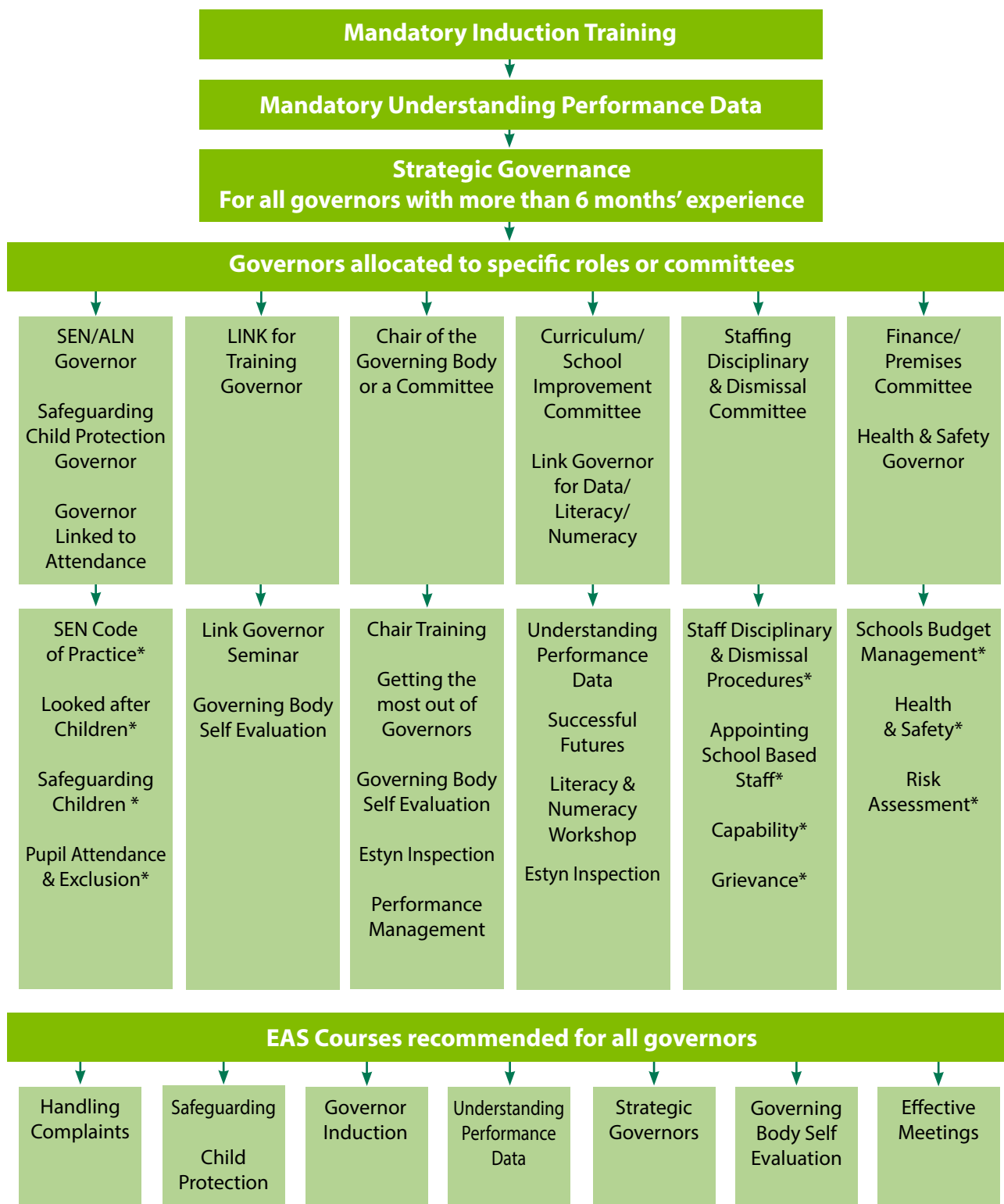
With over 35 clusters/groups in the region all working in different ways and having individual priorities, the team appreciates that this the start of a method of working and will assess feedback from all sessions to inform future provision.

Overall the aim is to increase governor to governor working contributing to the self-improving governance in South East Wales.

Planning Your Training Route

Governors are not expected to be experts in all the activities of a governing body, and should attend relevant training to progressively build their skills and knowledge. The Governor Support & Development team recommends that, as a governing body, you give consideration to the training undertaken by individuals to ensure best use of time.

All new governors are required to attend the Introduction Session and the Understanding Data sessions. Newly elected chairs are required to attend The Role of the Chair training. Below is a diagram providing an outline for your recommended training and development route.



* These are LA specific issues, Governor support can sign post you to the relevant officers/guidance or training.

Sharing the Knowledge



Feedback of your training experience to the governing body

Please complete this form and submit it to governor support, email: governor.support@sewaleseas.org.uk or post to the address below.

It will then be added to your next agenda and the training outcomes can be recorded.

Name:
Governing Body 1: Governing Body 2:
Title of course:
Date:
Main points raised during the session: <ul style="list-style-type: none">••••
Documents/policies/regulations referred to in the session: <ul style="list-style-type: none">•••
Recommendations/points to discuss with the governing body:
School/governing body action required? YES/NO
General comments about the training session:

Postal Address: Tredomen Gateway, Ystrad Mynach, Hengoed CF82 7EH

Meeting Mandatory Requirements

In September 2013, the Welsh Government introduced **mandatory training** for governors as part of The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013. The criteria for attending the mandatory sessions is outlined below:

Chairs Training - All chairs elected after 20 September 2013 and who have not attended chair training in the last two years are required to attend chair training within six months of being elected as chair.

Induction Training - Any new governor appointed or elected after 20 September 2013 will be required to attend induction training.

Understanding Performance Data Training - Any new governor appointed or elected after 20 September 2013 will be required to attend data training within 1 year of appointment/election.

Safeguarding/Child Protection - Although this is not a mandatory session, it is recommended that all governors should complete this session and renew their knowledge every two years.

Each individual LA provides these sessions; you may attend the annual school-based session for staff.

Governing bodies are ultimately responsible for suspending and possibly disqualifying governors who do not attend the mandatory training.

Only headteachers are exempt from the mandatory sessions. The regulations do not allow the governing body, local authority or EAS discretion on this matter. If you are unable to attend training due to personal circumstances or a medical condition (e.g. reduced mobility), please contact your chair of governors or liaison officer to discuss the matter. The EAS will continue to work with governors to maximise the opportunities to access training throughout South East Wales.

To support governing bodies through the process, a protocol has been developed which was circulated to headteachers and chairs of governors in January 2015.

Governing bodies will also require an accurate, up-to-date record of attendance at training to facilitate this process. The EAS will continue to work with governing bodies to ensure their training records are up-to-date. Each school will receive a termly report on attendance and mandatory requirements.

Course Descriptions

Mandatory Training

Induction training for Governors

Induction training for school governors is mandatory under the Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013.

To meet the predicted demand for sessions, the 2017/2018 programme offers 13 centrally provided sessions throughout the region. Alternatively, governors may access the E-learning Mandatory training via the Hwb.

Governor Induction

Aims & objectives

This course will provide a general introduction to the role of the school governor. This will include:

- the roles and responsibilities of the governing body
- how to be an effective governor
- the rules and regulations when holding governing body meetings
- the importance of further governor training
- highlight local aspects of governance

The training will reflect the legislative framework for school governance in Wales. The overall aim of the session is to ensure new governors will have the necessary knowledge, understanding and confidence to fulfil their role effectively as a governor and to support their school in raising standards.

Provider(s)

Governor Support & Development team

Target audience

All newly appointed governors.

This is a mandatory course for all new governors. Staff and teacher governors are not exempt and must attend. While staff and teacher governors may be fully aware of their educational settings and the challenge of raising standards, this course will look at **the strategic role of the governing body and its legislative powers** that some school-based staff may not be familiar with.



Mandatory



Llywodraeth Cymru
Welsh Government

Understanding Performance Data

Under the Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013, this session is mandatory for all new governors.

To meet the predicted demand for sessions the 2017/2018 programme offers over 20 centrally provided sessions throughout the region, alternatively governors may access the E-learning Mandatory training via the Hwb.

Understanding Performance Data for Primary & Secondary

Aims & objectives

This training session will develop governors' understanding of the data which is routinely used within schools to monitor the development of pupils and raise standards.

The session will look at:

- the type of data available to governors
- how and when data is provided to schools
- understanding the data to bring about improvements

Learning about school data and understanding what it means for the school and what needs to be done to raise standards should give governors the confidence to ask challenging questions of the headteacher and school leadership team in order to improve performance and pupil attainment.

Provider(s)

EAS challenge advisers

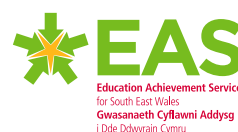
Target audience

All newly appointed governors.

This course is mandatory for all new governors.

Understanding Performance Data for Special Schools & Nursery Schools

Within the EAS these sessions are provided to each of the stand-alone nursery schools and each special school on an individual basis by their challenge adviser with support from the headteacher.



Mandatory



Llywodraeth Cymru
Welsh Government

Chair Training

Under the Government of Maintained Schools (Training Requirements for governors) (Wales) Regulations 2013 newly elected chairs are provided with mandatory training.

Since September 2012, over 380 chairs/vice chairs have received training. Sessions will be provided in the autumn term for newly elected chairs.

Role of the Chair

Aims & objectives

This course follows the mandatory content set by the Welsh Government as well as highlighting aspects of the role pertinent to South East Wales. The session will provide a brief introduction to:

- the key role of the chair
- building and maintaining relationships
- running efficient and effective meetings
- the role of the chair in specific processes e.g. inspection/child protection/disciplinary
- and acting as a critical friend to the headteacher

The training will reflect the current legislative framework for school governance in Wales and will clearly define what should be expected from the role of chair.

Provider(s)

Governor Support & Development team

Target audience

All newly elected chairs, vice chairs and chairs of committees.

This course is mandatory for newly elected chairs



Mandatory



Llywodraeth Cymru
Welsh Government

Strategic Training & Development

Following the completion of the mandatory sessions and to support governors further, the team has developed additional strategic sessions aimed at giving governors the skills, knowledge and confidence to undertake their challenge and support role effectively.

All sessions are designed to allow governors to progressively build up their knowledge and understanding of their role. To help ensure you are attending the most appropriate sessions during your time as a governor, please refer to the '**Planning Your Training Route**' on page 26.

Getting the Most Out of Your Governing Body

Aims & objectives

A practical workshop for headteachers and chairs on how to develop effective governing body practice that impacts on school improvement.

This session outlines:

- the strategic role of the governing body
- the structure and membership of the governing body
- effective meetings
- the training and resources available
- the governors' role in monitoring progress towards the objectives
- effective support & challenge
- case studies demonstrating effective aspects governance

Provider(s)

Liz Everson, Clare Coff & challenge advisers

Target audience

Headteachers and chairs of governors

Performance Management

Aims & objectives

A two-hour workshop for governors on the role of the Performance Management committee. It is a statutory requirement for governing bodies to undertake the Performance Management Review for headteachers. This workshop is designed to aid and support governors in their responsibility for reviewing and agreeing performance management objectives with headteachers.

This session outlines:

- the processes for reviewing the performance of headteachers
- agreeing objectives with headteachers
- the governors' role in monitoring progress towards the objectives

Provider(s)

Challenge adviser

Target audience

All governors on the Performance Management committee

Strategic Governance

Aims & objectives

An introduction to the strategic role of the governing body, looking at planning, monitoring and how governors evaluate school performance – **Asking the challenging questions.**

This course will cover:

- school development planning
- policy development and approval
- effective use of the Estyn framework for monitoring and evaluation
- case studies – for monitoring and evaluation
- support & challenge
- role of the link governor

Provider(s)

Governor Support & Development team

Target audience

All governors - following the completion of the induction session.

Governing Body Self-evaluation Workshop

Aims & objectives

This session is open to all governors who have taken the role of self-evaluation champion for their governing body. The format of this session links directly to the new Estyn Inspection Framework, and the completed evaluation and subsequent action plan will form part of the evidence for Key Question 5 of the school self-evaluation.

On completing this session, governors should be able to support their governing body to evaluate their effectiveness, identify priorities for their own development and agree a process for deciding how those needs could be met.

The chair of governors will be able to use the report generated when meeting the Estyn team during the inspection to demonstrate not only the work of the governing body but the governing body's knowledge and understanding of their school and any actions taken to improve performance.

This session demonstrates the online national model for self-evaluation

Provider(s)

Governor Support & Development team

Target audience

The self-evaluation champion – but all governors are welcome to attend.

The self-evaluation process forms part of the support and intervention. Any Red or Amber schools should discuss the completion of this session and the subsequent report with their governor support officer and challenge adviser.

School Complaints Process

Aims & objectives

A course to explore the new complaints procedure

This session will explore the school governing body complaints procedure and the role of the governing body in dealing with complaints. By the end of the session governors will have an awareness of:

- how to manage school complaints
- the staged approach to complaints
- the role of others in dealing with complaints
- how complaints should be investigated

Provider(s)

Governor Support & Development team and/or LA officer

Target audience

All governors

Estyn for Chairs (for governors who are due to meet with Estyn)

Aims & objectives

This session will explore the role of the chair and one other governor in meeting with the Estyn inspection team.

By the end of the session governors will have an understanding of:

- the key factors leading to a particular judgement
- whether school self-evaluation is providing you with an accurate picture of your school
- whether the governing body is working in ways which are likely to be judged at least good
- the questions chairs of governors are likely to be asked

Provider(s)

Challenge advisers

Target audience

Chair of governors plus one other.

Developing Numeracy Skills and the Literacy and Numeracy Framework

Aims & objectives

The development of good numeracy skills is vital in order for children and young people to reach to their potential whether they are planning to enter further or higher education or the employment market. They therefore need regular opportunities to deepen their understanding of numeracy and use their numeracy skills in different contexts. The numeracy component of the LNF provides guidance on a common approach to reinforcing such skills at different developmental stages.

This training is intended to help governors to:

- understand the background to the Literacy and Numeracy Framework with a particular focus on numeracy
- understand the implications for schools and school leaders
- become familiar with the expectations of the numeracy components of the framework and how this may be evident in practice

Provider(s)

Challenge advisers

Target audience

All governors, especially those linked to literacy and numeracy.

Welsh Language Training for School Governors

Aims & objectives

This course raises awareness of the new Welsh Language Measures (2015) recently introduced by Welsh Government, which includes the requirement to use a Welsh greeting when answering the phone and greeting visitors, and during any public events such as governor meetings and school concerts. The measures also require that Welsh is visible around the school and on correspondence such as newsletters, schools' websites and letter heads.

School governors will be given an opportunity to develop their Welsh language skills to:

- use greetings and goodbye phrases and thank and praise the children in Welsh
- ask simple questions
- count from 1 to 10 and name the colours in Welsh
- recognise some Welsh phrases used by staff and pupils in school

Provider(s)

Members of the EAS Welsh team

Target audience

All governors, especially those linked to Welsh

Looked After Children (LAC)

Aims & objectives

A course to explore the Welsh strategy to support looked after children

By the end of the course governors will have an understanding of:

- the school and governors' responsibility for LAC
- the data provided by schools regarding LAC
- the resources and support required to provide LAC with teaching that meets their needs
- the questions governors should ask of the school leadership team regarding the progress of LAC

Overall, the session will look to raise awareness of the needs of LAC within the region and share good practice that is taking place in schools in South East Wales.

Provider(s)

Donna Lewis EAS LAC co-coordinator

Target audience

All governors, especially those with the responsibility for Looked After Children – LAC, Special Education Needs - SEN, Additional Learning Needs – ALN and the Pupil Development Grant – PDG.

New training sessions will be added to the programme as any new initiatives or developments in education arise.

Governors are encouraged to log on to CPD Online every half term to check for updates.



Local Authority Annex

LA Specific Sessions

Each local authority provides training sessions and support for governors within their area. These are provided to:

- meet the specific needs for schools within that local authority
- raise awareness and understanding of new policies/procedures within the local authority
- address issues that have arisen within the local authority
- outline topics that may be of interest to governors with the local authority

Unfortunately, governors from outside the local authority in which the course is published cannot attend sessions as these sessions are specific and will include references to the individual local authority processes, procedures, guidelines and LA officers. For example, each LA uses slightly different software and reporting formats for school finance.

Safeguarding/child protection - Although this is not a mandatory session, Estyn recommends that all governors should complete an introductory course in safeguarding and renew their knowledge every two years. Many LAs encourage governors to attend their own school staff annual renewal of safeguarding training.

If you are a chair of governors or the governor responsible (linked to) Safeguarding/Child Protection, many LAs provide specific training as there are additional roles and responsibilities for such governors. Please see the course descriptions below for each LA specification.

Many governors may have attended safeguarding training within their employment or voluntary role. It is for the governing body as a whole to determine if they are happy to accept that training has previously completed (for example, a social worker or teacher in another school may have completed Safeguarding Level 2 in the last year). If the governing body agree to accept that as sufficient training, this should be recorded in the minutes and can be submitted to governor support to be included in the training attendance reports.

There is a link governor job description available in the EAS Getting to know your School: Link Governor Guidance document.

LA Specific Sessions

Blaenau Gwent - Health and Safety and Fire Safety Management



Aims & Objectives

Duties of the governing body under health and safety at work and fire safety legislation.

The course will help governors to:

- ensure they understand their role within the school's health and safety and fire safety management structure
- ensure the school has a positive proportionate policy and systems to prevent accidents/incidents/work-related ill health/fires

Provider(s)

LA officers

Target Audience

All governors

Blaenau Gwent – Introduction to the Work of the Gwent Education Minority-Ethnic Services (GEMS)

Aims & Objectives

Focus on familiarising governors with GEMS and the support that is offered to schools. Provide information on referrals, the role of GEMS staff and processes and procedures.

Objectives:

- To understand the purpose of GEMS
- To be aware of the different roles and responsibilities GEMS staff have
- To be aware of the GEMS referral system
- To be familiar with school processes
- To gain an understanding of the demographic of Blaenau Gwent and the range of languages spoken
- To gain an understanding on the wider demographic in Gwent
- To familiarise governors with good practice for EAL learners

Provider(s)

LA Officer

Target Audience

All governors

Blaenau Gwent – Attendance

Aims & Objectives

To provide governors with an understanding of:

- the national, regional and local picture
- what good attendance looks like
- the tools used to promote attendance
- the role and responsibility of the Education Welfare Service and schools
- how governors can support schools
- the use of reduced timetables and the impact on attendance
- flexi-schooling and elective home education

Provider(s)

LA officer

Target Audience

All governors

Blaenau Gwent – Safeguarding

Aims & Objectives

Safeguarding training for governors, particularly designated safeguarding governors and chairs of governors.

Objectives:

- Understand the different categories and indicators of abuse
- Understand safeguarding roles and responsibilities for safeguarding (Welsh Government guidance; 'Keeping Learners Safe' 2015)

Provider(s)

Blaenau Gwent officers

Target Audience

All governors

Blaenau Gwent – Pupil Exclusions

Aims & Objectives

Provide governors with an understanding of:

- the national, regional and local picture
- the correct procedures in the exclusion process
- informing governors of responsibilities related to pupil behaviour and attendance in their schools
- informing governors of the alternatives to exclusions to enable them to challenge appropriately
- the role and remit of pupil disciplinary committee
- informing governors of how independent appeals panels work

Provider(s)

LA officer

Target Audience

All governors

Blaenau Gwent – Special Educational Needs (SEN) and Additional Learning Needs (ALN)

Aims & Objectives

Provide an overview of the current SEN Code of Practice and new ALN reforms.

Objectives:

- Increase awareness and understanding of the current SEN Code of Practice
- Increase awareness of the new ALN reforms including the role of multi-agency working
- Increase awareness of the key issues around partnership working particularly around the resolution of conflict

Provider(s)

LA officer

Target Audience

All governors

Blaenau Gwent - Good Financial Planning

Aims & Objectives

To provide governors with an overview of how the school budget process works and the ongoing monitoring of budgets. This will help governors to have an oversight of the financial management of the schools delegated budget.

Provider(s)

Blaenau Gwent officers

Target Audience

All governors

Blaenau Gwent – Tip Top Schools

Aims & Objectives

The focus will be on supporting and deepening governors' understanding about what great schools do well.

Objectives:

- To understand what effective management processes look like in great schools and their contribution to these
- To gain an understanding about what great school governors do in great schools

Provider(s)

Blaenau Gwent officers
EAS Governor Support & Development team

Target audience

All governors

Blaenau Gwent – Staff Dismissal and Disciplinary

Aims & Objectives

The role of the staff disciplinary and dismissal panel and the staff disciplinary and dismissal appeals panel – key considerations.

Objective:

- To understand the governors' role in these processes

Provider(s)

Blaenau Gwent officers

Target Audience

All governors

Blaenau Gwent – A Governors' Guide to Redundancy and the Role of the Redundancy Panel and Redundancy Appeals Panel

Aims & Objectives

This session will provide an outline and understanding of the governors' role in the processes

Provider(s)

Blaenau Gwent officers

Target Audience

All governors

Blaenau Gwent – Teachers Pay Terms and Conditions and the Pay Review Process

Aims & Objectives

This session will support governors to:

- understand the terms and conditions of service for teachers
- understand governors' role in the pay review process

Provider(s)

Blaenau Gwent officers

Target audience

All governors

Blaenau Gwent County Borough Council may provide additional sessions to the programme at any time.

Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.

LA Specific Sessions



Caerphilly Health & Safety

Aims & Objectives

This session provides governing bodies of local authority maintained schools with an overview of their roles and responsibilities regarding the health and safety of a school and its statutory requirements. I will cover the areas which are the LA responsibility and the areas which are the school/governing bodies' responsibility, and provide a discussion on key health and safety topics that many schools encounter: asbestos, fire safety; accidents to pupils and staff; inappropriate or abusive behaviour by parents to staff; legionella controls; controlling contractors on school site and building work; general housekeeping issues found in schools; and hygiene issues at school.

It is an overview session that cannot cover all health and safety matters but covers the key legal requirements that are essential for governors or representatives of governing bodies to be aware of.

Provider(s)

Terry Phillips, Health & Safety Officer

Target Audience

All governors, especially those with the responsibility for health and safety.

Caerphilly Schools Funding/Constructing a School Budget/ monitoring School Budget

Aims & Objectives

A vital role of the governing body is understanding how schools are funded, with a particular focus on:

- being aware of current legislation
- how a budget is constructed
- managing the budget within the allocated funding

This course will help governors to understand the importance of budget setting, and manage the school's budget within the allocated formula funding including good practice that reduces the likelihood of the school falling into a deficit situation which ultimately avoids staffing losses and redundancies.

Provider(s)

Sue Richards and Julie Baker, Caerphilly Finance Officers

Target Audience

All governors, especially those on the Finance/Resources committee

Caerphilly *PREVENT*

Aims & Objectives

To raise governor awareness of the duties on schools in relation to the Prevent Agenda and the expectations from Estyn.

Provider(s)

Sarah Ellis Caerphilly Inclusion & ALN Manager

Target Audience

All governors

Caerphilly Attendance & Exclusions

Aims & Objectives

To raise governor awareness of legislative requirements – the national & local context. Provide guidance and support to enable governors to fulfil their roles.

Provider(s)

Andrea West Caerphilly Admissions & Inclusion Manager

Target Audience

All governors

Caerphilly Education Other Than at School (EOTAS)

Aims & Objectives

- To explain to governors what EOTAS is and what the impact is for them in a mainstream school
- To inform governors of how many of their current school population are in EOTAS provision

Provider(s)

Andrea Davies Caerphilly EOTAS Manager

Target Audience

All governors

Caerphilly School Complaints Process

Aims & Objectives

A course to explore the new complaints procedure

This session will explore the school governing body complaints procedure and the role of the governing body in dealing with complaints. By the end of the session governors will have an awareness of:

- how to manage school complaints
- the staged approach to complaints
- the role of others in dealing with complaints
- how complaints should be investigated

Provider(s)

Kim Davies, Caerphilly Complaints Officer

Target Audience

All governors, especially chairs and those on the Complaints Panel

Caerphilly County Borough Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.



LA Specific Sessions

Monmouthshire – Safeguarding Training for Safeguarding Governors and Chairs of Governors



Aims & Objectives

The aim of this training is to provide safeguarding training for chairs of governors and designated safeguarding governors in Monmouthshire. The training is specific to these roles and will aim to raise general safeguarding awareness and provide updates in relation to key legislation. The course incorporates the responsibilities highlighted in the statutory guidance 'Keeping Learners Safe'.

Provider(s)

LA Safeguarding Officer

Target Audience

All governors, particularly the chair and those that have responsibility for safeguarding.

Monmouthshire – Unravelling School Finance

Aims & Objectives

This course will help governors to understand all aspects of school finance, covering the initial calculation of the funding and the detail in setting and monitoring school budgets. The course also provides useful information to help governors identify where cost savings can be made.

The course is suitable for any Monmouthshire governor.

*** Each governing body should send a representative if possible.**

Provider(s)

Nikki Wellington, Finance Manager
Monmouthshire County Council

Target Audience

All governors in Monmouthshire – particularly those on finance committees.

Monmouthshire – Understanding the New Additional Learning Needs (ALN) Bill and Code of Practice

Aims & Objectives

The new ALN Bill will change the requirements for schools, governors and the LA in how they make provision for pupils with ALN. This course will help governors to:

- understand the statutory responsibilities placed on schools and governing bodies under the new Bill
- have a clear understanding of the process and timeline for transition from the current system to the new system and the implications of this for schools
- become familiar with changes to systems and processes for example: Person Centred Planning and Individual Development Plans.

Provider(s)

Monmouthshire County Council

Target Audience

All governors in Monmouthshire

Monmouthshire – Promoting Good Behaviour Management & Reducing Exclusions

Aims & Objectives

This course will allow the governing body to understand the behaviour policy of their school. Governors will also be made aware of the role of the local authority in relation to providing support and challenge to schools to reduce exclusions.

Provider(s)

Monmouthshire County Council

Target Audience

All governors in Monmouthshire

Monmouthshire – Promoting Good Attendance

Aims & Objectives

This course will help governors to:

- understand the importance of the school's attendance policy, the role of schools in addressing non-attendance
- understand the role of the Education Welfare Service in addressing non-attendance

Provider(s)

Monmouthshire County Council

Target Audience

All governors in Monmouthshire

Monmouthshire County Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.

LA Specific Sessions



Newport – Effect School Organisation

Aims & Objectives

This is a two-hour session provided once per term that provides Newport governors with an overview of the Council's:

- admission arrangements
- home-to-school transport
- school organisation and reorganisation matters
- school capacity and use of the premises
- early years and extended childcare provision
- premises management

Provider(s)

Newport Education Service

Target Audience

All governors in Newport

Newport – Promoting School Attendance

Aims & Objectives

This is a two-hour session that provides Newport governors with an understanding of:

- the tools schools can use to promote attendance, including Fixed Penalty Notices
- the role Education Welfare Service
- how schools record and report bullying related to Protected Characteristics
- the local data related to bullying and incidents related to Protected Characteristics
- the role of the Healthy Schools scheme in promoting anti-bullying strategies

Provider(s)

Newport Education Service

Target Audience

All Newport governors who are linked to attendance/pupil wellbeing

Newport – Educational Psychology

Aims & Objectives

This is a two-hour session provided once per term which will:

- outline the role of the EP in the assessment process
- give an overview of the work of the EP's undertake in schools to support pupils, staff, exclusions and attendance
- explain the role of the EP in the wider context of the LA
- explain the school-based counselling service and other initiatives

Provider(s)

Newport Education Service
Newport City Council

Target Audience

All governors in Newport

Newport – Pupil Exclusion

Aims & Objectives

This is a two-hour session provided once per term that provides Newport governors an understanding of the:

- decision to exclude
- exclusion process
- role of the Pupil Disciplinary & Exclusions committee

Provider(s)

Inclusion Officers
Newport City Council

Target Audience

All governors in Newport, irrespective of whether they sit on the Pupil Exclusion committee.

Newport – Additional Learning Needs (ALN)

Aims & Objectives

This is a two-hour session provided once per term which will:

- introduce the concept of 'additional learning needs' and its relationship with 'special educational needs' (SEN)
- introduce the local authority's revised SEN policy and consider the implications for schools and governors
- provide an opportunity to discuss the issues.

Provider(s)

Inclusion officers
Newport City Council

Target Audience

All governors in Newport linked to SEN/ALN



Newport – Best Practice for English As an Additional Language (EAL) Learners

Aims & Objectives

This course is designed to familiarise governors with good practice for EAL learners. Participants will have an opportunity to undertake a variety of collaborative learning strategies which are particularly useful when teaching children with EAL. Delegates will have the opportunity to plan out activities with colleagues and consider how to implement the strategies within their own schools. Delegates will also be signposted towards a useful range of EAL resources.

Learning objectives:

- To be aware of the main groups that are contained within the EAL population in Newport
- To have an understanding of the change in demography across the city in recent years
- Have an understanding of how GEMS may support EAL pupils
- Become familiar with best practice for EAL pupils and what Estyn and GEMS suggest should happen so that EAL supported pupils acquire language effectively

Provider(s)

Inclusion Officers
Newport City Council

Target Audience

All governors in Newport linked to SEN/ALN

Newport – An Introduction to the Gwent Education Minority-Ethnic Service (GEMS)

Aims & Objectives

The course will focus on familiarising governors with GEMS and the support that is offered to schools. We will cover a range of issues such as referrals, information posted on school secure, the role of GEMS staff and our processes and procedures.

Learning objectives:

- To understand the purpose of GEMS educational needs' (SEN)
- To be aware of the different roles and responsibilities GEMS staff have
- To be aware of the GEMS referral system
- To be familiar with our school processes
- To gain an understanding of the super-diverse demographic of Newport and the range of languages spoken in the city

Provider(s)

Inclusion officers
Newport City Council

Target Audience

All governors in Newport linked to SEN/ALN

Newport City Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.

Children in Wales – Torfaen – Safeguarding Training for Governors and Chairs of Governors

Aims & Objectives

The aim of this training is to provide safeguarding training for chairs of governors and designated safeguarding governors in Torfaen. The training is specific to these roles and will aim to provide an understanding of the role and associated responsibilities, such as managing allegations against headteachers and raising general safeguarding awareness.

This course is suitable for those new to the role or wishing to refresh their training in line with requirements to do so every two years.

Provider(s)

Children in Wales

Target Audience

All chairs and safeguarding governors in Torfaen

Torfaen – Exclusion Training

Aims & Objectives

This training course will focus on all aspects of the exclusion process and will equip governors to carry out their duties appropriately in accordance with the WG Exclusions for Schools and Pupil Referral Unit guidance and Torfaen processes.

Provider(s)

Torfaen Inclusion team

Target Audience

All governors on the Pupil Exclusion committee

Torfaen – Safe Recruitment

Aims & Objectives

The governing body has responsibility to ensure that all appointments to the school are based on merit and compliant with the school's obligations under current legislation, in particular the Equality Act 2010. Governors need to ensure that all recruitment processes are conducted in accordance with the school's recruitment and selection procedures.

The course will provide governors with an overview of:

- the legislation and obligations in the recruitment and selection of staff
- the role of governors in safe recruitment
- safe employment practice and procedures

Provider(s)

Torfaen HR officers

Target Audience

All governors involved in appointments

Torfaen – Improving Staff Attendance

Aims & Objectives

The governing body is responsible for monitoring the effectiveness of the Improving Attendance Policy & procedures for employees.

The course will provide governors with:

- an overview of the Improving Attendance policy (employees)
- the role of the governing body in improving attendance (employees)

Provider(s)

Torfaen HR officers

Target Audience

All governors

Torfaen – Finance Management & Budget Monitoring

Aims & Objectives

This training session will be aimed at headteachers, business managers, chairs of governors and chairs of the Recruitment & Resources committee.

The session will cover pertinent finance topics at the time

Provider(s)

Torfaen Finance & HR officers

Target Audience

Invitations to sessions will be sent out directly to governors.

We ask all governors to regularly check CPD for new sessions.

Torfaen – Financial Management & Change Management

Aims & Objectives

This training session will be aimed towards headteachers, chairs of governors, chairs of the Recruitment and Resources committee, a member of the Staffing Dismissal and Disciplinary committee and the business manager. The session will be a scenario-based training session covering the change management process when a school is faced with financial difficulty, specifically covering the following topics:

- Analysis of financial forecasts
- Identification of schools in financial difficulty
- Support provided by HR and finance when a school is in financial difficulty
- The process and procedure to follow for headteachers and governors at committee meetings
- Best practice and guidance for assessment centre and skills audit

Provider(s)

Torfaen HR officers

Target Audience

Invitations to sessions will be sent out directly to governors.

We ask all governors to regularly check CPD for new sessions.

Torfaen – Making a Difference to Looked After Children (LAC)

Aims & Objectives

By the conclusion of the session, participants will:

- understand the school and governors' responsibility for LAC
- identify who are the LAC in your school
- be able to confidently analyse the LAC data to ensure LAC are provided with teaching that meets their needs
- be able to ask challenging questions of SLT about LAC progress

The session will involve the participants in:

- reflective group discussion on using sample LAC data
- discussion groups focused on questions to ask about LAC
- examining case studies and exploring the daily experiences of LAC

Provider(s)

LA LAC Officer

Target Audience

LAC governor

Invitations to sessions will be sent out directly to governors.

We ask all governors to regularly check CPD for new sessions.

Torfaen County Borough Council may provide additional sessions to the programme at any time. Governors will receive notification of new courses via email and the calendar list attached to governing body agendas. Governors are also encouraged to log on to CPD Online every half term to check for course details.



Terms & Conditions

How to make a Booking

Online Registration - www.cpdsewales.org.uk

To register on a course please log on to the CPD Online. All new governors will be sent their account and log on details via email. If you experience any difficulties in using your account or have not received account details by email, please contact governor support on 01633 415474. **If you do not have an email address, please contact your school. The school's CPD leader can register places for you.**

Confirmation

Once a booking has been confirmed you will receive confirmation, and then a reminder email will be sent to you five days prior to the session. For those not on email, the school will receive the confirmation. If you do not receive confirmation or a reminder, please contact 01633 415474. **Please do not attend a session for which you have not received a reminder, in case the venue or time has been changed.**

Please ensure you register for all courses that you wish to attend.

Registration enables us to make all the necessary catering, seating and copying arrangements for each training session. It also ensures that we are able to contact all attendees in advance in the rare event that a course is postponed due to unforeseen circumstances.

To cancel your place

If you are unable to attend a session, please log on to CPD Online to cancel your session. We will make every effort to go ahead with training. However, should we need to cancel due to unforeseen circumstances, you or the school (if you do not have email) will receive an email cancellation note. For urgent cancellations, you will receive a telephone call and text message.

Service Level Agreement

Individual governors are not charged for attending training sessions.

The Governors Support Service Level Agreement includes access to governor training.

Bespoke Whole Governing Body Training

Bespoke whole governing body training sessions can be provided if it is part of the EAS Support & Intervention for Red and Amber schools.

Whole Governing Body Self-evaluation – Please see page 13 for the Support & Intervention framework. For those in the clerking SLA there is no cost.

Venues

You will see from the programme that the events will be held in several locations across the five authorities; we are utilising more of our schools and community facilities.

A rolling programme of **cluster venues** within individual authorities has been developed to ensure governors have the maximum opportunity to attend a session within their area. These venues are regularly reviewed to ensure suitability and accessibility for training.

Please check your reminder email before you travel. A map and details regarding parking will be sent with the confirmation.

If you have particular access requirements, please contact the team.



Accessibility

If there are any issues that might prevent you from fully accessing our training sessions, please let us know.

If English is not your first language, please let the team know and we can arrange translation/support for your sessions.

If you need large print, please let us know and we will provide suitable training materials for you

If you

- use text or speech software and would like us to email the training materials to you prior to a session
- require a hearing loop
- have any physical access needs in relation to a specific venue, e.g. lifts, special seating then please email governor.support@sewaleseas.org.uk or indicate on CPD under special requirements what your needs are.

Childcare, travel expenses and car parking costs may be met by the school's governing body Expenses Policy, which would be met by the school's individual budget.

Training Records

Governors are asked to ensure they sign the course register on arrival. This enables the team to update CPD Online to reflect attendance.

For schools within the clerking service, the Mandatory Requirement Report is provided on every agenda stating those who are required to attend the training.

In the autumn term, each school receives their training records for the previous year. All governors can use their CPD account to view all sessions attended from April 2014 onwards. For records prior to April 2014, please contact governor support and a member of the team will be happy to email a spreadsheet over to you.

Feedback

The Governor Support & Development team welcomes feedback on training and other areas of the service. Here are some of the ways in which you can feed back:

- The evaluation sheets provided at the end of each training session
- The Training Needs Analysis and Impact Survey
- The Annual EAS Governor Support Survey
- The Clerks Survey
- The training agenda item on your full governing body meeting
- The termly link governor for training seminars
- The annual EAS governors' conference

The team also welcomes general feedback via governor.support@sewaleseas.org.uk

All this information is analysed and helps shape the provision. Please see pages 5–12 for the summary of the 2016/17 analysis.



Training Calendar 2017–2018

The training calendar Appendix A comes as a loose-leaf list of sessions for the year.

These pages will be updated termly as training is provided on a rolling programme. Courses are repeated on a regular basis and new courses will be added to the programme as any new initiative or change in policy/procedure occur.

Please do not attend a course for which you have not received confirmation.

Governors are encouraged to log on to CPD Online every term and look out for email notifications of new sessions.

