

CONTINUING PROFESSIONAL DEVELOPMENT PROGRAMME

FOR SEPTEMBER 2011 TO JULY 2012

SCHOOL GOVERNORS



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

At the time of writing, the Education Bill 2011 is still making its passage through parliament. Also, we do not yet know what will be in the new OFSTED inspection framework for schools. However, we do know that the Government is committed to making schools more autonomous and we should therefore expect that the schools of the future will continue to need good governance if they are to be successful and that OFSTED will continue to make judgements about the effectiveness of the governing body when they inspect a school.

It is with that in mind that we have expanded the offer of training courses available to governors in this academic year, both face-to-face and on-line. Closer collaboration with our partners in Westminster and Hammersmith and Fulham, as we move toward a tri-borough borough education service, means that we will also have access to some of their governor training courses too. So, if you see a course in this booklet which interests you but the date or time are not convenient, let us know and we may be able to book you a place on a similar course in one of our partner boroughs.

The programme in this booklet sets out the core offer of what is available but, as last year, I would encourage governing bodies, and individual governors, to be proactive in seeking the support they



need from the local authority, and to suggest areas where the local authority may be able to offer assistance.

To book a place on any of the courses in this booklet telephone **020 7854 5902** or email **cpdteam@rbkc.gov.uk**

In addition to the central training programme available this academic year, details of which will also appear each term in the governors newsletter, you will find here details of e-learning opportunities and proposals for school-based training for individual school governing bodies or groups of school governing bodies.

The Central Training Programme and e-learning remains free to governing bodies. Any additional training may incur costs to schools' budgets. We will let you know if that is the case.

Peter Jezewski
Head of Governors Support
September 2011

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Central Programme

Governors New in Post

Every term a training session will be offered for governors new in post. The objective of the course is to explain to new governors the corporate nature of school governing bodies, their strategic role in promoting high standards of educational achievement, pupil well-being and community cohesion and examine the different but complementary roles of the governing body and the Head Teacher.

The course takes place at the Isaac Newton Centre, 108a Lancaster Road, London W11.

Autumn Term:

Thursday 10 November 2011, 6.30 to 8pm
Course number IN114567

Spring Term:

Thursday 1 March 2012, 6.30 to 8pm
Course number IN114568

Summer Term:

Tuesday 19 June 2012, 6.30 to 8pm
Course number IN114569



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Chairmen of Governors Meetings

Each term the Executive Director for Family and Children's Services meets with Chairs of Governors to update them on local and national developments, exchange views and information and consult them on any local authority policy which may impact on schools. In the autumn term the Cabinet Member for Education and Libraries, Councillor Mrs Elizabeth Campbell, will join the meeting.

Autumn Term:

Thursday 13th October 2011 6.30 to 8pm

Course number IN114575

Venue: Kensington Town Hall.

Spring Term:

Tuesday 24 January 2012, 6.30 to 8pm

Course number IN114576

Venue: The Isaac Newton Centre.

Summer Term:

Thursday 24 May 2012, 6.30 to 8pm

Course number IN114577

Venue: The Isaac Newton Centre.

An agenda will be sent to Chairs of Governors the week before the meeting takes place. If the Chair of Governors is unable to attend they are encouraged to send a substitute.

Annual Seminar on Special Educational Needs

This seminar is designed to keep governors updated on local and national developments on the provision for children with special educational needs (SEN). Every governing body is required to designate one of their number to oversee the provision of SEN support in their school. This seminar is primarily aimed at the designated governor although others are welcome to attend. The seminar will offer governors the opportunity to clarify their strategic role in SEN provision and to discuss and exchange views on any issues that have arisen around this provision.

Tuesday 22 November 2011, from 6.30 to 8pm

Course number IN114570.

Venue: Isaac Newton Centre.

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Child Protection

This course is designed for those governors with responsibility for child protection in their schools, although other governors are welcome to attend. The course will provide an overview of child protection guidance and procedures, explain what is expected of schools and the role of the designated governor, examine the procedures to be followed when allegations are made about staff and look at safer recruitment practice.

Wednesday 14 March 2012, from 6.30 to 8pm
Course number IN114571

Venue: Isaac Newton Centre.

Performance Management

This course explains to governors their responsibilities in ensuring that the school has a performance management policy, that all teachers receive a performance review, considers the use of a performance management process for support staff and looks in detail at governors' responsibility for the performance review of the Head Teacher. Regulations require that governors undertaking the review of a Head Teacher's performance must have first undertaken training in performance management.

Tuesday 26 June 2012, from 6.30 to 8pm
Course number IN114574

Health and safety

The governing bodies of voluntary aided schools are responsible for health and safety in their schools and the governing bodies of community schools share this responsibility with the Local Authority.

This course examines the extent of those responsibilities and will be of particular interest to those governors who have been delegated the task of monitoring health and safety compliance and who are new to the role.

Wednesday 13 June 2012, 6 to 7.30pm
Course number IN114573

Dealing with complaints

The Education Act 2002 requires governing bodies to establish and publicise arrangements for hearing complaints about their school. Where those arrangements are exhausted and a complainant is not satisfied that their complaint has been addressed, they make take their complaint to the Local Government Ombudsman, who has the power to offer redress.

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On this course officers from the Local Government Ombudsman give advice on how to deal with complaints so as to, hopefully, resolve them at an early stage. They also explain the steps they will take and the evidence they will seek if a complaint is referred to them.

Tuesday 27 September 2011, 4 to 6pm

Course number IN114942

Venue: Isaac Newton Centre

Taking the chair

This course is designed for chairs, vice-chairs and potential chairs of governors, or of committees of the governing body, who wish to develop their skills and confidence or review their effectiveness as chair or vice chair. The session will assist you in providing leadership for your governing body or committee and in working with the head teacher and senior staff of your school.

Saturday 21 January 2012, from 9am to 3.30pm

Course number IN114984

Venue: Westminster City Hall

Governance of Children's Centres Workshop

This workshop is for governors of Children's Centres and members of Local Advisory Boards (for Children's Centres without a school and governing body). The workshop will look at the roles and responsibilities of those managing Children's Centres, Locality Models of governance and preparation for OFSTED inspection.

Friday 30 September 2011, 3 to 5pm

Course number CF114993

Venue: Isaac Newton Centre

If you wish to attend any of these courses you should book a place by contacting the Isaac Newton centre by telephone on

020 7854 5902 or by email at: cpdteam@rbkc.gov.uk

School-Based Training and Support

The School Improvement Service is able to offer training or briefings in the following subject areas:

- Use of Raise OnLine to analyse your school data
- Succession Planning
- School Improvement Planning
- Self-Evaluation – and its role in improvement planning

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- Reviewing Staffing Structures
- Community Cohesion
- “Learning walks” with governors (what to look for on school visits)
- Good practice guide for Link Governors (Curriculum links)

To access this training, governors are asked to contact their School Improvement Advisor.

Governors Conference

During the spring term of 2012 there will be a governors conference to which all governors will be invited to apply for a place.

The conference will take place on a Saturday, 17 March 2012, from 9.30am to 1.30pm (including lunch). The Chairs of Governors will be consulted on the content of the conference, during the autumn term.

Training On-line

Governors of schools in the Royal Borough have free use of the on-line training provided by *Modern Governor*. This can be accessed at www.moderngovernor.com

If you have not yet registered to use this site you will need to do so first. Simply click on “*register for an account*”, enter your name, choose “*Kensington and Chelsea*” from the first drop down menu and your school from the second drop down menu. Then choose your own password. An email will be sent to you confirming your registration and you will then be able to log on and access the training.

The courses take around 40 minutes to complete, although you don’t have to complete a course in one session – you can save what you have done and come back to it later. Once you have successfully completed a course you can print off a certificate which can be used as evidence for OFSTED judgements about the effectiveness of the governing body.

The courses currently available on-line are:

- My role as a governor
- Community Cohesion
- Self-Evaluation and OFSTED
- Health and Safety
- School Finance
- School recruitment practices
- Safeguarding and promoting child welfare
- Admissions and discipline
- Becoming a school governor

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- Some governors' questions answered
- School governors and writing for the Web
- Chairing governing body meetings
- Equality and diversity for school governors
- The new governor
- Looked After Children
- Governance of a church school
- Governing body health-check questionnaire
- The new governor

Useful Websites

www.education.gov.uk

Department for Education

www.rbkc.gov.uk/educationandlearning.aspx

Education pages of the Royal Borough's website, including schools and governors pages.

www.nga.org.uk

The National Governors Association

www.cwdcouncil.org.uk

The Children and Young People's Workforce Council (use this site for the accredited on-line Safer Recruitment training).

www.moderngovernor.com

For on-line training (see page 6 of this booklet).





Contacts

To book any of the courses in this booklet call **020 7854 5902** or email **cpdteam@rbkc.gov.uk**

The Governors Support Section may be contacted by telephone on: **020 7598 4782** (*Peter Jezewski*) or **020 7598 4781** (*Julie Farmer*) or by email at: **Peter.jezewski@rbkc.gov.uk** or **julie.farmer@rbkc.gov.uk**