

Lancashire Governor Services

Training and Development Programme

2022  2023

FOR GOVERNORS AND
GOVERNING BOARDS/TRUSTS

lancashire.gov.uk





Contents



> Introduction	4
Applying for a Countywide Course	8
School Based and Cluster Courses	10
E-Learning for Governors (NGA Learning Link)	12
> Section 1 – Effective Governance	14
• Are we an Effective Team?	15
• Governing Board Self Evaluation and Development	15
• Marketing Your School	15
• Governing Board/Trust Response to COVID 19 Restrictions	15
• New Governor Induction	16
• A Seminar for Training and Development Governors	17
• Governor Skills Workshop: Difficult Situations and Courageous Conversations	17
• Governor Skills Workshop: Effective School Visits and Challenging Questions	19
• Governor Skills Workshop: Making Difficult Decisions on Governor Panels	20
• Developing Smarter Governance	22
• Briefing for the New EYFS Statutory Framework	23
> Section 2 – Strategic Leadership	24
• Chairs' Course – Stepping Up – a course for new and aspiring chairs	25
• Chairs' Course – Leading the Board – a course for experienced chairs	26
• Vision, Strategy and Values – 'Scanning the Horizons'	26
• Chairs' Forum	27
> Section 3 – Accountability	28
• Finance for Maintained Schools (including the SFVS)	29
• Understanding Primary School Data for Governors (A guide to the 2021/2022 data, The IDSR, ASP)	30
> Section 4 – Compliance	32
• Appraisal and Pay Committees for Governors	33
• Thorough but Fair – a confidence building course for Governors involved in Headteacher Appraisal	34
• Primary Curriculum for Governors	36
• Secondary Curriculum for Governors	36
• Equality, Diversity and Inclusion: Guidance for Governors	37
• Health and Safety Responsibilities for Governors	38
• Conducting Investigations	39
• Online Safety for Governors	41
• Safer Recruitment for Governors	42
• Special Educational Needs and Disabilities for Governors	44
• Staff Discipline, Grievance, Capability and Attendance for Governors	44
• WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors	45
• Child Protection and Safeguarding for Governors	46
• Exclusions – A Governors Guide	47
> Section 5 – Evaluation	48
• Inspection – Preparing for an Ofsted Inspection for Governors	49
> Venue information	50



Introduction

Welcome to the 2022/23 Lancashire Governor Services Training and Development Programme. Our Training Brochure is produced annually to coincide with the start of the new academic year and to reflect priorities at a national level in school governance.

Governors attending our courses continue to tell us they appreciate the opportunity to meet, share experiences with and learn from other Governors.

In addition to our face to face courses, we will continue to offer a blend of courses via online video conferencing, allowing you to improve your knowledge and skill set from the comfort of your own home.

These have proved very popular and more courses are being added to the programme as demand dictates. These can be found by ticking the 'online' field when filtering the course programme on the LPDS website.

Attendance on any of the advertised courses is available to all Governors of schools subscribing to the 2022/23 Lancashire Governor Training and Development Service Level Agreement (SLA).

Governors of non-subscribing schools are welcome to attend courses on a 'pay as you use' basis.

The Tutor Team has a broad spectrum of Lancashire Officers, Teaching and Learning Consultants and Advisers; retired Headteachers and very experienced Chairs of Governors. This brings a wealth of knowledge and experience to ensure that the Team provides up to date and relevant training to meet the needs of the school's development plan for individual Governors and Governing Boards.

In accordance with the Service Level Agreement, your school will be charged the appropriate rate for non-attendance at all courses. It is important that you let us know if you are unable to attend a course (even on the day of the course) and in addition, inform your School Business Manager/ Bursar. Courses sometimes have reserve lists and we could offer your place to another Governor. In many cases, the quality of the training depends on the number of participants and course presenters need to know in advance of any changes to attendance.

We are always interested in your feedback and suggestions for course areas that we do not currently offer. Please email lpds@lancashire.gov.uk with your suggestions.



New Governor Induction

In January 2017, the Department for Education (DfE) released a non-statutory Competency Framework for effective governance setting out the principles, personal attributes, knowledge and skills that are required to be an effective governor. To support the use of the Competency Framework, we have identified below how attendance at each of our countywide and school based training courses will enable you to demonstrate competence against a particular area of the Framework.

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 1 – Effective Governance							
Are we an Effective Team?	✓	✓	✓	✓	✓	✓	15
Governing Board Self Evaluation and Development	✓	✓	✓	✓	✓	✓	15
Marketing Your School	✓	✓	✓				15
Governing Board/Trust Response to COVID 19 Restrictions	✓	✓	✓	✓	✓	✓	15
New Governor Induction	✓	✓	✓	✓	✓	✓	16
A Seminar for Training and Development Governors	✓	✓	✓	✓	✓	✓	17
Governor Skills Workshop: Difficult Situations and Courageous Conversations	✓	✓	✓	✓	✓		17
Governor Skills Workshop: Effective School Visits and Challenging Questions	✓	✓	✓	✓	✓	✓	19
Governor Skills Workshop: Making Difficult Decisions on Governor Panels	✓	✓	✓	✓	✓	✓	20
Developing Smarter Governance	✓	✓	✓			✓	22
Briefing for the New EYFS Statutory Framework	✓	✓	✓		✓		23
Section 2 – Strategic Leadership							
Chairs' Course – Stepping Up	✓	✓	✓	✓	✓	✓	25
Chairs' Course – Leading the Board	✓	✓	✓	✓	✓	✓	26
Vision, Strategy and Values	✓	✓	✓		✓	✓	26
Chairs' Forum	✓	✓	✓	✓	✓	✓	27

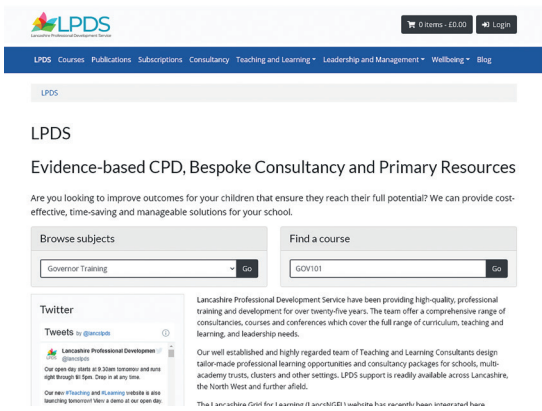
	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 3 – Accountability							
Finance for Maintained Schools (including the SFVS)	✓	✓	✓	✓	✓	✓	29
Understanding Primary School Data for Governors	✓	✓	✓		✓	✓	30
Section 4 – Compliance							
Appraisal and Pay Committees for Governors	✓		✓	✓	✓		33
Through but Fair – a confidence building course for governors involved in Headteacher Appraisal	✓		✓	✓	✓		34
Primary Curriculum for Governors	✓	✓	✓		✓	✓	36
Secondary Curriculum for Governors	✓	✓	✓		✓	✓	36
Equality, Diversity and Inclusion	✓	✓	✓	✓	✓	✓	37
Health and Safety Responsibilities for Governors	✓	✓			✓	✓	38
Conducting Investigations	✓	✓	✓	✓	✓	✓	39
Online Safety for Governors	✓	✓			✓	✓	41
Safer Recruitment for Governors	✓	✓			✓	✓	42
Special Educational Needs and Disabilities for Governors	✓	✓			✓	✓	44
Staff Discipline, Grievance, Capability and Attendance for Governors	✓	✓			✓	✓	44
WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors	✓	✓			✓		45
Child Protection and Safeguarding for Governors	✓	✓	✓		✓	✓	46
Exclusions – A Governors Guide	✓	✓	✓	✓	✓		47
Section 5 – Evaluation							
Inspection - Preparing for an Ofsted Inspection for Governors	✓	✓	✓		✓	✓	49



Applying for a Countywide Course

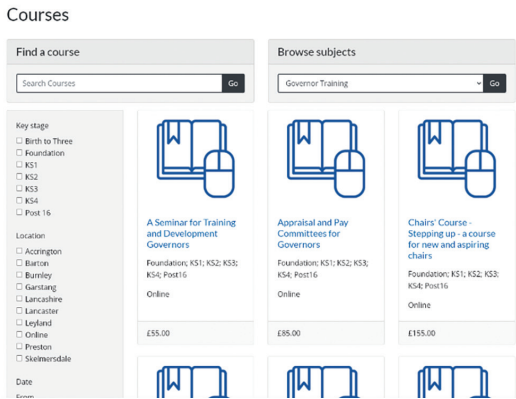
How do I book onto a Course?

The easiest way to book a Governor Training Course is to book online at **www.lancashire.gov.uk/lpds**. This enables you to book courses in the evening and weekends at a time that is convenient for you.



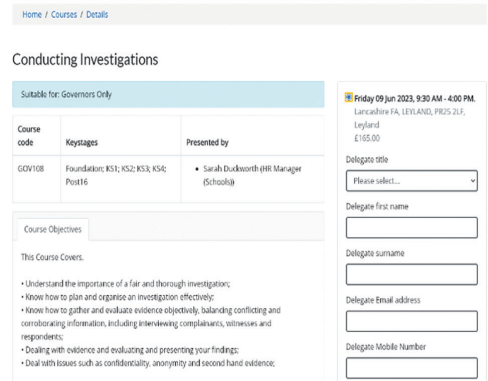
To search for a course by keyword and/or subject area, please enter GOV in the 'Find a course' box. If you know the course code (for example GOV101) you can enter this in the box to direct you to that specific course.

Alternatively, please select Governor Training from the drop down list in the 'Browse subjects' box.



All current courses are listed on this page. The list automatically updates as new courses are added into the programme throughout the academic year.

In the left hand column under location you can select 'online' to filter the courses that are available to be undertaken from home via an online video conferencing platform.



The Headteacher or school bursar can create you an account. Click login in the top right corner. Enter your username and password. Select your chosen course date/venue, and complete your attendee details, before selecting 'Book Course'. There is no need to add your school information, this is linked to your account.

As a result of your feedback, you now receive an email acceptance or rejection letter direct to your personal email address as well as course correspondence via the Schools' Portal. This email will be sent two to three weeks prior to the course date.

Course confirmation letters will also continue to be sent to the "My Schools Folder" within the Schools' Portal two to three weeks prior to a course. If you have not received a confirmation letter or email by that point, please contact the Customer Support Team on 01257 **516100** or **lpds@lancashire.gov.uk** to check if your application is successful.

If a course is cancelled, you will be given as much notice as possible and offered, where possible, an alternative training session.

Where can I find my Governing Board's Training Record?

It is important to remember that the most definitive record of your governors' training should be kept by the Training and Development Link Governor who should be updated when a governor has attended training.

We are able to provide confirmation of attendance on countywide courses by emailing **lpds@lancashire.gov.uk**.



School Based and Cluster Courses

Many of our courses can be presented by a member of the Tutor Team at your school at a date and time to suit your Governing Board. These Courses can be bespoke to your Governing Board, using your school's own data and reports to focus on key areas or issues that are impacting upon your school.

How do I arrange School Based Training?

It is essential that the Training and Development Link Governor has selected suitable dates and times to ensure maximum attendance before contacting the Governor Training and Development Team. To deliver effective training, ideally a minimum of 8 governors should be present.

The Governor Training and Development Team should be contacted at least eight weeks prior to the preferred date(s) and time(s) to discuss the school's requirements

Contact the training team on:
Tel: **01257 516100**
Email: **lpds@lancashire.gov.uk**

What happens next?

Once the date(s) and time(s) have been agreed, the Training and Development Governor and

Headteacher will receive written confirmation from the Governor Training and Development Team and will be asked to inform the whole Governing Board of the session. It is essential that the venue has been confirmed, including arrangements for refreshments and/or presenter equipment. Prior to the course, the Tutor will be in contact with the Training and Development Governor (or nominated governor) to discuss the individual requirements of the Governing Board and finalise arrangements for the event.

How do I arrange Cluster Training?

During the booking process for your course, please inform the Training and Development Team if you are planning to invite the governors from other local schools to the session.

Should any of the schools participating in the cluster training not purchase the Governor Training and Development SLA, a 'pay as you use' charge will be made to that school.

Dependant on the nature of the course, a cluster training session may not be appropriate as you may wish to maintain the confidentiality of your school's data for example. In this instance, consideration of the countywide course programme for governors may be more appropriate.





E-Learning for Governors (NGA Learning Link)

Schools that purchase the Lancashire Governor Training and Development Service Level Agreement (SLA) are entitled to free access to the National Governance Association (NGA) e-learning platform. This is called 'Learning Link'. It provides over 50 interactive and engaging modules for your entire board to use. Schools that do not purchase the Lancashire SLA, the individual annual subscription to the NGA for this service is currently £180.

Governors should register to access the e-learning at: <https://nga.vc-enable.co.uk/Register>

For ease, the modules have been split into core areas that cover:

- Structures, Roles and Responsibilities
- Good Governance
- Vision, Ethos and Strategic Direction
- Pupil Success and Wellbeing
- Collaborating with Partners
- Executive Leaders
- The Best Use of Resources
- Compliance
- Clerking
- MATs

If governors have any problems registering, please call the NGA team:

Tel: **0121 237 3780** (option 3)

Email: learninglink@nga.org.uk

nga
learninglink

SECTION ONE

Effective Governance

Are we an Effective Team?

Course Description

- How do we create an effective team of Governors?
- Can we identify future actions to develop the effectiveness of the Governing Board/Trust and its ability to work as a team?

☐ Countywide ☒ School Based ☐ Cluster ☒ Video Conferencing

Governing Board Self Evaluation and Development

Course Description

This course normally follows on from the 'Are we an Effective Team?' course to help the Governing Board manage and prioritise its own development. The Governing Board examines in detail its roles and responsibilities, and, with the aid of an experienced Tutor, to audit current practice and effectiveness. We advise a gap of at least two terms between the courses. The aim is to develop an agreed action plan that the Governing Board is committed to achieving.

☐ Countywide ☒ School Based ☐ Cluster ☒ Video Conferencing

Marketing Your School

Course Description

On an individual basis the course considers:

- different drivers for different schools;
- what the school is promoting;
- to whom is your 'pitch' aimed at;
- what strategies or techniques fit the bill; and
- what happens afterwards and assessing effectiveness.

☐ Countywide ☒ School Based ☐ Cluster ☒ Video Conferencing

Governing Board/Trust Response to COVID 19 Restrictions

Course Description

- This course is designed to allow you to reflect on your response to COVID 19 and judge the effect it has had on your ability to function as you would have done in normal times.
- The answers should allow you to reflect on the impact you have had on your school/academy during this period and also make you aware of any area needing attention.
- From the information recorded, it could also be possible to develop an action plan if required.

☐ Countywide ☒ School Based ☐ Cluster ☒ Video Conferencing

New Governor Induction

Course Description

This course will provide Governors with:

- an understanding of strong and effective governance;
- improved knowledge of the statutory responsibilities of Governors;
- help Governors in supporting school improvement; and
- understanding the differences between the roles of Headteacher and Governors.

This course will examine the statutory duties and responsibilities of Governors and give Governors greater confidence and understanding in:

- supporting school improvement;
- corporate responsibilities such as school finances;
- the role of nominated governors; and
- the inspection process.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference GOV116	
Date/Time	Venue
Tuesday 27 September 2022, 6:30pm – 9:00pm	Online video conferencing
Wednesday 5 October 2022, 9:30am – 12:00pm	Burnley Football Club
Saturday 15 October 2022, 10:00am – 12:30pm	Online video conferencing
Monday 31 October 2022, 1:30pm – 4:00pm	Online video conferencing
Saturday 19 November 2022, 10:00am – 12:30pm	Online video conferencing
Thursday 24 November 2022, 1:30pm – 4:00pm	Forrest Hills, Lancaster
Friday 2 December 2022, 9:30am – 12:00pm	Lancashire FA, Leyland
Wednesday 14 December 2022, 6:30pm – 9:00pm	Online video conferencing
Saturday 7 January 2023, 10:00am – 12:30pm	Online video conferencing
Thursday 19 January 2023, 1:30pm – 4:00pm	Online video conferencing
Monday 30 January 2023, 6:30pm – 9:00pm	Online video conferencing
Friday 3 February 2023, 9:30am – 12:00pm	Online video conferencing
Tuesday 21 February 2023, 1:30pm – 4:00pm	Forrest Hills, Lancaster
Wednesday 15 March 2023, 6:30pm – 9:00pm	Lancashire FA, Leyland
Monday 24 April 2023, 1:30pm – 4:00pm	Online video conferencing
Saturday 13 May 2023, 10:00am – 12:30pm	Online video conferencing
Thursday 25 May 2023, 6:30pm – 9:00pm	Burnley Football Club
Tuesday 6 June 2023, 9:30am – 12:00pm	Forrest Hills, Lancaster
Thursday 22 June 2023, 1:30pm – 4:00pm	Online video conferencing
Wednesday 28 June 2023, 6:30pm – 9:00pm	Online video conferencing
Friday 7 July 2023, 1:30pm – 4:00pm	Jack McLaughlin Centre, Preston
Tuesday 11 July 2023, 6:30pm – 9:00pm	Online video conferencing

A Seminar for Training and Development Governors

Course Description

- To develop an understanding of the role of the Training and Development governor.
- To identify the key responsibilities and how to put them into practice.
- To develop an awareness of the training opportunities, resources and support offered by LCC Governor Services and how to access them.
- To identify action to improve your Governing Boards effectiveness.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference GOV151	
Date/Time	Venue
Tuesday 11 October 2022, 9:30am – 12:00pm	Online video conferencing
Monday 21 November 2022, 10:00am – 12:30pm	Online video conferencing
Saturday 25 February 2023, 10.00am – 12.30pm	Online video conferencing
Wednesday 17 May 2023, 6:30pm – 9:00pm	Online video conferencing

Governor Skills Workshop: Difficult Situations and Courageous Conversations

Course Description

- To identify a range of difficult situations that can arise in Governing Boards.
- To explore how governors can help to resolve these situations and maintain good working relationships.
- To build confidence to prepare and address courageous conversations, where necessary, that deliver successful outcomes.
- To practice skills and techniques through case study examples and discussion.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference GOV154	
Date/Time	Venue
Wednesday 12 October 2022, 9:30am – 12:00pm	Online video conferencing
Tuesday 15 November 2022, 6:30pm – 9:00pm	Online video conferencing
Wednesday 30 November 2022, 6:30pm – 9:00pm	Online video conferencing
Tuesday 7 February 2023, 6:30pm – 9:00pm	Online video conferencing
Saturday 18 March 2023, 10:00am – 12:30pm	Lancashire FA, Leyland
Thursday 11 May 2023, 10:00am – 12:30pm	Online video conferencing
Saturday 8 July 2023, 10:00am – 12:30pm	Burnley Football Club



Governor Skills Workshop: Effective School Visits and Challenging Questions

Course Description

The course will:

- clarify the purpose of school visits and challenging questions within the context of the Governing Board's core functions;
- identify the requirements of the Code of Conduct and the School's policies and procedures and best practice for visits (both actual and virtual) to ensure that they are focussed on the Board's priorities and improvement plans and how they are working;
- practise the skills of preparation, visits and feedback and reinforce the importance of challenging questions in holding Executive Leaders to account;
- explore and practise a range of questioning techniques for different situations; and
- reinforce the links between insights gained through visits and robust accountability and challenging questions where necessary.



Countywide



School Based



Cluster



Video Conferencing

Course Activity Reference GOV106

Date/Time	Venue
Wednesday 28 September 2022, 6:30pm – 9:00pm	Online video conferencing
Tuesday 18 October 2022, 9:30am – 12:00pm	Burnley Football Club
Saturday 26 November 2022, 10:00am – 12:30pm	Online video conferencing
Monday 9 January 2023, 10:00am – 12:30pm	Online video conferencing
Thursday 2 February 2023, 6:30pm – 9:00pm	Online video conferencing
Saturday 11 March 2023, 9:30am – 12:00pm	Lancashire FA, Leyland
Friday 28 April 2023, 9:30am – 12:00pm	Online video conferencing
Saturday 20 May 2023, 10:00am – 12:30pm	Online video conferencing
Monday 26 June 2023, 6:30pm – 9:00pm	Forrest Hills, Lancaster



Governor Skills Workshop: Making Difficult Decisions on Governor Panels

Course Description

- The course will:
- identify the different types and functions of governor panels;
 - outline the common principles and procedures to be followed;
 - explain the roles of the Chair of the panel, Clerk, HR and other Specialist Advisers;
 - practice the skills of listening to presentations and asking the right questions;
 - outline the processes for making decisions, recording the rationale and delivering outcomes; and
 - practice decision making skills using case studies.

Governors are asked to sit on a wide range of occasional committees or panels with a decision-making role including Pupil Discipline, Staff Discipline, Staff Grievance, Disciplinary Appeals, Parental Complaints, Pay Appeals, etc.

All of these have common features and approaches but, because these committees tend to meet infrequently, governors may have little knowledge or experience of having to make difficult decisions in sometimes challenging cases.

Using case studies, exercises and discussion, this workshop will develop governors' knowledge and skills around the procedures used and the processes for reaching fair, reasonable and defensible decisions.

- ✓

Countywide
- ✓

School Based
- ✓

Cluster
- ✓

Video Conferencing

Course Activity Reference GOV132	
Date/Time	Venue
Monday 21 November 2022, 9:30am – 12:00pm	Online video conferencing
Thursday 8 December 2022, 1:30pm – 4:30pm	Online video conferencing
Saturday 4 February 2023, 9:30am – 12:00pm	Online video conferencing
Tuesday 28 March 2023, 6:30pm – 9:00pm	Online video conferencing
Wednesday 3 May 2023, 1:30pm – 4:00pm	Forrest Hills, Lancaster
Saturday 1 July 2023, 9:30am – 12:00pm	Burnley Football Club





Developing Smarter Governance

Course Description

Aims of this course

- To remind the Governing Board of the three core functions of governance.
- To evaluate how and how well they operate.
- To look at the structure of great governance.
- To define and refine leadership and accountability.
- To look at how the Governing Board can develop individually and collectively.

✓ Countywide ✓ School Based ✓ Cluster ✓ Video Conferencing

Course Activity Reference GOV155	
Date/Time	Venue
Friday 21 October 2022, 1:30pm – 4:00pm	Online video conferencing
Friday 4 November 2022, 1:30pm – 4:00pm	Online video conferencing
Saturday 25 February 2023, 10:00am – 12:30pm	Online video conferencing
Tuesday 16 May 2023, 6:30pm – 9:00pm	Online video conferencing

Governor Briefing for the New EYFS Statutory Framework, September 2021 including the EYFSP (Early Years Foundation Stage Profile)

Course Description

The purpose of this course is to:

- inform Governors about the key point around the New EYFS Statutory Framework including the New Early Years Foundation Stage Profile;
- inform Governors about the content of the New Early Learning Goals; and
- understand the importance of moderation of NEW EYFSP assessments.

The course will consider:

- The new EYFS Framework;
- The new Development Matters; and
- The new ELGs.

There will also be input regarding what Governors can do to support EYFS Teachers in the steps needed to implement the new approaches, alongside how assessment will look in EYFS and a consideration around evidence and moderation.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference GOV131	
Date/Time	Venue
Wednesday 9 November 2022, 9:30am – 11:00am	Online video conferencing
Thursday 10 November 2022, 1:15pm – 2:45pm	Online video conferencing
Tuesday 22 November 2022, 1:15pm – 2:45pm	Online video conferencing

SECTION TWO

Strategic Leadership



Chairs’ Course – Stepping Up – a course for new and aspiring chairs

Course Description

- This course aims to explain:
- the role of the Chair of Governors;
 - clarity of vision and strategy;
 - leading the board and leading meetings;
 - working with the Headteacher; and
 - the role of the Vice/Deputy Chair.

✓

Countywide

✗

School Based

✗

Cluster

✓

Video Conferencing

Course Activity Reference – GOV102	
Date/Time	Venue
Wednesday 5 October 2022 and Wednesday 12 October 2022, 1:30pm – 4:00pm	Online video conferencing
Thursday 12 January 2023 and Thursday 19 January 2023, 6:30pm – 9:00pm	Online video conferencing
Monday 20 March 2023 and Monday 27 March 2023, 9:30am – 12:00pm	Online video conferencing
Saturday 6 May 2023 and Saturday 13 May 2023, 10:00am – 12:30pm	Online video conferencing
Wednesday 5 July 2023 and Wednesday 12 July 2023, 6:30pm – 9:00pm	Online video conferencing

Chairs’ Course – Leading the Board – a course for experienced chairs

Course Description

- This course considers:
- how is it going? – An honest appraisal;
 - are your vision and strategy clear to all?
 - are you strategic and not operational?
 - does your board have a culture of learning and development?

- does your board have a culture of questioning and challenge?
 - does your board have a culture of evaluation and review?
 - succession planning; and
 - preparing for Inspection.

✓ Countywide

✗ School Based

✗ Cluster

✓ Video Conferencing

Course Activity Reference – GOV114	
Date/Time	Venue
Saturday 12 November 2022 and Saturday 19 November 2022, 10:00am – 12:30pm	Online video conferencing
Tuesday 21 February 2023 and Wednesday 1 March 2023, 6:30pm – 9:00pm	Online video conferencing
Tuesday 13 June 2023 and Tuesday 20 June 2023, 1:30pm – 4:00pm	Lancashire FA, Leyland

Vision, Strategy and Values – ‘Scanning the Horizons’

Course Description

- The course will explore:
- why do schools need a vision?
 - what should a vision statement say?
 - whose vision should it be?

- how do we get started?
 - from vision to strategy; and
 - living our values on the journey.

✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Course Activity Reference – GOV109	
Date/Time	Venue
Thursday 1 December 2022, 6:30pm – 9:00pm	Online video conferencing
Wednesday 1 February 2023, 9:30am – 12:00pm	Online video conferencing
Saturday 4 March 2023, 9:30am – 12:00pm	Lancashire FA, Leyland
Monday 19 June 2023, 1:30pm – 4:00pm	Online video conferencing



Chairs’ Forum

Course Description

Chairs of Governing Boards are once again welcome to book on to a convenient session of the term’s Chairs’ Forum which will once again be held online with the Head of Service and other supporting Officers to update Chairs of Governors.

Delegates are welcome to book onto any session each term that is convenient to them. If the Chair of Governors cannot attend the session, then the Vice Chair of Governors is welcome to attend in their place.

The agenda will change each term, however the content for each session within that term will be the same.

✓ Countywide

✗ School Based

✗ Cluster

✓ Video Conferencing

Course Activity Reference – GOV423	
AUTUMN TERM Date/Time	Venue
Tuesday 8 November 2022, 5:00pm – 6:30pm	Online video conferencing
Thursday 10 November 2022, 6:00pm – 7:30pm	Online video conferencing
Tuesday 15 November 2022, 5:00pm – 6:30pm	Online video conferencing

Course Activity Reference – GOV423	
SPRING TERM Date/Time	Venue
Tuesday 28 February 2023, 5:00pm – 6:30pm	Online video conferencing
Thursday 2 March 2023, 5:00pm – 6:30pm	Online video conferencing
Tuesday 7 March 2023, 6:00pm – 7:30pm	Online video conferencing

Course Activity Reference – GOV423	
SUMMER TERM Date/Time	Venue
Thursday 8 June 2023, 5:00pm – 6:30pm	Online video conferencing
Tuesday 13 June 2023, 5:00pm – 6:30pm	Online video conferencing
Thursday 15 June 2023, 6:00pm – 7:30pm	Online video conferencing

SECTION THREE

Accountability



Finance for Maintained Schools (including the Schools Financial Value Standard)

Course Description

By the end of the session delegates should understand:

- the respective roles and responsibilities of the Governing Board, school staff and Local Authority (LA) relating to finance;
- the principles and sources of school funding;
- the key elements of budget setting and budget monitoring linked to school improvement;
- the requirements of the Schools Financial Value Standard (SFVS); and
- the principles of good financial management and value for money in schools.



Countywide



School Based



Cluster



Video Conferencing

Course Activity Reference – GOV147

Date/Time	Venue
Tuesday 18 October 2022, 6:30pm – 9:00pm	Burnley Football Club
Wednesday 2 November 2022, 9:30am – 12:00pm	Forrest Hills, Lancaster
Monday 30 January 2023, 1:30pm – 4:00pm	Ribby Hall Village, Wrea Green, Nr Kirkham
Thursday 2 February 2023, 9:30am – 12:00pm	Early Years Centre, Leyland
Tuesday 23 May 2023, 1:30pm – 4:00pm	Ribby Hall Village, Wrea Green, Nr Kirkham
Thursday 8 June 2023, 6:30pm – 9:00pm	Burnley Football Club



Understanding Primary School Data for Governors (A guide to the 2021/2022 data, The IDSR, ASP)

Course Description

- To inform Governors about the 2021/2022 data provided by the Department for Education.
- To explain the content of the data.
- To consider how these charts/tables/graphs can best be used in informing school self-evaluation.
- To consider the impact of the pandemic on children and moving forward.

YOU WILL NEED TO ASK YOUR HEADTEACHER IF YOU CAN BRING HARD COPIES OF YOUR IDSR, ASP and LSIP (IF APPLICABLE). Please feel free to bring any other additional data sources that you use.

Autumn 2022 will mark the return of the Inspection dashboard to reflect the results of statutory assessment for your school from the 2022 Academic Year. It is a document used to identify strengths and areas for development for your school. OFSTED have access to this document and use it as part of the School Inspection process. This will be the first full dashboard since the COVID 19 Pandemic.

The course will provide an overview and reminder of the data including how to analyse and interpret it, identifying strengths and areas for development. It will also look at performance of groups and the impact this has on School improvement planning. We will also consider and interpret the new progress measure that will come into effect and look carefully at the key messages from the Primary Accountability document.

During the session participants will have the opportunity to interrogate their own report and consider the implications. We will discuss the effect the Pandemic has had on children and consider how the data sources can be used to have an impact on the curriculum and children in your school as we move forward.

We will look at exactly what the data means to you as a school and what this means in terms of school improvement. We will consider key questions that you may wish to ask in your Governor Meetings.

This course is ideal for Governors who want to have a walkthrough of the data and to consider how this forms a part of the school improvement journey

☒ Countywide ☒ School Based ☐ Cluster ☐ Video Conferencing

Course Activity Reference – GOV123

Date/Time	Venue
Monday 5 December 2022, 9:15am – 11:45am	County Hall, Pitt Street, Preston
Wednesday 11 January 2023, 9:15am – 11:45am	The Exchange, Burnley



SECTION FOUR

Compliance



Appraisal and Pay Committees for Governors

Course Description

This course is intended to help Governors involved in headteacher appraisal and pay decisions to understand how to carry out their responsibilities.

It will cover:

- the respective roles and responsibilities of the Governing Body and headteacher;
- appraisal in the wider school context;
- arrangements for reviewing the headteacher's performance and setting objectives; and
- pay structures, decisions and sources of advice and support.



Countywide



School Based



Cluster



Video Conferencing

Course Activity Reference – GOV101

Date/Time	Venue
Tuesday 20 September 2022, 6:30pm – 9:00pm	Online video conferencing
Thursday 10 November 2022, 6:30pm – 9:00pm	Online video conferencing
Wednesday 25 January 2023, 9:30am – 12:00pm	Online video conferencing
Thursday 6 April 2023, 6:30pm – 9:00pm	Online video conferencing
Tuesday 9 May 2023, 6:30pm – 9:00pm	Burnley Football Club
Thursday 29 June 2023, 9:30am – 12:00pm	Online video conferencing



Thorough, but Fair – a confidence building course for governors involved in Headteacher appraisal

Course Description

This course is based upon on the requirement of the Teacher’s Pay & Conditions document, the Governance Handbook, recent guidance and the three core functions of governance to emphasise the governor’s role in the Headteacher’s Appraisal process and the need to support as well as challenge the Headteacher in their leadership of the school.

- The course will cover the vision and priorities of the School, what Governors need to know before they are involved in a Headteacher’s Appraisal and accessing the information required to make an informed decision in order to form the basis of an effective and robust appraisal process.
- The course will also cover how objectives should be arrived at, provide an understanding of what is meant by a SMART target and associated CPD and that these guiding principles form the basis of clear and sharp Headteacher targets alongside the wellbeing of the Headteacher in the process
- The course will also focus upon the pursuit of the school’s vision, reviewing targets throughout the year and dealing with targets that aren’t met.

- ✓ Countywide

✓ School Based

✓ Cluster

✓ Video Conferencing

Course Activity Reference – GOV149	
Date/Time	Venue
Monday 26 September 2022, 9:30am – 12:00pm	Online video conferencing
Saturday 15 October 2022, 9:30am – 12:00pm	Online video conferencing
Tuesday 20 June 2023, 6:30pm – 9:00pm	Online video conferencing
Thursday 6 July 2023, 1:30pm – 4:00pm	Online video conferencing

Primary Curriculum for Governors

Course Description

Schools have been reviewing and redeveloping their curriculum in recent years. This course will give guidance to governors about the key requirements for the National Curriculums and different approaches schools may take. Guidance will be given on key questions that governors may want to ask.

This course provides an introduction to the primary school curriculum and the responsibilities of the Governing Board.

The course explores:

- the primary school National Curriculum;
- implications from the most recent Ofsted inspection framework;
- the Governing Board’s duties and responsibilities in respect of the curriculum; and
- ways in which governors can contribute to the monitoring and evaluation of the curriculum.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV104	
Date/Time	Venue
Thursday 10 November 2022, 9:30am – 12:00pm	Lancashire FA, Leyland
Tuesday 28 February 2023, 6:30pm – 9:00pm	Online video conferencing
Thursday 27 April 2023, 9:30am – 12:00pm	Burnley Football Club

Secondary Curriculum for Governors

Course Description

What do we mean by the secondary school curriculum and what does it contain?
What are the statutory elements of the curriculum?
What are the requirements of the Education Inspection Framework?
What are the implications for school leaders and governors?

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV204	
Date/Time	Venue
Monday 16 January 2023, 6:30pm – 9:00pm	Online video conferencing



Equality, Diversity and Inclusion: Guidance for Governors

Course Description

This Course will cover:

- an understanding of the groups of pupils/students in your school;
- understanding the needs of vulnerable groups in your school;
- understanding how governors can help to challenge and support school leaders; and
- identifying the next steps.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV152	
Date/Time	Venue
Monday 26 September 2022, 1:30pm – 3:30pm	Online video conferencing
Tuesday 22 November 2022, 6:30pm – 8:30pm	Online video conferencing
Thursday 2 February 2023, 4:30pm – 6:30pm	Online video conferencing
Tuesday 28 March 2023, 6:30pm – 8:30pm	Online video conferencing
Thursday 11 May 2023, 1:00pm – 3:00pm	Online video conferencing
Thursday 29 June 2023, 6:30pm – 8:30pm	Online video conferencing



Health and Safety Responsibilities for Governors

Course Description

This course will look at both the Health and Safety and premises responsibilities for Governors and will cover:

Health and Safety

- The legal requirements.
- The duties and responsibilities of the Governing Board.
- The implementation of good safety practice.
- The health and safety policy, its operation, management and monitoring.

Premises

This part of the course looks at the relative roles of all partners in providing suitable school premises, the responsibilities and duties of the governing board and sources of support.

This course will also apply to members of Committees with health and safety or premises responsibilities.

✓ Countywide ✗ School Based ✗ Cluster ✗ Video Conferencing

Course Activity Reference – GOV119	
Date/Time	Venue
Thursday 12 January 2023 and Thursday 19 January 2023, 6:30pm – 9:00pm	Online video conferencing
Thursday 23 March 2023 and Thursday 30 March 2023, 6:30pm – 9:00pm	Lancashire FA, Leyland
Wednesday 10 May 2023 and Thursday 18 May 2023, 6:30pm – 9:00pm	Jack McLaughlin Centre, Preston
Thursday 29 June 2023 and Thursday 6 July 2023, 6:30pm – 9:00pm	Burnley Football Club

Conducting Investigations

Course Description

The aims of the course are for governors to:

- understand the importance of a fair and thorough investigation;
- know how to plan and organise an investigation effectively;
- know how to gather and evaluate evidence objectively, balancing conflicting and corroborating information, including interviewing complainants, witnesses and respondents;
- know how to deal with evidence and evaluate and present your findings;
- deal with issues such as confidentiality, anonymity and second-hand evidence.

Delegates will learn about best practice and the requirements of the law and in the full day, face to face version of this course take part in a workshop which will focus on planning an investigation, gathering and assessing evidence, interviewing techniques and evaluating and presenting the findings.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV108	
Date/Time	Venue
Friday 11 November 2022, 9:30am – 12:00pm	Online video conferencing
Friday 3 February 2023, 9:30am – 12:00pm	Online video conferencing
Friday 9 June 2023, 9:30am – 4:00pm	Lancashire FA, Leyland



Online Safety for Governors

Course Description

Technological developments and the increased availability of web-enabled devices have brought many benefits and opportunities for children and schools. The increased access to the Internet has also brought safeguarding implications for schools to consider and deal with.

This course provides an up-to-date overview of online safety for primary schools. It looks at the range of online safety risks that affect pupils and school staff. It will also look at key safeguarding documents, Ofsted recommendations, online safety policy development and ways that schools can support both pupils and parents in this area of safeguarding.

The content of this course will include:

- current news and discussion of key documents, Ofsted recommendations, research and statistics relating to online safety;
- key features of evaluating online safety policies;
- online safety risks to pupils including grooming, fake news, self-harm and gaming;
- professional reputation and staff professional development; and
- online safety resources specifically created to support governors.



Countywide



School Based



Cluster



Video Conferencing

Course Activity Reference – GOV121

Date/Time	Venue
Tuesday 1 November 2022, 6:30pm – 9:00pm	Online video conferencing
Tuesday 21 February 2023, 6:30pm – 9:00pm	Online video conferencing
Tuesday 16 May 2023, 6:30pm – 9:00pm	Online video conferencing





Safer Recruitment for Governors

Course Description

Following the recommendations of the Bichard Report, this course fulfils the requirement to address safer recruitment in schools.

It covers:

- understanding the principles of abuse;
- safer recruitment processes and making the right decisions; and
- building a culture of vigilance in your school.

It is essential that delegates are able to attend for the full briefing. Those who leave prior to the end of the briefing or do not return their completed assessment sheet will not be deemed to be appropriately trained and will not receive an attendance certificate.

This course complies with the Department for Education (DfE) training requirements that recruitment panels have at least one person drawn from the school staff or Governing Board who has been trained in safer recruitment. It is NOT a requirement that ALL Governors are trained in safer recruitment. Delegates MUST read Part One of the Keeping Children Safe in Education 2021 Document before they attend the training session.

It is recommended that the governor with responsibility for Safer Recruitment undertakes training every 2 years.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV112	
Date/Time	Venue
Thursday 13 October 2022, 9:30am – 4:00pm	Lancashire FA, Leyland
Wednesday 16 November 2022, 9:30am – 4:00pm	Online video conferencing
Tuesday 7 February 2023, 9:30am – 4:00pm	Lancashire FA, Leyland
Saturday 29 April 2023, 9:30am – 4:00pm	Lancashire FA, Leyland
Wednesday 7 June 2023, 9:30am – 4:00pm	Forrest Hills, Lancaster
Wednesday 7 June 2023, 9:30am – 4:00pm	Online video conferencing

Special Educational Needs and Disabilities for Governors

Course Description

- This updated course examines:
 - the role of the SEN governor and the Governing Board;
 - the legal framework;
 - SEN and Disability in practice, looking particularly at inclusion, self-evaluation
- and the effective contribution to the development of school based provision; and
- the funding arrangements for SEN locally.

✓ Countywide ✓ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV113	
Date/Time	Venue
Wednesday 7 December 2022, 9:30am – 12:00pm	Online video conferencing
Tuesday 17 January 2023, 9:30am – 12:00pm	Online video conferencing

Staff Discipline, Grievance, Capability and Attendance for Governors

Course Description

This course will provide governors with:

- improved knowledge of the County Council’s HR policies and procedures regarding discipline, grievance, attendance and capability for staff based in schools; and
- improved understanding of the governor’s role in facilitating and implementing the County Council’s HR policies and procedures for school staff.

This course examines the legal requirements of the County Council’s HR policies for staff employed in schools (teaching and non-teaching). It considers the duties and responsibilities of the Governing Board as an employer.

The key stages of discipline, grievance, capability and attendance will be considered and governors will understand their role in the effective management of HR policies and procedures in schools.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV117	
Date/Time	Venue
Tuesday 22 November 2022, 6:00pm – 9:00pm	Online video conferencing
Tuesday 11 April 2023, 9:30am – 12:30pm	Lancashire FA, Leyland
Tuesday 20 June 2023, 6:00pm – 9:00pm	Online video conferencing



WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors

Course Description

The aims of this WRAP Workshop are to:

- raise awareness of the PREVENT Strategy;
- using existing safeguarding processes to recognise vulnerable individuals that may need support;
- raise awareness of the current threat;
- the use of the internet to promote terrorist ideologies; and
- the referral process.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV127	
Date/Time	Venue
Monday 28 November 2022, 6:30pm – 8:30pm	Online video conferencing
Wednesday 29 March 2023, 2:30pm – 4:30pm	Online video conferencing
Wednesday 21 June 2023, 6:30pm – 8:30pm	Online video conferencing



Child Protection and Safeguarding for Governors

Course Description

This is a practical and interactive session which will encourage Governors to think about the role the Governing Board has with regards to safeguarding.

This course will:

- provide an oversight to Safeguarding expectations in an education setting;
- gain a clear understanding of legislation and guidance that underpins safeguarding in schools;
- gain an understanding of the role and expectations of the Governing Board in relation to safeguarding in schools; and
- develop a realistic understanding of safeguarding issues that schools deal with on a day to day basis and strategies to manage such issues.

ONLY the Lead Governor for Safeguarding and Child Protection should attend this Course. It is NOT a requirement that ALL Governors are trained in Safeguarding and Child Protection. Lead Governors for Child Protection and Safeguarding MUST read Part One of the Keeping Children Safe in Education 2020 Document before they attend the training session.

It is recommended that the governor with responsibility for Child Protection and Safeguarding undertakes training every 2 years.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV103	
Date/Time	Venue
Thursday 6 October 2022, 9:30am – 12:00pm	Online video conferencing
Thursday 24 November 2022, 6:30pm – 9:00pm	Online video conferencing
Tuesday 17 January 2023, 9:30am – 12:00pm	Online video conferencing
Thursday 16 March 2023, 6:30pm – 9:00pm	Online video conferencing
Thursday 4 May 2023, 9:30am – 12:00pm	Lancashire FA, Leyland
Thursday 22 June 2023, 6:30pm – 9:00pm	Burnley Football Club

Exclusions – A Governors Guide

Course Description

This course will ensure that governors have both the knowledge and the confidence to make a fair and well-informed decision in their role on a pupil discipline committee.

✓ Countywide ✗ School Based ✗ Cluster ✓ Video Conferencing

Course Activity Reference – GOV133	
Date/Time	Venue
Wednesday 9 November 2022, 9:30am – 12:00pm	Online video conferencing
Wednesday 8 March 2023, 1:30pm – 4:00pm	Online video conferencing
Wednesday 7 June 2023, 6:30pm – 9:00pm	Online video conferencing

SECTION FIVE

Evaluation



Inspection - Preparing for an Ofsted Inspection for Governors

Course Description

Ofsted enables a single Inspector to visit the school to provide an independent, external evaluation of the standards achieved by pupils, the quality of education provided and the quality of leadership and management.

This course:

- covers the new inspection process and framework from September 2019;
- explains the purpose of inspection in the process of school improvement;
- enables governors to evaluate the ways in which they support school improvement and communicate this to the inspection team; and
- details the role of the Governing Board in the inspection process - before, during and after the inspection.



Countywide



School Based



Cluster



Video Conferencing

Course Activity Reference – GOV107

Date/Time	Venue
Thursday 6 October 2022, 6:30pm – 9:00pm	Lancashire FA, Leyland
Thursday 13 October 2022, 6:30pm – 9:00pm	Burnley Football Club
Thursday 24 November 2022, 9:30am – 12:00pm	Forrest Hills, Lancaster
Thursday 23 March 2023, 6:30pm – 9:00pm	Dunkenhalgh Hotel, Accrington
Thursday 27 April 2023, 6:30pm – 9:00pm	Ribby Hall Village, Wrea Green, Nr Kirkham
Thursday 15 June 2023, 6:30pm – 9:00pm	Lancashire FA, Leyland



Venues

1 Burnley Football Club

Turf Moor
Harry Potts Way
Burnley
BB10 4BX
TEL: 01282 700008

2 County Hall

(Pitt Street Entrance)
Fishergate
Preston
PR1 8XJ
Tel: 01772 533330

3 Dunkenhalgh Hotel

Blackburn Road
Clayton-le-Moors
Blackburn
BB5 5JP
Tel: 01254 303400

4 Early Years Centre

Seven Stars Primary School
Peacock Hall Road
Leyland
PR25 1TD
Tel: 01772 539058

5 Forrest Hills

Hazelrigg Lane
Ellel
Lancaster
LA2 0PL
Tel:01524 592444

6 Jack McLaughlin Centre

Corpus Christi High School
St Vincent's Road
Fulwood
Preston
PR2 8QY
Tel: 01772 779136

7 Lancashire Football Association

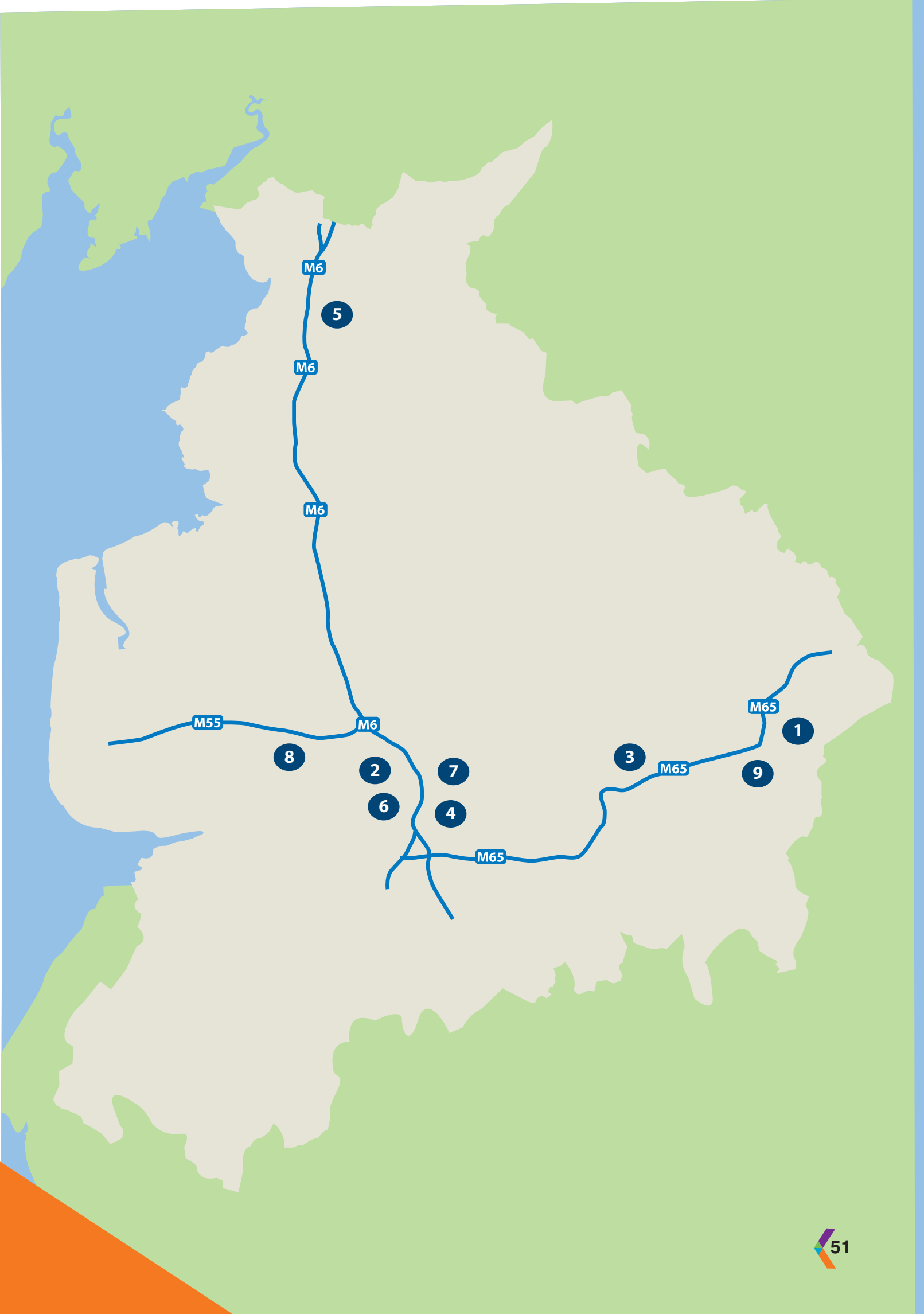
County Ground
Thurston Road
Leyland
PR25 2LF
Tel: 01772 624000

8 Ribby Hall Village

Ribby Road
Wrea Green
Preston
PR4 2PR
Tel: 01772 685858

9 The Exchange Burnley

Barden Lane
Burnley
BB10 1JD
Tel: 01282 682271





2022  2023

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