Training and Development Programme for Governors 2019-2020
WELCOME AND GENERAL INFORMATION

Welcome to the 2019-2020 training and development programme for governors. This booklet contains course information for the next academic year. We will issue details of additional events as they arise and provide written briefings and updates on topical issues.

Our programme aims to:

• Equip governing boards to be effective in the strategic leadership of their school
• Support governors to play their part in school improvement
• Reflect national developments and local issues
• Provide opportunities to share experience and good practice with colleagues across the Royal Borough of Kensington and Chelsea and the City of Westminster and from other boroughs too.

Ofsted will continue to evaluate how well governors support and strengthen school leadership, including by developing their own skills and evaluating their own impact on school improvement. Our courses, forums and briefings are an important means of keeping up to date. All governors can attend courses in this programme.

If your school buys in to the Bi-borough School Improvement SLA, all courses will be free of charge (unless otherwise stated). If your school has chosen not to buy into the SLA and you see a course in this booklet which interests you, we will invoice your school on a pay as you go basis. If the timing is not convenient let us know and we may be able to suggest a similar event. Additional courses may be added to the programme according to need.

Under the new Ofsted Education Inspection Framework (EIF), Ofsted will continue to consider governance under the criteria of Leadership and Management. The Education Inspection Framework (EIF) sets out the overarching criteria for judging the effectiveness of leadership and management.

The leadership and management judgement is about how leaders, managers and those responsible for governance ensure that the education that the school provides has a positive impact on all its pupils. It focuses on the areas where inspection and research indicate that leaders and managers can have the strongest effect on the quality of the education provided by the school. In making this judgement in schools, important factors inspectors will include are:

• leaders’ high expectations of all pupils in the school, and the extent to which these are embodied in leaders’ and staff’s day-to-day interactions with pupils
• the extent to which leaders focus their attention on the education provided by the school. There are many demands on leaders, but a greater focus on this area is associated with better outcomes for pupils
• whether continuing professional development for teachers and staff is aligned with the curriculum, and the extent to which this develops teachers’ content knowledge and teaching content knowledge over time, so that they are able to deliver better teaching for pupils
• the extent to which leaders create coherence and consistency across the school so that pupils benefit from effective teaching and consistent expectations, wherever they are in the school
• whether leaders seek to engage parents and their community thoughtfully and positively in a way that supports pupils’ education. Also, whether leaders are thoughtful in drawing boundaries and resisting inappropriate attempts to influence what is taught and the day-to-day life of the school
• the extent to which leaders take into account the workload and well-being of their staff, while also developing and strengthening the quality of the workforce
• the extent to which leaders’ and managers’ high ambitions are for all pupils, including those who are harder to reach. This includes ensuring that practices such as ‘off-rolling’ do not take place and that the way the school uses the pupil premium is founded on good evidence.
• whether leaders and those responsible for governance all understand their respective roles and perform these in a way that enhances the effectiveness of the school.

With respect to governance:
• Inspectors will seek evidence of the impact of those responsible for governance.
• In a maintained school, those responsible for governance are the school governors. In a stand-alone academy, it is the trustees. In a MAT, the trustees are responsible for governance.
• Inspectors will ask to speak to one or more of the trustees. It may be that, on occasion, the trustees have chosen to delegate some of their powers to the members of the ‘academy committee’ or ‘local governing board’ at school level.
• If inspectors are informed that a local governing body has delegated responsibilities, they should establish clearly which powers are with the trustees, which are with the leaders of the MAT and which are with the local governing board. They should then ensure that both their inspection activities and the inspection report reflect this.
• Inspectors will need to bear in mind, when inspecting academies that are part of a MAT, that governance functions can be quite different from those in a maintained school. Some functions that a governing body in a maintained school would carry out may be done by management or executive staff in a trust. If this is the case, it will still be important for inspectors to ascertain the trust board’s role in that process and how it ensures that these functions are carried out properly.
• The governance handbook sets out the purpose of governance, which is to provide confident, strategic leadership, and to create robust accountability, oversight and assurance for educational and financial performance.
• The governance handbook also sets out the statutory functions of all boards, no matter what type of school or how many schools they govern.
• There are three core functions for governors:
  ➢ ensuring clarity of vision, ethos and strategic direction
  ➢ holding executive leaders to account for the educational performance of the school and its pupils, and the performance management of staff
  ➢ overseeing the financial performance of the school and making sure that its money is well spent, including the pupil premium.
Inspectors will explore how governors carry out each of these functions. For example, the clarity of the school’s vision, ethos and strategic direction will have a significant impact on the decisions that leaders make about the curriculum. Inspectors will consider whether the work of governors in this respect is supporting the school to provide a high-quality education for its pupils.

In addition, those with governance/oversight are responsible for ensuring that the school fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the ‘Prevent’ duty and safeguarding. Please note that, when inspectors consider whether governors are fulfilling this responsibility, they are not expected to construct or review a list of duties.

**Inspectors will report clearly on governance in the inspection report.**

Constitution regulations encourage governor recruitment on the basis of their skills and new appointments should continue this process.

The [Governor’s Competency Framework](#) was issued in January 2017. This develops the expectation that chairs of governors and governing boards are the key influencers of governing board effectiveness. In addition, The [Clerks Competency Framework](#) was issued in April 2017 and this supports the clerks work with governing boards. This training programme is designed to ensure all areas of the governor’s competency framework are covered.

**Who is included?** The courses are relevant for governors, clerks and headteachers in LA maintained schools, Free schools and Academies.

**How much does it cost?** Most sessions are free to schools that have subscribed to the Bi—borough School Improvement SLA for 2019-2020. Occasionally there is a fee, which is identified in the course details. The cost to non-subscribing schools is £60 per governor for short courses and £120 per governor for half-day courses. If without prior notification, governors do not attend courses for which they have registered, there is a standard charge of £30 for all schools.

**How to book:** It is essential that you pre-book for all sessions. Courses available to book via the Governorhub website: [https://app.governorhub.com](https://app.governorhub.com)

Please visit the website and on the Bi-Borough training area, select the <See Sessions> tab to view each course description and venue details and use the <book me on> tab for the session and course that you are interested in. Once you have booked a place online, you will receive an automatic email confirming your booking. If you have not received this confirmation, please do not assume that you are booked.

If you have any queries relating to your booking, please email Julie Farmer: julie.farmer@rbkc.gov.uk

**Waiting lists:** If a course is fully booked please email Julie.farmer@rbkc.gov.uk to join the waiting list. We often get cancellations and can then offer places to governors on the waiting lists or if there is enough demand an additional session can be arranged.
External Courses will need to be booked direct through the organisation providing the course. Details are included in the course information below.

**Reminder:** When contacting the Governor Services team via email remember to include both your name and the school at which you are a governor in your email.

**How is the programme structured?** The programme is divided into six sections and aligns with the [Governors Competency Framework 2017](#):
## SUMMARY LIST OF COURSES

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Time</th>
<th>Venue*</th>
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<tbody>
<tr>
<td>Governors Role in HT Performance Management</td>
<td>11/09/2019</td>
<td>6.30pm-8.30pm</td>
<td>WCC</td>
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<tr>
<td>Clerks termly briefing</td>
<td>12/09/2019</td>
<td>3.00pm-5.00pm</td>
<td>KTH</td>
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<tr>
<td>Ofsted Education Inspection Framework</td>
<td>17/09/2019</td>
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<td>KTH</td>
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<tr>
<td>Chairs and Headteachers breakfast briefing NEW</td>
<td>19/09/2019</td>
<td>8.00am-8.45am</td>
<td>RBKC</td>
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<tr>
<td>Developing a Strategic Year Plan</td>
<td>24/09/2019</td>
<td>6.30pm-8.30pm</td>
<td>WCC</td>
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<tr>
<td>New governors – Induction training</td>
<td>08/10/2019</td>
<td>10.00am-3.00pm</td>
<td>KTH</td>
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<tr>
<td>Safeguarding for Governors</td>
<td>09/10/2019</td>
<td>10.00am-12.00noon</td>
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<tr>
<td>Online safety for designated safeguarding leads and governors</td>
<td>31/10/2019</td>
<td>10am-11.30am</td>
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<tr>
<td>Chairs Forum</td>
<td>13/11/2019</td>
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<td>Dealing with Complaints</td>
<td>26/11/2019</td>
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<td>KTH</td>
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<tr>
<td>Online safety for designated safeguarding leads and governors</td>
<td>03/12/2019</td>
<td>5.00pm-6.30pm</td>
<td>KTH</td>
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<td>Governors role in Exclusions</td>
<td>03/12/2019</td>
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<tr>
<td>Clerk’s Briefing</td>
<td>07/01/2020</td>
<td>3.00pm-5.00pm</td>
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<tr>
<td>Chairs and Headteachers breakfast briefing NEW</td>
<td>15/01/2020</td>
<td>8.00am-8.45am</td>
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<tr>
<td>Supporting, Challenging &amp; Holding to Account</td>
<td>21/01/2020</td>
<td>6.30pm-8.30pm</td>
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<tr>
<td>Chairs of Committees &amp; New Chairs Induction</td>
<td>28/1/2020</td>
<td>6.30pm-8.30pm</td>
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<tr>
<td>How to be an effective Governing Board</td>
<td>12/02/2020</td>
<td>6.30pm-8.30pm</td>
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<td>Emergency Planning and Critical Incidents</td>
<td>25/2/2020</td>
<td>5.30pm-7.30pm</td>
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<tr>
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<td>29/02/2020</td>
<td>10am-3.00pm</td>
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<td>Safeguarding for Governors</td>
<td>03/03/2020</td>
<td>6.00pm-8.00pm</td>
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<td>Chairs Forum</td>
<td>03/03/2020</td>
<td>6.30pm-8.30pm</td>
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<td>Event Description</td>
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<td>Understanding the role of staff and parent governors</td>
<td>17/03/2020</td>
<td>6.30pm-8.30pm</td>
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<tr>
<td>Governors Hearings – Getting it right</td>
<td>24/03/2020</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
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<tr>
<td>Visiting Your School, Protocols, and What to Ask</td>
<td>22/4/2020</td>
<td>6.30pm-8.30pm</td>
<td>WCH</td>
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<tr>
<td>Clerk’s Briefing</td>
<td>06/05/2020</td>
<td>3.00pm-5.00pm</td>
<td>KTH</td>
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<tr>
<td>Reviewing the impact of the Governing Board</td>
<td>14/05/2020</td>
<td>6.30pm-8.30pm</td>
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<tr>
<td>Chairs Forum</td>
<td>21/05/2020</td>
<td>6.30pm-8.30pm</td>
<td>WCC</td>
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<tr>
<td>Safeguarding for Governors</td>
<td>11/06/2020</td>
<td>4.00pm-6.00pm</td>
<td>WCC</td>
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<tr>
<td>New governors – Induction training</td>
<td>15 &amp; 22/6/2020</td>
<td>6.30pm-8.30pm</td>
<td>KTH</td>
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<tr>
<td>Chairs and Headteachers breakfast briefing NEW</td>
<td>30/06/2020</td>
<td>8.00am-8.45am</td>
<td>TBC</td>
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<tr>
<td>Safer Recruitment</td>
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<td>Booked via LSCB direct</td>
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All the above courses, except Safer Recruitment, can be booked via the Governorhub website: [https://app.governorhub.com](https://app.governorhub.com) If you have any problems with booking online, please email: Julie.farmer@rbkc.gov.uk

*Venue Codes:

**LH:** Lilla Huset Centre, 191 Talgarth Road, Hammersmith, London, W6 8BJ  
**KTH:** Kensington Town Hall, Hornton Street, Kensington, W8 7NX  
**WCC:** Westminster City Hall, 64 Victoria Street, London, SW1E 6QP  
**TBC:** Venue to be confirmed. All governors already booked to attend a course will be emailed the venue details once they are confirmed. Alternatively, please check the governorhub website [https://governorhub.com/#home](https://governorhub.com/#home) for the latest course information.
FULL COURSE DETAILS

1. Strategic Leadership

CHAIR’S FORUM (RBKC AND WESTMINSTER CHAIRS ONLY)

Open to Chairs of Governors or their designated deputy. Ideally, we recommend that all governing boards ensure that their Chair of Governors or Vice Chair attends the meeting. If neither are available, the Chair should ensure they are represented at the meetings, by an experienced governor. These termly meetings with senior officers from the Local Authority, as well as with external speakers, provide information and updates on Local Authority initiatives from the Director of Education, examine significant issues for all schools, look at areas of best practice and are an opportunity to network with colleagues from other schools.

Dates / Times / Venue:
Wednesday 13 November 2019, 6.30pm to 8.30pm, Westminster City Hall
Tuesday 3 March 2020, 6.30pm to 8.30pm, Kensington Town Hall
Thursday 21 May 2020, 6.30pm to 8.30pm, Westminster City Hall

Adviser: Jackie Saddington, Head of Bi-Borough School Governor Services

Chair – Amanda Sayers – Chair of Governors (All Saints Catholic College and Park Walk Primary School)
There is no charge for this termly forum.

CHAIRS AND HEADTEACHERS BREAKFAST BRIEFING (RBKC AND WESTMINSTER CHAIRS AND HEADTEACHERS ONLY) * NEW *

This is a new session designed to give Chairs and Headteachers the opportunity to receive briefings on a topical subject and network together.

Dates / Times / Venue:
Thursday 19 September 2019, 8.00am-8.45am, Venue To be confirmed
Wednesday 15 January 2020, 8.00am-8.45am, Venue To be confirmed
Tuesday 30 June 2020, 8.00am-8.45am, Venue To be confirmed

Lead Adviser: Jackie Saddington, Head of Bi-Borough School Governor Services

DEVELOPING A STRATEGIC YEAR PLAN

This session will help governors strategically plan what they want to achieve in their schools in 2019-20 and beyond. The course will build on the governance framework approach as well as the Governing Board’s core functions. It aims to help governors be clear about the difference the governing board can make over the year as well as how they can keep track and evidence their impact. It should turn the 20 questions for the governing board into a useful active tool.

This is recommended for governors with at least one years’ experience of school governance.

Dates / Times / Venue:
Tuesday 24 September 2019, 6.30pm to 8.30pm, Westminster City Hall

Course Leader: Jackie Saddington, Head of School Governors Services
2. Accountability

GOVERNORS’ ROLE IN HEADTEACHER PERFORMANCE MANAGEMENT

The quality of teaching is the main factor which influences the achievement and progress of pupils. Governing boards have a crucial role in recruiting, supporting and developing staff. This session looks at school and headteacher appraisal arrangements; at how the process links with school improvement, school self-evaluation, the teaching standards and professional development.

By the end of this session, governors will understand
• responsibilities of the governing board under the 2012 appraisal regulations and the expectations of governors in the new Ofsted arrangements, including model policies
• managing the performance of the headteacher and the role of the External Adviser
• the links to school self-evaluation and school improvement plan
• how performance management links to pay and salary progression
• links to capability procedures
• how to know if performance management is making a difference
• consideration of CPD requirements
• consideration of the Headteacher’s well-being needs - New
• Understanding the governing boards duty of care to Headteachers

This is recommended for governors with at least one years’ experience of school governance.

Dates / Times / Venue:
Wednesday 11 September 2019, 6.30pm - 8.30pm, Westminster City Hall
Course Leaders: Lucy Nutt, Principal Lead Adviser and Jackie Saddington, Head of School Governor Services

SUPPORTING, CHALLENGING AND HOLDING THE EXECUTIVE TO ACCOUNT

From September 2019 Ofsted will seek evidence of the impact of those responsible for governance. The governance handbook sets out the purpose of governance, which is to provide confident, strategic leadership, and to create robust accountability, oversight and assurance for educational and financial performance. There are three core functions for governors and inspectors will explore how governors carry out each of these functions.

By the end of the session participants will have increased understanding of:
• the three core functions on which governors need to focus
• what is meant by “challenge” and “holding to account” in a constructive and supportive context
• what aspects of the school’s work should be evaluated by the governing board and how this can be done most effectively.

Governors will be equipped with several tools on issues such as useful questions to ask, head teacher reports and self-evaluation activities to increase effectiveness.

Dates / Times / Venue:
Tuesday 21 January 2020, 6.30-8.30pm, Kensington Town Hall
Course Leader: Jackie Saddington, Head of School Governors Services
VISITING YOUR SCHOOL, PROTOCOLS AND WHAT TO ASK

This session will explore good practice, protocols, and the type of questions governors should ask when visiting their school. You will work with other governors to develop appropriate questioning strategies to enable you to have confidence in challenging the Head as well as supporting them. By the end of the session governors will have gained confidence to visit their schools, have a greater understanding of their roles and responsibilities when visiting the school, be aware of protocols for visiting schools and understand how visits fit with school improvement and Ofsted expectations.

Dates / Times / Venue
Wednesday 22 April 2020, 6.30pm – 8.30pm, Westminster City Hall
Course Leader: Jackie Saddington, Head of School Governors Services

3. People - Building an effective team

CLERKS’ TERMLY BRIEFING

An effective clerk is critical to an effective governing board. These termly sessions provide an update on current issues with a focus on items for forthcoming agendas, training and good practice in clerking. They are also an opportunity for clerks to network and share experiences with each other.

Dates / Times / Venue
Thursday 12 September 2019, 3.00pm-5.00pm, Kensington Town Hall
Tuesday 7 January 2020, 3.00pm - 5.00pm, Westminster City Hall
Wednesday 6 May 2020, 3.00pm – 5.00pm, Kensington Town Hall

Course Leader: Jackie Saddington, Bi-borough Head of School Governors Services

4. Structures- Roles and Responsibilities

NEW GOVERNORS - INDUCTION TRAINING

All new governors should attend induction training as soon as possible and ideally within one year of appointment.

This course will enable new governors to carry out their roles and responsibilities effectively, to support and challenge their schools and to contribute to raising standards. It is helpful but not essential to have been to at least one governing board meeting before attending. Ofsted evaluates governance as part of the school’s leadership and management arrangements.

By the end of the course governors will know more about:
• the strategic role of governors in school improvement and their core role
• Ofsted expectations and governors’ main powers and duties
• how governors provide support and challenge and hold the Executive to account;
• how Governing Boards are organised;
Training and Development for Governors 2019-2020

- accountability and communication, working with the headteacher and staff; relationships with parents and the wider community
- visiting the school and expectations
- Dealing with complaints

**Dates / Times / Venue:**
Tuesday 8 October 2019, 10.00am – 3.00pm, Westminster City Hall
Saturday 29 February 2020, 10.00am – 3.00pm, Lilla Huset Professional Development Centre
Monday 15 & 22 June 2020, 6.30pm – 8.30pm, Kensington Town Hall  **Governors must attend both evenings**

**Course Leader:** Jackie Saddington, Head of School Governors Services

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**UNDERSTANDING THE ROLE OF STAFF AND PARENT GOVERNORS**

The roles of staff and parent governors are often seen as quite distinct from the other governors in that they are seen as representing stakeholders as opposed to being a representative from stakeholders. This course will examine the roles of both types of governors to give a greater understanding of the roles. Staff and parent governors will have a greater understanding of their roles which will enable full participation in governing board decision making and clarity on representation.

**Dates / Times / Venue:**
Tuesday 17 March 2020, 6.30pm-8.30pm, Westminster City Hall

**Course Leader:** Jackie Saddington, Bi-borough Head of School Governor Services

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**CHAIRES OF COMMITTEES AND NEW CHAIRS INDUCTION**

This course will help develop chairing skills with a view to ensuring that agendas are manageable, meetings are well planned and run, all members are encouraged to participate, and staff are held to account. Discussions will take place on what makes an effective Chair/meeting. This course is also suitable for new (or relatively new) Chairs of Governors, or aspiring Chairs, with a view to clarifying the role, your own expectations as a Chair as well as expectations of others. This will help you gain an understanding of the requirements and responsibilities of chairing committees.

By the end of the session governors will have gained a greater understanding of how to chair a meeting effectively, learnt how to prepare agendas with the clerk and Headteacher and learnt how to get the most out of meetings/people as well as understanding the role of the Chair. You will also understand how to handle the expectations of governors, staff and parents and gained knowledge on the importance of delegation and working productively with the Headteacher.

**Dates / Times / Venue:**
Tuesday 28 January 2020, 6.30pm-8.30pm, Kensington Town Hall

**Course Leader:** Jackie Saddington, Head of School Governors Services
5. Compliance - Statutory and contractual requirements

SAFEGUARDING  *For all governors especially child protection governors*

The governing board has a duty under Section 175 of the 2002 Education Act to safeguard and promote the welfare of children. This course gives the latest guidance on the governing board’s role and responsibilities, including the role of the designated safeguarding governor. By the end of the session governors will understand the respective roles and responsibilities of the governing board and staff for child protection and allegations management.

**Issues to be covered include:**
- creating a safe environment
- allegations management
- ensuring safe working practices
- communicating with parents
- safer recruitment procedures
- role of a designated child protection governor
- child protection procedures
- Ofsted expectations
- PREVENT duties
- useful questions to ask

**Dates / Times / Venue**

Wednesday 9 October 2019, 10am -12noon, Kensington Town Hall,

Tuesday 3 March 2020, 6.00pm – 8.00pm  Lilla Huset Professional Development Centre

Thursday 11 June 2020 - 4.00pm– 6.00pm  Westminster City Hall

**Course Leader:** Hilary Shaw, Bi Borough Safeguarding Lead Schools and Education

SAFER RECRUITMENT (PROVIDED BY THE LSCB)

The Local Safeguarding Children’s Board (LSCB) run Safer Recruitment training sessions which Governors can attend. Full day sessions are ideal for Governors who have not undertaken any Safer Recruitment training before. The half-day refresher sessions are for governors who have previously attended training. As these training sessions are shared with other organisations, spaces are limited so please book early to avoid disappointment. Please be aware these courses are booked subject to the LSCB’s terms & conditions which include a late cancellation/no-show charge to your school.

All staff recruitment panels must consist of at least one person who has attended safer recruitment training. The Safer recruitment training provides valuable information on a safer school culture, and advice and guidance to support governors/staff against employing unsuitable people in schools. The training will demonstrate how to ensure that effective recruitment and selection processes are in place to enable learners to be well taught and protected.

For enquiries about the LSCB training programme: Phone 020 8753 5317, email: lscb@rbkc.gov.uk or book online via the LSCB website [www.rbkc.gov.uk/lscb/](http://www.rbkc.gov.uk/lscb/)
DEALING WITH COMPLAINTS – Updated

In accordance with Section 29 of the Education Act 2002, all LA maintained schools must have, and make available, a procedure to deal with all complaints relating to their school and to any community facilities or services that the school provides. Any person, including members of the general public, may make a complaint about any provision of facilities or services that a school provides. Complaints can be one of the most difficult issues a school has to deal with. If not handled well in the early stages they can become protracted, adversarial and have the potential for further legal action.

This course is relevant to all governors of all school settings. The aim is to provide a comprehensive overview of the school’s complaints procedure and the statutory duties placed on governing boards of Local Authority (LA) maintained schools. However, the principles are applicable to all schools. The purpose is to ensure:

All governors are aware and confident in the knowledge of national and local best practice advice and guidance on school complaints procedures.

Demonstrate an understanding of the legal requirements for schools to have in place a distinct policy to deal with all complaints.

Confidently work with the school leadership team to review, update and monitor the school’s complaints policy.

By the end of this session participants will have a better understanding of:

- the legal requirements for schools to have in place a policy to deal with all complaints
- the principles of good complaint handling
- the importance of dealing with complaints in a timely manner
- the different stages of a complaints’ procedure
- the options for appropriate procedures
- the governing body role in the review stage

Governors will also be able to confidently work with the school leadership team to review, update and monitor the school’s complaints policy to ensure it is easily accessible, published on the school’s website, is simple to understand and use, is impartial, is non-adversarial; enables a full and fair investigation and respects confidentiality.

This course will be particularly useful for governors who may be required to sit on complaints panels

Dates / Times / Venue:
Tuesday 26 November 2019, 6.30pm-8.30pm, Kensington Town Hall
Course Leader(s): Jackie Saddington, Head of Bi-Borough School Governors Services
GOVERNORS ROLE IN EXCLUSIONS

The number of exclusions, fixed-term and permanent, are increasing nationally in schools. This course will look at the responsibilities of the Governors in the exclusion process. It will focus on the role of governors at the discipline committee hearing and current legislation and guidance around exclusions; It will also consider which pupils are most vulnerable to exclusion from their school. This course will increase governors’ awareness of their role in respect of exclusions; provide information on current legislation and guidance which will ensure Headteachers are complying with legislation, reduce chances of an exclusion being overturned on appeal and enable governors to hold the Headteacher to account. It will also give governors a greater understanding of which pupils are more vulnerable to exclusion.

Dates / Times / Venue
Tuesday 3 December 2019, 10.00am-12noon, Kensington Town Hall
Course Leader: Paul Worts, Senior Exclusions and Fair Access Officer

GOVERNORS’ HEARINGS – GETTING IT RIGHT

This course will give governors and clerks confidence that governors’ hearings are properly conducted and conform to the principles of natural justice. It will also help avoid legal challenges to decisions. Areas covered include staff disciplinary hearings, grievances, appeals and exclusions. By the end of this session participants will know how to ensure that justice is done and seen to be done in relation to a panel’s procedures, deliberation and communication to all parties. Issues covered include:

- the role of the clerk and chair
- convening a panel – membership and remit
- Importance of pre-meeting preparation and correspondence
- panel procedures
- evidence and skills required to ensure a fair hearing
- ensuring a good record of the meeting and appropriate follow up correspondence
- Presenting at appeals

Dates / Times / Venue
Tuesday 24 March 2020, 6.30pm-8.30pm, Kensington Town Hall
Course Leader(s): Jackie Saddington, Head of School Governors Services and Bi-borough Schools HR

EMERGENCY PLANNING AND CRITICAL INCIDENTS

For all governors particularly those on premises and staffing committees

This session will provide an overview for governors on developing or reviewing the school’s emergency plan. It is particularly important that governors are aware of, and understand, their responsibilities in the event of a critical incident.

Dates / Times / Venue
Tuesday 25 February 2020, 5.30pm – 7.30pm, Westminster City Hall
Course Leader: Tony Andrews, Emergency Planning Manager, Westminster
ONLINE SAFETY FOR DESIGNATED SAFEGUARDING LEADS AND GOVERNORS

This course will enable governors to be brought up to date with the technology pupils may be using, which will enable governors to keep pupils safe. By the end of the session governors will be knowledgeable about their strategic role, responsibilities, developments in online safety, how pupils use technology and how to keep pupils and staff safe.

Dates / Times / Venue
Thursday 31 October 2019, 10.00am -11.30am, Venue to be confirmed.
Tuesday 3 December 2019, 5.00pm - 6.30pm, Venue to be confirmed.
Course Leader: NSPCC

6. EVALUATION

OFSTED EDUCATION INSPECTION FRAMEWORK 2019 - NEW

This course will introduce the new Education Inspection Framework that comes into place in September 2019. It will help prepare governors for the inspection process and ensure the Governing Board is aware of Ofsted’s expectations of the school, and particularly, governance. It will look at how the inspection process works and the key areas of focus in the inspection framework. The session will consider the sources of evidence that will be looked at by the inspection team, how the governing board should demonstrate the impact they have had on school improvement and will also look at the key characteristics of effective governance.

This is recommended for all governors.

Dates / Times / Venue
Tuesday 17 September 2019, 6.30-8.30pm, Kensington Town Hall
Course Leaders: Lucy Nutt, Principal Lead Adviser and Ofsted Inspector and Jackie Saddington Head of School Governor Services

HOW TO BE AN EFFECTIVE GOVERNING BOARD

This course is an opportunity to clarify the roles and responsibilities of the school governor/governing board and learn how to carry these out effectively to support the improvement of the outcomes in school. Learn how to develop the governor’s strategic role and explore how to challenge the school by monitoring and evaluation and asking pertinent questions. Governors will have a clear idea of the role and responsibilities of the governing board and individual governors. They will understand the governor’s strategic roles and how to challenge and hold the Headteacher and their staff to account by asking probing questions, understanding monitoring and evaluation and being supportive of initiatives.

Governors should have at least one years’ experience as a governor.

Dates/Times/Venue
Wednesday 12 February 2020, 6.30pm-8.30pm, Westminster City Hall
Course Leader: Jackie Saddington, Bi-borough Head of School Governors Services
**REVIEWING THE IMPACT OF YOUR GOVERNING BOARD**

The Governance Handbook (2019) states that governing boards have three core functions:

- Ensuring clarity of vision, ethos and strategic direction;
- Holding executive leaders to account for the educational performance of the organisation and its pupils and the performance management of staff; and
- Overseeing the financial performance of the organisation and making sure its money is well spent.

This session will demonstrate how governing boards should seek to assess how effectively they are functioning, how well they are working with the senior leadership team (SLT) and the impact the Governing Board have had on school improvement. It will include considering how the board plans governance activities to determine how the school is progressing towards its development goals, to identify and evidence the impact of their work, and to ensure the core functions are being achieved. There are several ways in which the governing board’s impact can be identified and evidenced and examples of how Governing Boards can identify impact will be shared.

**Dates / Times / Venue**
Thursday 14 May 2020, 6.30-8.30pm, Kensington Town Hall

**Course Leaders:** Jackie Saddington, Head of School Governors Services

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**WHOLE GOVERNING BOARD TRAINING**

Whole governing board training can be an effective way of developing the knowledge and skills of all governors, identifying focus and priorities, improving working practices and enhancing teamwork. The following is a list of topics you may wish to consider:

- How to be a more effective governing board
- Self-Evaluation
- What makes an outstanding governing board?
- More useful governor visits
- Considering Alternative governance structures
- Developing a plan of work for the governing board
- More effective committees
- Challenging and supporting: asking the right questions
- Understanding and Analysing Data
- Safeguarding
- Preparing for Ofsted
- Role of parent or staff governors
- Dealing with complaints
- Sitting on panel hearings
- Exclusion hearings

Bespoke training sessions can be organised to cover one or more of the above topics. To arrange for whole governing board training, please contact: Jackie.saddington@rbkc.gov.uk
ONLINE LEARNING: MODERN GOVERNOR

Modern Governor usefully complements our central course programme. With a range of modules that include the following, it can be used by individuals at home or for discussion at governing board meetings:

- Becoming a school governor for Looked after children
- My role as a governor
- School finance
- The new governor
- Is Governor Mark for us?
- Admissions and Discipline
- Chairing governing board meetings
- Self-evaluation and Ofsted framework
- School governors and social media
- Equality and diversity for school governors
- School governors and writing for the web
- Governing board health-check questionnaire
- School recruitment practices
- Safeguarding and promoting child welfare
- Health and safety
- Community cohesion
- Effective minute writing
- Converting to academy status
- Some governors’ questions answered
- Governance of a Church school
- The role of a clerk

The Education Service offers Modern Governor FREE to all Schools that buy into the Bi-borough School Improvement Service Level Agreement (SLA). Schools that choose not to buy into this SLA can purchase this service through Governor Services at a cost of £349, although discounts may be negotiated.

Contact jackie.saddington@rbkc.gov.uk for more information or visit www.moderngovernor.com to see what this service can offer.

LINKS AND RESOURCES

Our website contains a range of useful links, tools, models and materials to help clerks and governors update and improve practice. Examples include a self-evaluation tool, skills audit, code of practice and standing orders. For more details please visit our website http://webfronter.com/westminster/governors

GOVERNORS SERVICE CONTACT DETAILS

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<th>Jackie Saddington, Bi-borough Head of School Governors Services</th>
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