

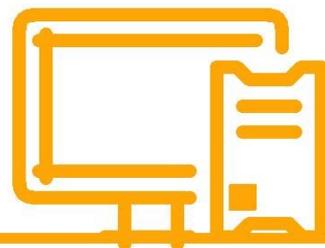
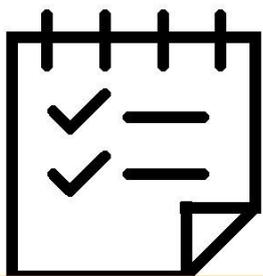
SCHOOL & GOVERNOR SUPPORT

Governor Training



Programme

Summer, Autumn 2019
and Spring 2020



A great city to grow up in

 **Birmingham**
City Council

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Introduction

Welcome to our 2019/20 training programme

Dear Governor Colleague,

School & Governor Support are pleased to offer this programme of high-quality training that develops the skills and knowledge needed for effective governance, whether you are in a maintained school, stand-alone academy or part of a multi-academy trust (MAT). The programme has courses on topics ranging from the core functions of a governing board (GB), to courses on statutory and specific duties that require certain knowledge and skills.

The programme refers to courses that are taking place from the 29th April 2019 to 3rd April 2020. This is to help GB's plan their governor training requirements in line with the financial year to provide greater continuity, the opportunity to access training through subscription and support GBs in compiling their training plan and budget allocation.

New to this programme we are offering some additional whole GB courses to those schools that subscribe as a benefit of subscription, see page 6.

Places on all the courses listed in this programme are offered on a first come first served basis. However additional courses will be organised if there is sufficient demand.

Don't forget that S&GS also provides bespoke training to GBs and groups of schools/academies on request and you can find details in page 6.

S&GS has improved the way schools can book training sessions to make it simpler and more efficient through an online booking system, please see page 23 for details.

Our terms and conditions are stated on page 24.

Thank you for the time and effort that you give on behalf of the children and young people at your schools and academies. We look forward to seeing you at our courses and events.

Best wishes

Bill Welsh

Bill Welsh
Assistant Governor Services Manager
School & Governor Support

All training requests and enquiries:
Telephone 0121 464 2222
Email governors@birmingham.gov.uk

To find out more about S&GS subscription and the range of services it offers, visit www.birmingham.gov.uk/SGS

About S&GS

School and Governor Support (S&GS) is available, through Birmingham City Council (BCC), to maintained schools and academies for an annual subscription. It provides a range of services that support schools, academies and their governing boards to deal effectively with day-to-day leadership and management issues and create strong governance.

The service is for school leaders, school staff, governors, trustees and clerks.

- Subscribers have access to the following core elements of S&GS:
- advice on routine matters relating to the day-to-day management and governance
- updated guidance on managing key roles and responsibilities, and
- consultancy in more complex and challenging situations that require a tailored solution leading to a satisfactory outcome.

Subscribers also have access, at no extra cost, to a number of S&GS events organised throughout the year.

S&GS provides a range of additional services that are not covered by annual subscription. They include a comprehensive programme of governor training, as well as bespoke, personalised and specific consultancy on a wide range of topics.

The additional services are aimed at meeting your unique requirements at any given time and can be tailored to individuals, schools/academies and even groups of schools working together. Please contact us at any time to explore your options.

S&GS is both proactive and responsive to the needs of its subscribers. It also works collaboratively with other BCC education services and partners to ensure that subscriber needs are met in a consistent and timely manner.

Schools and academies that subscribe to S&GS and purchase its additional services can expect the same high standards, level of expertise and empathy that has been valued by school leaders and governing boards over many years. However the team behind the service is also committed to further improvement, to gaining a better understanding of and adapting to the challenges you face. Your feedback is vital in helping us to achieve this – please do let us know what you think and how you believe the service can be improved.

**Thank you for all that you do on behalf of
our children and young people.**

Use training to develop your governor competencies

The DfE “Competency Framework for governance” is designed to help GBs assess what knowledge, skills and behaviours are needed to govern the school, or group of schools, most effectively. It is meant to help with things like performance reviews, succession planning and identifying training needs. There are 16 competencies grouped under the headings of the ‘six features of effective governance.’

1. Strategic leadership
 - a. Setting direction
 - b. Culture, values and ethos
 - c. Decision-making
 - d. Collaborative working with stakeholders and partners
 - e. Risk management
2. Accountability
 - a. Education improvement
 - b. Rigorous analysis of data
 - c. Financial frameworks and accountability
 - d. Financial management and monitoring
 - e. Staffing and performance management
 - f. External accountability
3. People
 - a. Building an effective team
4. Structures
 - a. Roles and responsibilities
5. Compliance
 - a. Statutory and Contractual requirements
6. Evaluation
 - a. Managing self-review and personal skills
 - b. Managing and developing the board’s effectiveness

The DfE has also published a Clerking Competency Framework setting out the competencies required to deliver professional clerking to school GBs and multi academy trusts.

The course descriptions on pages 7-21 include the competencies that you are most likely to develop through attending the course.

Example

The induction course is linked to aspects of strategic leadership (1a, b & c), aspects of educational improvement (2a & c), building an effective team, roles and responsibilities, statutory requirements, self-review and development.

This does not mean that you will not develop other competencies through the course but it’s a useful guide.

To view the Governor Competency Framework & Clerking Competency Framework, visit:

<https://www.gov.uk/government/publications/governance-handbook>

Training for the whole GB

In addition to the programme of courses, S&GS also provides **bespoke training to individual GBs and groups of schools/academy GBs on request**. Bespoke training is designed to meet the specific needs of your school/academy governors.

Advantages of arranging training for the whole GB

The many advantages of arranging training for the whole GB include:

- it is delivered locally and at a time to suit you;
- the content and key messages given at the training are tailored to the specific circumstances (e.g. using your school's own data);
- it helps to encourage a team ethos on the GB;
- it provides a consistent approach to governor CPD; and
- it promotes wider networking and learning opportunities if the training is delivered to groups of schools.

Training topics

Bespoke training is offered on a range of topics including (but not restricted to):

- the roles and responsibilities of the GB (group induction);
- providing effective challenge and support;
- self- review workshops;
- building an effective team; and
- good practice in managing complaints and panel hearings.

Require something else? Just let us know and we will work with you to provide it.

Charges

Charges are based on S&GS rates for bespoke services and will vary dependent upon the type of training requested, numbers of schools and delegates involved.

To arrange bespoke training and explore your options

Email us at governors@birmingham.gov.uk

WGB training available as a benefit of subscription (NEW)

You can arrange the sessions below for delivery to your GB in your school as a benefit of your subscription to S&GS email your request to: governors@birmingham.gov.uk.

Effective challenge – The course highlights the real practice required of governors, so they are able to hold the School's leadership to account in an effective and appropriate way. See page 10 for full details.

Complaints Management – All Schools are legally required to have a procedure in place that allows complaints to be dealt with fairly, openly, and promptly. See page 16 for full details.

GB CPD Planning - Through discussion and reflection, identify CPD priorities for the Governing Board and how these can be addressed in an efficient and cost effective way. See page 7 for full details.

Governing Board Training Need Analysis **NEW**

Through discussion and reflection this session identifies the CPD priorities for the GB and how these can be addressed in an efficient and cost effective way. After the session a short report will be provided to the GB to include a summary of the discussions and next steps the GB should take to develop effective governance.

Specifically the session covers the following activities:

- the role of the GB;
- carrying out the role effectively;
- attributes, skills and experience required to be effective;
- developing and maintaining effectiveness;
- the GB's approach to CPD, and
- gaps, priorities and next steps.

Venue: In school.

Cost: For subscribing schools this session is included as a benefit of your subscription. For non-subscribing schools the cost is £330.



Induction Training

Governor induction courses

All new governors are expected to attend this course.

Aimed at: New governors and governors in need of refresher training.

Linked to competencies: 1(a, b & c), 2(a & c), 3(a), 4(a), 5(a) and 6(a).

Induction training is essential to ensure that all governors are clear about what their powers and responsibilities are. This course will cover:

- the context – how schools work and the role of Ofsted;
- the purpose of a GB, its core functions and how it operates;
- what being an effective governor means in practice;
- what you need to know about the school/academy that you govern, how you find out, and
- how to access further support and training

Course time: 9:00am - 4:00pm.

Venue: Midland Arts Centre.

Cost: £140 S&GS subscribers (£160 non-S&GS subscribers).

- Saturday 11 May 2019

- Saturday 8 Jun 2019

- Thursday 4 July 2019

- Saturday 28 September 2019

- Saturday 19 October 2019

- Saturday 16 November 2019

- Saturday 25 January 2020

- Saturday 29 February 2020

- Saturday 28 March 2020

Training for Core Functions

Strategic Governance

Aimed at: All governors.

Linked to competencies: 1(a, b, c, & d), 2(a), 4(a) and 6(a & b).

Ensuring clarity of vision, ethos and strategic direction is one of the three core functions of the GB, yet this area is often overlooked when it comes to governor training. The course will help governors and trustees to take a broader and longer-term perspective for their school, set a clear strategy and monitor within an annual cycle. Specifically the course will cover:

- ethical governance;
- the principles of being strategic;
- tools and techniques for strategic planning;
- developing a vision – where do we start and who should be involved;
- identifying strategic priorities;
- measuring success and progress, and
- adapting to change.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Thursday 26 September 2019
-



Strategic governance – Managing Risk

Aimed at: All governors, trustees and clerks

Linked to competencies: 1(e).

Risk management is a requirement for academy trusts, but all school organisations should understand risk and have systems for managing risk. At the end of this course participants will be in a position to start the process of ensuring that the GB's role in managing risk becomes a routine and secure aspect of their governance role. Specifically the course will cover:

- the concept of risk and its management;
- the types of risk relevant to schools and trusts;
- identifying and quantifying risk;
- barriers and challenges to managing risk; and
- the GB's role.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Monday July 8 2019
-

Providing Effective Challenge

Aimed at: All governors.

Linked to competencies: 2(a, b & f) and 5(a).

The course highlights the real practice required of governors, so they are able to hold the School's leadership to account in an effective and appropriate way. Specifically it covers:

- the importance of providing challenge and support;
- key performance indicators for the GB to monitor;
- making best use of the data that is available to you;
- asking the right questions;
- using governor visits to schools; and
- having an impact on school performance.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Wednesday 22 May 2019
-

- Thursday 28 November 2019
-

Introduction to School Finance

Aimed at: All governors.

Linked to competencies: 2(c & d) and 5(a).

This course explains the general principles of Governance and Accountability in relation to strategic financial management in maintained schools and academy schools. Specifically it covers:

- sources of schools' funding;
- overall funding arrangements – maintained schools and academies;
- the principles of budgetary planning – maintained schools and academies;
- governors' roles and responsibilities in the budget planning process, and
- Managing over spending and deficit budgets.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

- Wednesday 20 November 2019
-

Preparing your GB for Ofsted

Aimed at: All governors.

Linked to competencies: 2(a & f), 5(a) and 6(a).

An effective GB should already know its school well enough to answer Ofsted's questions however this course will help identify what will be expected of your GB. Specifically it covers:

- the school inspection framework and criteria under which schools are inspected;
- how Ofsted's inspectors make their judgment about a school;
- the documents inspectors will ask to see, and
- how you might show the impact of the GB.

Course time: 6:00pm-8:30pm.

Venue: Midland Arts Centre.

Cost: £130 S&GS subscribers (£150 non-S&GS subscribers).

- Monday 24 June 2019
 - Wednesday 9 October 2019
 - Tuesday 3 March 2020
-

Training for Statutory Roles

Safer Recruitment Training

Aimed at: Governors who are likely to be involved in the recruitment, selection and appointment of school staff.

Linked to competencies: 2(a), 4(a), 5(a) and 6(a).

The school staffing regulations require GBs to ensure at least one person on any appointment panel has undertaken safer recruitment training. The one-day training workshop is offered by Services for Education (S4E) and is led by accredited trainers.

For more details and to book online with S4E [click here](https://www.servicesforeducation.co.uk/our-offer/safer-recruitment/) or visit <https://www.servicesforeducation.co.uk/our-offer/safer-recruitment/>

Course time: 9:00am-4:30pm.

Venue: Holt Court, Aston.

Cost: £250.

-
- Thursday 16 May 2019
-
- Tuesday 2 July 2019
-

Dates for the Autumn term 2019 and Spring term 2020 to be advised.



Safeguarding Children: Role of the GB

Aimed at: All governors, especially named governors with responsibility for safeguarding.

Linked to competencies: 2 (a), 4(a), 5(a) and 6(a).

All lead governors for safeguarding should undergo training to provide them with the knowledge and skills required to carry out the role. The training should be updated every two years as it is for the designated safeguarding lead in school. This course clarifies the key aspects of the statutory guidance “Keeping Children Safe in Education”.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Tuesday 14 May 2019
-
- Tuesday 12 November 2019
-
- Thursday 6 February 2020
-



Role of the SEND Governor

Aimed at: Lead governors for Special Educational Needs & Disability (SEND).

Linked to competencies: 1(d), 2(a) and 5(a).

This course clarifies for SEND governors their particular special-interest role and duties, their relationship with the SEND Co-ordinator (SENDCO) and how they challenge and support the Senior Leadership Team. Specifically it covers:

- the current and local context for SEND;
- the SEND Code of Practice;
- the Birmingham Local Offer;
- information on the identification and provision for pupils with SEND;
- supporting the vision and direction of the school;
- raising the profile of SEND on your GB and developing clear priorities, and
- commitment to inclusion.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Wednesday 5 June 2019
-
- Tuesday 26 November 2019
-
- Tuesday 24 March 2020
-



Promoting British Values

Aimed at: All governors, especially curriculum committee members.

Linked to competencies: 1(b), 1(d), 2(f) and 5(a).

Governors have a legal duty to ensure that their schools “actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs”. This course sets out what is expected of schools in promoting fundamental British values. Specifically it covers:

- statutory requirements;
- what Ofsted expects;
- how spiritual, moral, social and cultural (SMSC) development and promoting fundamental British Values can lead to improvements in pupil achievement, teaching and learning;
- the fundamental British values pro forma for SMSC, and
- key questions to ask of your leadership team in school.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Tuesday 15 October 2019
-

Headteacher Appraisal

Aimed at: Governors appointed to conduct the Headteacher’s appraisal.

Linked to competencies: 2(a, b & e) and 5(a).

The performance management and development of the Headteacher, including effective appraisal, is an important part of the GB’s drive for school improvement. This course covers:

- the legal position and the GB’s role in staff performance;
- appointing an external adviser;
- the principles of appraisal and teacher standards and the setting of meaningful objectives for the Headteacher;
- reviewing progress;
- reporting to the board, and
- performance management and making recommendations on performance related pay.

Note: Pre-course reading will be provided to delegates attending this course.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Wednesday 2 October 2019
-

Complaints Management for Governors and Clerks

Aimed at: Governors appointed to review the handling of complaints under the school's adopted complaints procedure and Clerks who support the process.

Linked to competencies: 5(a).

All Schools are legally required to have a procedure in place that allows complaints to be dealt with fairly, openly and promptly. This course will highlight the good practice that helps prevent complaints from escalating, as well as the most challenging aspects of complaints management. Specifically it will cover:

- managing concerns before they become complaints;
- statutory requirements and relevant guidance;
- the process of dealing with complaints;
- the role of the GB complaints panel;
- complaints panel proceedings;
- closing complaints and
- managing serial and consistent complaints.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Tuesday 15 October 2019
-
- Wednesday 12 February 2020
-

Note: *The School Exclusions Team provide training and advice to GBs on their legal duty to consider an exclusion, the delegation of functions, process to be followed and preparing for the consideration of an exclusion decision. To arrange training and support telephone 0121 303 2685 or email exclusions@birmingham.gov.uk.*



Training for Committee Roles

Managing Financial Resources

Aimed at: Chairs, finance/resource committee members.

Linked to competencies: 2(c, d & f), 4(a) and 5(a).

This course provides a more in-depth look at school finances. It clarifies the role and responsibilities of the finance committee in respect of strategic financial management. Specifically it covers:

- strategic financial management in schools;
- budgetary and financial planning responsibilities for schools and GBs, specifically the role of the Finance Committee;
- ensuring financial efficiency;
- Pupil Premium tracking and accounting, and
- the regulatory framework for financial accountability.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Wednesday 12 June 2019

-
- Tuesday 10 March 2020
-



Ambitious Curriculum and Cultural Capital for all

Aimed at: All governors, especially those leading or with a focus on the curriculum

Linked to competencies: 2(a, b &f) and 5(a)

Leaders, managers and those responsible for governance have a duty to ensure that the education provided by the school has a positive impact on all its pupils. There is also an expectation that school leaders adopt or construct a curriculum that is ambitious and designed to give all learners, particularly those at a disadvantage, the knowledge and cultural capital they need to succeed in life.

This course will provide governors with the opportunity to explore their own school's curriculum offer in the light of current Ofsted recommendations and help them identify and recognise positive examples of impact when visiting their schools or talking with school leaders.

Specifically, the course covers:

- an exploration of Cultural Capital;
- how an ambitious curriculum can lead to both improved standards and an enhanced impact on children's and young people's life chances, including their readiness for the next stage in their education, training or employment;
- what Ofsted expects;
- key questions and lines of enquiry to explore with the school leadership team and
- how knowledge gleaned from monitoring activities can influence the school's own self-evaluation.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Tuesday 3 December 2019
-



Analyse School Performance (for governors in primary phase)

Aimed at: Governors at primary schools particularly those who are tasked with interpreting and evaluating pupil performance data.

Linked to competencies: 2(b).

This course will provide governors and trustees in the primary phase with a clear understanding of the role of data in holding school leaders to account for the performance of their school. Specifically it covers:

- how to make best use of the new data sets including the Inspection Dashboard Summary Report (IDSR), school performance summary data and DfE performance tables;
- how to make best use of your school's internal data;
- using data to inform self-evaluation, school improvement planning, and
- the questions that data should lead you to ask.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Wednesday 29 January 2020
-



Evaluating Pupil Premium Spend

Aimed at: All governors particularly those committee governors who evaluate Pupil Premium spend.

Linked to competencies: 2(b & d) and 5(a).

The aim of the Pupil Premium is to improve social mobility and to reduce the attainment gap between the highest and lowest achieving pupils nationally. However, using the additional resources provided by the Pupil Premium to achieve these goals is not straightforward. This course provides advice and guidance on ensuring that proposals put forward for Pupil Premium spending will lead to the biggest possible increases in pupils' learning. Specifically it covers:

- how the Pupil Premium is allocated;
- using data and research to inform decision making;
- evaluating impact, and
- demonstrating impact to stakeholders.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: £120 S&GS subscribers (£150 non-S&GS subscribers).

-
- Tuesday 7 May 2019
-
- Thursday 24 October 2019
-



CPD for Chairs

Introduction to Chairing

Aimed at: Chairs, vice-chairs, committee chairs and aspiring chairs of GBs at maintained schools and academies.

Linked to competencies: 1(a & c), 2(f), 3(a), 4(a), 5(a) and 6(a).

Chairing a GB is a privilege and a responsibility. It can also be complex and often demanding. This course provides an overview of the work and main responsibilities of the Chair and how to ensure the effective functioning of the GB. Specifically it covers:

- leading governors and building an effective team;
- leading the business, meeting management and working with the clerk;
- the relationship with the Headteacher;
- how to make school improvement the focus of the GB's work, and
- your continuing professional development and support.

Course time: 6:15pm - 8:15pm.

Venue: Midland Arts Centre.

Cost: Free to S&GS subscribers (£50 non-S&GS subscribers).

-
- Thursday 20 June 2019

-
- Thursday 21 November 2019
-

Termly Briefings

Aimed at: Chairs, Vice-Chairs, governors and trustees representing the school/academy.

These popular briefings include contributions from the Corporate Director and senior officers in Birmingham City Council. They cover the latest news in governance and timely reminders for the GB as well as providing a valuable (and rare) opportunity for lead governors to come together and share the work that they are doing in their schools that makes a real difference to children and young people.

Course time: 6:15pm-8:15pm.

Venue: Midland Arts Centre.

Cost: Free to S&GS subscribers (£50 non-S&GS subscribers).

-
- Wednesday 12 June 2019

-
- Wednesday 6 November 2019

-
- Thursday 19 March 2020
-

CPD for Clerks

Our programme of CPD for clerks covers all the knowledge, skills and behaviours required to provide professional clerking to the GB as set out in the Clerking Competency Framework (see page 5).

Introduction to Clerking

All new clerks are expected to undertake induction.

Aimed at: New clerks and clerks in need of refresher training.

High quality professional clerking is crucial to the effective functioning of the GB. The Clerk should be the GB's "governance professional".

The induction is based on an individual coaching session and covers the key elements of the Clerk's role, whether at a maintained school or at an academy. Specifically it covers:

- managing meetings, the minute taking role and good practice;
- providing advice to the GB including legislation and procedure;
- providing effective administrative support and record keeping;
- managing information appropriately;
- effective communication, and
- continuing professional development and support.

To arrange a one-2-one session email your request to: governors@birmingham.gov.uk

Termly briefings

Aimed at: All clerks.

Our popular termly briefings keep clerks abreast of changes and developments in school governance, new legislation and amendments to current legislation. They are also a great opportunity to share good practice and network with fellow clerks.

Venue: Birmingham and Midland Institute.

Cost: Free to S&GS subscribers (£50 non-S&GS subscribers).

-
- Tuesday 4 June 2019 10:00am – 12:00pm
-
- Tuesday 22 October 2019 6:30pm – 8:30pm
-
- Tuesday 17 March 2020 10:00am – 12:pm
-

Booking your Place

The following information applies to all courses referred to in this programme, with the **exception of Safer Recruitment training (page 12)**. To book a place on a Safer Recruitment course please visit the Services for Education (S4E) website at www.servicesforeducation.co.uk.

In addition to this training programme booklet, all of our courses are published on the Birmingham traded services website (BESS). To see the list of courses for governors visit:

<http://www.birminghameducationsupportservices.co.uk/Training>, select “School and Governor Support” from the “Provider” list in the “Keywords” filter option.

To book your place complete the booking form and return this to your school (see page 25) or email the details of the course you would like to attend to your school who will reserve your place online through BESS. If you experience any issues relating to course booking please email governors@birmingham.gov.uk or call 0121 464 2222.

If your school is outside the Birmingham Local Authority please complete the form on page 25 and email to governors@birmingham.gov.uk. We will book your place and you will receive a confirmation email with joining instructions and a venue map.

Before requesting a place on one of our courses please familiarise yourself with our terms and conditions on page 24.



Our terms and conditions

Cancellations must be confirmed by email to governors@birmingham.gov.uk. S&GS is liable for cost of venue hire as well as facilitators and will therefore charge the full cost for booked places even if delegates do not attend on the day, unless S&GS receive at least 10 working days written notice by email of cancellation to the email address stated in this paragraph.

S&GS reserves the right to amend or cancel should it, for whatever reason, be unable to deliver an advertised governor training course. In these circumstances S&GS will endeavour to provide adequate notice. A full refund will be given to the delegate's school in the event of cancellation. S&GS will also endeavour to provide adequate notice and to reschedule the course as soon as feasible.

From time to time S&GS may facilitate services on a paid for consultancy basis using third-party providers. Such provision will be delivered in line with S&GS service guarantees and S&GS retains responsibility for the quality of the service provided.

Concerns about the quality of service provided should, in the first instance, be directed to the Interim Head of Service, School and Governor Support, who will investigate and respond to the concerns within agreed timescales.

Training requests and enquiries

Telephone: 0121 464 2222

Email: governors@birmingham.gov.uk

Fax: 0121 303 7234

Web: www.birmingham.gov.uk/SGS



Governor Training Course Booking Form

Event title: _____

NB: Do not use this form for Safer Recruitment – see page 12 for booking details

Event date: _____

S&GS subscriber (please tick Y/N): Y N

Applicant's name: _____

Applicant's address: _____

Governor category: _____

Date of term of office: _____

School: _____

We normally confirm booking and send joining instructions by email. Please enter the applicant's preferred email address below.

Attendee's email (please PRINT): _____

We can only accept one email address

Specific requirements (e.g. access): _____

In case of queries, please give personal contact details:

Applicant's telephone: _____

Applicant's mobile: _____

Authorised signature: _____

Headteacher/relevant Finance
Officer

Budget code: _____

NB: We will use the default subjective code
L680 if no alternative is given above

Please apply by emailing this form directly to your school.

For general course queries please contact School & Governor Support by email to:

governors@birmingham.gov.uk.

Cancellations must be confirmed by email to governors@birmingham.gov.uk. S&GS is liable for cost of venue hire as well as facilitators and will therefore charge the full cost for booked places even if delegates do not attend on the day, unless S&GS receive at least 10 working days written notice by email of cancellation to the email address stated in this paragraph

Events Summary

	Summer 2019	Autumn 2019	Spring 2020
Induction			
	Sat 11 May, MAC	Sat 28 Sep, MAC	Sat 25 Jan, MAC
	Sat 08 Jun, MAC	Sat 19 Oct, MAC	Sat 29 Feb, MAC
	Thu 04 Jul, MAC	Sat 16 Nov, MAC	Sat 28 Mar, MAC
Training for Core Functions			
Strategic Governance		Thu 26 Sep, MAC	
Strategic Governance – Managing risk	Mon 08 Jul, MAC		
Effective Challenge	Wed 22 May, MAC	Thu 28 Nov, MAC	
Finance Introduction		Wed 20 Nov, MAC	
Preparing your GB for Ofsted	Mon 24 Jun, MAC	Wed 09 Oct, MAC	Tue 03 Mar, MAC
Training for Statutory / Committee Roles			
Safer Recruitment	Thu 16 May, S4E Tue 02 July, S4E	TBA	TBA
Safeguarding (Role of the GB)	Tue 14 May, MAC	Tue 12 Nov, MAC	Thu 06 Feb, MAC
Role of the SEND governor	Wed 05 Jun, MAC	Tue 26 Nov, MAC	Tue 24 Mar, MAC
British Values/SMSC		Tue 15 Oct, MAC	
Ambitious Curriculum & Cultural Capital for all		Tue 03 Dec, MAC	
Managing Financial Resources	Wed 12 Jun, MAC		Tue 10 Mar, MAC
Headteacher Appraisal		Wed 02 Oct, MAC	
Complaints management		Tue 15 Oct, MAC	Wed 12 Feb, MAC
Analyse School Performance (Data)			Wed 29 Jan, MAC
Evaluating Impact of Pupil Premium spend	Tue 07 May, MAC	Thu 24 Oct, MAC	
CPD for Chairs			
Chairing Introduction	Thu 20 Jun, MAC	Thu 21 Nov, MAC	
Chair's Network Meetings	Wed 12 Jun, MAC	Wed 06 Nov, MAC	Thu 19 Mar, MAC
CPD for Clerks			
Induction	See Page 22	See Page 22	See Page 22
Clerks' Briefing(times vary see page 22)	Tue 04 Jun, BMI	Tue 22 Oct, BMI	Tue 17 Mar, BMI

MAC = Midland Arts Centre
 S4E = Services for Education Training Centre
 BMI = Birmingham Midland Institute