



## 1. INDUCTION TRAINING

- Induction course for New Governors
- New Academy Governors and Trustees: roles and responsibilities

## 2. KEY RESPONSIBILITIES – Making a difference to outcomes for pupils

- Safeguarding briefings
- Strategic use of data – using data to improve your school
- School Inspections, implications for school governors
- Essential updates for experienced governors
- Holding your school leaders to account

## 3. LEADING YOUR GOVERNING BOARD – for current and future (new) chairs, plus vice-chairs and chairs of committees

- Leading the Team
- Chairs' Networking Group

## 4. SPECIFIC ROLES, GOVERNANCE

- Being an effective SEND governor
- Finance courses: Overview for LA school governors; Finance full day course for LA school governors
- Health & Safety for governors
- HR courses (Staffing panels, Pay briefings)
- HT Performance management
- Promoting children's health and wellbeing at school

## 5. CLERKS/ COMPANY SECRETARIES

- Agenda and minute-taking workshop
- Clerks' Conference
- Clerks' Surgery
- Changing role of the clerk and company secretary

**To book a place on a training course, please visit: <http://rightchoice.wiltshire.gov.uk> or alternatively contact your clerk to governors**

- This list of training courses may be subject to change as becomes necessary. Further courses may be added to the programme during the year and will be publicised to governing boards via the weekly Clerks' Mail through Right Choice. Check for up-to-date information on the Right Choice website at <http://rightchoice.wiltshire.gov.uk> or by contacting the School Governance Team (see below).
- A course may have to be cancelled if it becomes non-viable due to a low number of bookings. Governors who have already reserved a place will be notified by email if a course has to be cancelled or postponed.
- If you are allocated a place on a course but cannot attend, **please let us know** so that your place can be offered to another governor. We reserve the right to charge governors (£30 subscribers/non-subscribers) who fail to attend courses without informing us prior to the event. We reserve the right to limit places to 2 per school on oversubscribed courses.
- Unlimited access to courses is included as part of the subscription to the School Governance Team package. Schools who do not subscribe can buy into courses on an ad hoc basis and will be charged £165 for a full day course, £85 for a half day and £65 for a short briefing session (up to 2 hours) – per place booked.
- For general enquiries School Improvement admin officers can be contacted on 01225 713087 or 01225 713763 or email: [julia.kirwan@wiltshire.gov.uk](mailto:julia.kirwan@wiltshire.gov.uk) / [gillian.kemp@wiltshire.gov.uk](mailto:gillian.kemp@wiltshire.gov.uk)

For further terms & conditions, please see the School Governance Team publication: Training & Development 2018-19.



# WILTSHIRE SCHOOL GOVERNANCE ANNUAL TRAINING PROGRAMME 2018/2019

Event	Ref No. GOV	Date	Venue	Times	Course topics	Audience
<b>Headteacher Performance Management</b>	1018-T003	Tuesday 9/10/18	Diocesan Centre, Wilton	10.00 – 12.00	This two-hour session is aimed at those governors with responsibility for the performance management of the headteacher	All governors
	0619-T003	Wednesday 12 June 2019	Corn Exchange, Devizes	18.30 – 20.30		
<b>How to be an effective SEN Governor</b>	1118-T002	Monday 19/11/18	Diocesan Centre, Wilton	9.30 – 15.30	Give attendees an overview of the role of the SEN Governor	SEN Governors
	0319-T002	Tuesday 5/3/19	Chippenham Golf Club	9.30 – 15.30	Highlight all the duties and responsibilities of the SEN Governor  Provide practical insights about how to know good your school's SEN provision is	
<b>Induction for New Governors/Trustees</b>	1018-T001	Saturday 13/10/18	Corn Exchange, Devizes	9.30 – 16.00	To raise governors' and trustees' awareness of their purpose and core functions  To build governors' and trustees confidence in fulfilling their roles and responsibilities  To reflect on how different governing boards work and organise themselves	New governors
	1118-T001	Wednesday 14/11/18	Diocesan Centre, Wilton			
	0119-T001	Thursday 24/1/19	Chippenham Golf Club			
	0219-T001	Tuesday 26/2/19	St John's Parish Centre, Trowbridge			

	0319-T001	Saturday 9/3/19	Corn Exchange, Devizes		To ensure governors and trustees understand Ofsted's expectations of governance	
	0519-T001	Wednesday 8/5/19	Red Lion Hotel, Salisbury			
	0619-T001	Thursday 27/6/19	Marsh Farm Hotel, RWB			
<b>The Changing Role of the Clerk and Company Secretary</b>	1219-T008	Tuesday 12/2/19	Corn Exchange, Devizes	9.30 – 12.30	We look at what happens to clerks of local authority schools converting to academies and what it means, both for them and for company secretaries of existing academies, when their schools join a multi academy trust (MAT).	Clerks, Company Secretaries
<b>School Inspections: Implications for Governing Bodies</b>	1018-T002	Wednesday 17/10/18	Corn Exchange, Devizes	18.00 – 20.00	These sessions will focus on OFSTED expectations of governing bodies under the current framework for school inspections.  <i>(The twilight session is slightly condensed to fit a shorter session)</i>	All governors
	0219-T002	Tuesday 12/2/19	Diocesan Centre, Wilton	9.30 - 12.30		
	0619-T002	Wednesday 19/6/19	Chippenham Golf Club	13.00 – 16.00		
<b>Agenda and Minute Taking Workshop</b>	1118-T009	Tuesday 27/11/18	Braeside, Devizes	10.00 – 12.30	To feel confident about agenda setting and preparing minutes.	Clerks to governors
	0519-T005	Monday 20/5/19	Corn Exchange, Devizes		Will be a 'hands on' practical session looking at good practice and sharing of ideas.	

<b>Essential Updates for Experienced Governors</b>	1118-T006	Monday 5/11/18	Corn Exchange, Devizes	18.00 – 20.00	To provide an update on key changes to and developments in education – and what they mean for governors	Experienced Governors
	0219-T004	Wednesday 13/2/19	Chippenham Golf Club	10.00 – 12.00	To explore examples of effective practice in governors' core functions  To share ideas and experiences with governors of other schools	
	0519-T004	Tuesday 21/5/19	Diocesan Centre, Wilton	13.00 – 15.00		
<b>Clerks' Surgery</b>	1118-T008	Wednesday 21/11/18	Braeside, Devizes	9.30 – 12.30	Training session aimed at new Clerks to governors and those wishing to refresh knowledge	Clerks to governors
	0419-T001	2/4/19	Corn Exchange, Devizes	9.30 – 12.30		
<b>Staffing Panels</b>	0619-T004	Wednesday 5/6/19	Corn Exchange, Devizes	10.00 – 13.00	The aim of this 3-hour session is to give school governors a good understanding of their roles and others in the management of investigations, in relation to staff conduct and performance, complaints and staffing panels.	All governors

<b>Leading the Team – the Role of the Chair</b>	1118-T012	Thursday 22/11/18	Chippenham Golf Club	9.30 – 15.30	This course is designed to explore the role of the chair of governors in:	Designed for new chairs of governors. It is also suitable for existing chairs of governors, vice chairs, committee chairs and all governors considering these roles
	0319-T004	Tuesday 12/3/19	Corn Exchange, Devizes	9.30 – 15.30	building and leading the governance team  working with the head teacher	
	0619-T005	Thursday 13/6/19	Diocesan Centre, Wilton	9.30 – 15.30	working with the clerk to governors  leading effective governance	
<b>Safeguarding: a briefing for school governors</b>	1118-T004	Tuesday 26/11/18	Diocesan Centre, Wilton	13.00 – 15.30	A general reminder and refresher to all governors of the safeguarding and child protection expectations of schools and governing bodies	All governors  These sessions are not Child Protection induction/update training (please contact <a href="mailto:Geraldine.mackiewicz@wiltshire.gov.uk">Geraldine.mackiewicz@wiltshire.gov.uk</a> or Safer Recruitment training please see the Virtual College website <a href="http://www.virtual-college.co.uk">www.virtual-college.co.uk</a> )
	0319-T003	Monday 11/3/19	Corn Exchange, Devizes	18.00 – 20.30		
	0519-T003	Tuesday 21/5/19	Chippenham Golf Club	13.00 – 15.30		
<b>Finance for LA School Governors: An Overview</b>	1118-T010	Thursday 15/11/18	Corn Exchange, Devizes	18.00 – 20.00	To provide an overview of finance for governors of LA maintained schools, including:  How schools are funded Setting and managing the budget The schools financial value standard The governors' monitoring role	Designed for Governors in all <b>LA maintained schools</b> (Please note, this course is not suitable for governors in academies)

<b>Health &amp; Safety for Governors</b>	1118-T003	Tuesday 13/11/18	Corn Exchange, Devizes	18.00 – 20.00	To provide school governors with appropriate information concerning their roles and responsibilities in regard to their function under Health and Safety legislation.	H&S named governor
	0219-T003	Wednesday 6/2/19	Red Lion Hotel, Salisbury	18.00 – 20.00		
	0519-T002	Wednesday 1/5/19	Marsh Farm Hotel, RWB	18.00 – 20.00		
<b>Chairs' Networking Group</b>	1118-T005	Saturday 10/11/18	Corn Exchange, Devizes	10.00 – 12.00	This participative course is suitable for chairs of governors and committee chairs It provides delegates with opportunities to reflect on their own practice of chairing, drawing on identified good practice and respective experiences.	Chairs of governors, Vice Chairs and Committee Chairs
<b>Holding Leaders to Account</b>	0219-T007	Tuesday 5/2/19	Corn Exchange, Devizes	9.30 – 12.30	“Governing Boards should focus strongly on holding their executive leader to account for exercising their professional judgement.” Governance Handbook 2017	All governors
	0619-T006	Thursday 6/6/19	Diocesan Centre, Wilton	12.30 – 15.30	How should governors do that, without alienating the senior leaders?  This course seeks to answer that tricky question and provide governors with the tools and strategies they need do the job	

<b>The Strategic use of Data in Primary schools – using data to improve your school</b>	1218-T002	Tuesday 4/12/18	Angel Hotel, Chippenham	9.30 – 12.30	This course is designed for governors who have a leading role on the Governing Body or Local Advisory Board for the analysis of school performance data and assessment. This course aims to support the Governing Body in the monitoring and evaluation of the achievement of all groups of pupils in the school. This will include analysing the school's performance data from a variety of sources including Analyse School Performance (ASP) and the Inspection Dashboard Summary Report (IDSR)	<i>Please note this training is <u>only</u> for Primary School governors.</i>  <i>The workshop is suitable for Chairs of Governors and those Governors with responsibility for assessment, standards and/or performance data.</i>  <i>It is limited to 2 places per school.</i>
	1218-T003	Thursday 6/12/18	Stones Hotel, Salisbury	9.30 – 12.30		
<b>The Strategic Use of Data in Secondary schools – using data to improve your school</b>	0119-T002	Thursday 31/1/19	Abbeyfield School, Chippenham	18.00 – 20.00	This session aims to support governors in their role of monitoring and evaluating the achievement of all groups of students (KS2 – KS4). It will include analysing the school's performance data from a variety of sources including the new Analyse School Performance (ASP) – the replacement for RAISEonline.	<i><b>This training is <u>only</u> for Secondary School governors.</b></i> <i>* <b>The workshop is suitable for all Governors and particularly those with responsibility for assessment, standards and/or performance data.</b></i>
	0219-T005	Wednesday 6/2/19	St Joseph's Catholic School, Salisbury	18.00 – 20.00		
<b>Clerks' Winter Conference</b>	1218-T001	Monday 3/12/18	Braeside, Devizes	9.30 - 15.30	This conference will look at the national picture for Clerks and offer the opportunity to participate in a number of workshops during the day	Clerks to Governors
<b>Clerks' Summer Conference</b>		TBC	TBC			



<b>Finance for Governors of LA Maintained Schools</b>	1218-T004	Monday 3/12/18	Diocesan Centre, Wilton	9.30 – 16.00	To provide delegates with an understanding of the statutory financial framework within which the LA and schools must operate	All governors in LA maintained schools
	0519-T006	Tuesday 7/5/19	St John's Parish Centre, Trowbridge	9.30 – 16.00	To ensure that governors have a clear view of the importance of strategic financial planning in facilitating school improvement	
<b>Academy Governors and Trustees: roles and responsibilities</b>	1118-T007	Thursday 8/11/18	Corn Exchange, Devizes	18.00 – 20.00	This course aims to provide an introduction to the governance role raise awareness of a governor/trustee's purpose and their core functions  help those new to governance to feel more confident in fulfilling their responsibilities	Designed for new governors and trustees in academies. "New" means anyone new to governance in the last 18 months.
<b>Promoting Children's Health and Wellbeing in schools</b>	0219-T006	Wednesday 27/2/19	Corn Exchange, Devizes	18.00 – 20.00	Using PSHE education and a whole school approach to meet the identified needs of pupils	All governors

*Places are free to schools subscribing to the School Governance / Non-subscribing schools will be charged appropriately*

*If you are allocated a place on a course but cannot attend, please let us know so that your place can be offered to another governor. We reserve the right to charge £30 for subscribing governors who fail to attend courses without informing us prior to the event. Non-subscribers will be charged £85 as per terms & conditions on Right Choice. We also reserve the right to limit places to 2 per school on oversubscribed courses. If you have any queries at any time, please do not hesitate to contact the Governance Team on 01225 713821.*

*If you have any queries at any time, please do not hesitate to contact the School Governance Team: [governorservices@wiltshire.gov.uk](mailto:governorservices@wiltshire.gov.uk)*