

Spring
2009

Bracknell Forest Governor Training and Development Programme



Bracknell Forest Education Centre,
Easthampstead Park

Venue for Governor Conference
and most governor and clerk
training.

Booking of Courses

Booking form

A booking form has been provided for ease of booking. Tick the courses which you wish to attend and return the form to Elaine Pope at Bracknell Forest Education Centre.

On Line

www.bracknell-forest.gov.uk

Go to learning / schools / governors

(Please refer to your handbook for step by step instructions for booking courses on line)

Email

elaine.pope@bracknell-forest.gov.uk

Telephone

Elaine Pope - 0118 977 0788

Briefing Sessions

It is important that all schools are represented at these briefing sessions. If the person designated cannot attend the Chair's Briefing or Link Governor Forum, please make every effort to ensure that another governor attends in their place.

Booking is not required for these sessions.

Chair's Briefing (19:30-21:00)

Thursday 15 January 2009
Thursday 7 May 2009

Clerks' Briefing (13:00-14:30)

Thursday 22nd January 2009
Thursday 30th April 2009

Link Governor Forum (19:00 - 20:30)

Thursday 5 March 2009 - Harmans Water Primary
Tuesday 9 June 2009 - Wooden Hill Primary

gel



Don't forget to register on the GEL online training website

Access modules online on Induction, Every Child Matters, Health and Safety, Performance Management, Monitoring Performance Data and Targets, Taking the Chair and the Role of the SEN Governor. Further modules will be added during the coming months.

Online training is complementary to, and not a replacement for, the training programme provided by Bracknell Forest Governor Services.

Click on the following link to open the Governor E-Learning (GEL) home page:
<http://www.elc-gel.org/governors>



Governor Website

www.bracknell-forest.gov.uk

Go to learning / schools / governors

Induction for New Governors

Wednesday 25 Feb and 4 March 19:00 - 21:30

Tuesday 17 and 24 March 19:00 - 21:30

All governors should attend this training, ideally within six months of appointment or election. Clerks will find this course useful and are also encouraged to attend.

Aim:

- To introduce the role and work of school governing bodies
- To make governors aware of their role and responsibilities
- To increase new governors' confidence to enable them to contribute fully and effectively to their governing body

Content:

- The strategic role
- The governor as support and as a critical friend
- Governing bodies and accountability

Provider: Peter Stammers, Associate Trainer

Course Code: BG082BG30 (25 Feb/ 4 March)
BG082BG31 (17/ 24 March)



Exclusion Procedures - Overview

Tuesday 10 February

12:30 - 14:00

Please note this session will be held at Seymour House. A sandwich lunch and car parking will be available at no cost.

Target Audience: All governors, specifically those involved in exclusion meetings.

Aim: To outline the legal framework. Exclusions in Bracknell Forest Council. To provide the relevant information to enable governors to understand and participate in the process.

Content:

Behaviour and attendance matters.
Types of exclusions.
Roles and responsibilities.
Governors' Discipline Committee (GDC) process
Appeal process.
Role play of a GDC meeting.

Provider: Gloria King, Children & Families Manager

Course Code: BG082BG35

Oiling the Wheels

Tuesday 24 February

19:00 - 21:00

Target Audience: All Clerks and interested Governors.

Pre-course information:

Participants are encouraged to suggest topics they would wish to cover during the session. Please contact governors.helpdesk@bracknell-forest.gov.uk

Content:

This is an informal session discussing the ways in which clerks can be proactive and exchange good practice. A wide range of subjects will be covered with various papers available to support the discussions.

Provider: Fiona Edwards, Associate Trainer

Course Code: BG082BG33

Chair and Vice Chair's Forum

Thursday 26 February

19:00 - 21:00

Target Audience: Chairs and Vice chairs

Pre-course information:

Participants are encouraged to suggest topics they would wish to cover during the session. Please contact governors.helpdesk@bracknell-forest.gov.uk

Aim: This session is an opportunity for chairs and vice chairs of governing bodies to exchange views and strategies for dealing with current initiatives relating to school governing bodies.

Content: The content for this session will reflect the current issues facing governing bodies at the time of presentation. Participants will have the opportunity to state their preferences for which topics will be given greater emphasis on the evening.

Provider: Dan Archer, Principal Adviser & Governor Services Manager

Course Code: BG082BG32

School Attendance Matters

Tuesday 10 March

12:30 - 14:00

Please note this session will be held at Seymour House. Sandwiches and car parking will be available at no cost.

Target Audience:

The session is suitable for all governors but especially for those who are members of the pupil welfare committee and those responsible for safeguarding.

Aim:

To increase awareness of the importance of good attendance at school, including the links with attainment and safeguarding. To explore the responsibility of all those involved in the process.

Content:

Role of Local Authority, Governing Body and schools
Responsibility for pupil attendance at school
Links between school attendance and positive behaviour / attainment / safeguarding
Attendance registers and codes for absences
Persistent Absentees (PA Schools)
Authorised and unauthorised absences
Holiday in term time
Positive rewards for good attendance

Provider: Gloria King, Children & Families Manager: Access & Inclusion

Course Code: BG82BG41

Emergency Planning & Business Continuity Training for Schools

Thursday 12 March

9.00 – 13.00

Target Audience: All governors

Pre-course information: - Participants are encouraged to be familiar with their school's emergency plan and to bring a copy with them.

Aim: To assist schools to develop their own School Emergency and Business Continuity Plan.

Content:

To understand the importance for schools to have an emergency plan

To understand roles & responsibilities in an emergency

To consider what are the elements of a school emergency plan

To provide guidance on how to develop the emergency plan for your school

To provide an overview of business continuity

Providers: Chris Taylor, Education Admissions & Property Manager & Becky Lane, Emergency Planning Assistant

Course Code: BG082BG34

Introduction to Human Resources

Tuesday 17 March

19: 00 - 21:00

Target audience: Governors who have attended the Induction training, those new to the Personnel Committee and any governors wishing for an opportunity to ask specialist questions.

Aim: This session will give governors an introduction to basic HR issues.

Content:

To be aware of the implications of employment legislation on schools and school governing bodies

To understand governors' responsibility in relation to Equal Opportunities

To know where to access the pay and conditions documents for both teaching and support staff

Awareness of governor responsibilities for performance management / safer recruitment

To be aware of the personnel support offered by the LA to governors.

Provider: Human Resources Adviser (to be advised)

Course code: BG082BG38

Child Protection - Safeguarding Children

Wednesday 25 March

12.30 - 14:00

Please note this session will be held at Seymour House. A sandwich lunch and car parking will be available at no cost.

Target audience: The session would be suitable for all governors but especially governors with responsibility for Child Protection and those involved in staff interviews.

Outline:

- History and process of child protection
- Corporate roles and responsibilities
- Roles and responsibility of staff and governors

Content:

- What is abuse?
- Categories of abuse
- How to respond to abuse
- Governors role in safeguarding
- Best practice in schools

Provider: Gloria King, Children and Families Manager

Course Code: BG082BG36

RAISEonline

Thursday 26 March

19:00 - 21:00

Target audience: All governors

Aim: To examine the key features of RAISEonline that can be used by governors to provide support and challenge for school improvement.

Content:

- Brief overview of governor responsibilities with regard to performance data
- Key features of RAISEonline
- Use and benefits of RAISEonline data for governing bodies.

Provider: Dan Archer, Principal Adviser & Governor Services Manager

Course Code: BG082BG39

Bracknell Forest Governor Training & Development Booking Form (Spring 2009)

DATE	COURSE TITLE	TIME	CODE	TICK TO BOOK A PLACE
Thurs 15 Jan	Chairs' Briefing	19:30 - 21:00	BG082BG28	Booking not required
Thurs 22 Jan	Clerks' Briefing	13:00 - 14:30	BG082BG29	Booking not required
Sat 31 Jan	Governor Conference	All day		Separate booking form
Tues 10 Feb	Exclusion Procedures - Overview (Venue Seymour House)	12:30 - 14:00	BG082BG35	
Tues 24 Feb	Oiling the Wheels	19:00 - 21:00	BG082BG33	
Wed 25 Feb & Wed 4 March	Induction for New Governors	19:00 - 21:30	BG082BG30	
Thurs 26 Feb	Chair & Vice Chair's Forum	19:00 - 21:00	BG082BG32	
Thurs 5 March	Link Governor Forum	19:00 - 20:30 (TBC)	BG082BG40	Booking not required
Tues 10 March	School Attendance Matters (Venue Seymour House)	12:30 - 14:00	BG082BG41	
Thurs 12 March	Emergency Planning & Business Continuity Training for Schools	9:00 - 13:00	BG082BG34	
Tues 17 & Tues 24 March	Induction for New Governors	19:00 - 21:30	BG082BG31	
Tues 17 March	Introduction to Human Resources	19:00 - 21:00	BG082BG38	
Wed 25 March	Child Protection - Safeguarding Children (Venue Seymour House)	12:30 - 14:00	BG082BG36	
Thurs 26 March	RAISEonline	19:00 - 21:00	BG082BG39	

GOVERNOR & CLERK DEVELOPMENT BOOKING FORM

All schools have signed the Service Level Agreement (SLA). Under the provisions of the SLA, governors, associate members and clerks are entitled to attend training sessions at no additional cost.

PERSONAL DETAILS

SURNAME: _____ FORENAME: _____
TITLE: MR MRS MISS MS OTHER

HOME ADDRESS: _____
POSTCODE: _____
TEL NO: _____
MOBILE NO: _____
EMAIL ADDRESS: _____

SCHOOL DETAILS

SCHOOL NAME: _____
POST HELD: _____

SPECIAL REQUIREMENTS

Special Dietary requirements?
(please specify)

Special requirements eg. Access (difficulty with stairs), sight impairment?
(please specify)

All courses are held at the Education Centre, Easthampstead Park unless stated otherwise

Please return this form to Elaine Pope:-

By post: Bracknell Forest Education Centre
Easthampstead Park, Wokingham, RG40 3DF

By Fax: 0118 977 0561

Data Protection Statement: The information you have provided will be used for the purpose of governing body support and training only. We will not disclose any information about you to outside organisations or third parties without your written consent, unless there is a legal requirement to do so.