Sigma Teaching School Alliance

Governance 2018-2019
Training and Support Programme

National Teaching School designed by

National College for Teaching & Leadership

Ofsted Outstanding

Dear Governors,

I am very excited to be able to share with you our new Governance programme for the academic year 2018-2019.

Each course has been carefully designed to meet the needs of governors in all settings and phases of schools including Academies and Maintained Schools. They have been designed by experts from the Sigma Teaching School including National Leaders of Governance.

All of the courses provide governors with the skills and knowledge to confidently carry out their role in line with the governance competency framework (January 2017).

1. Strategic leadership
1a. Setting direction
1b. Culture, values and ethos
1c. Decision-making
1d. Collaborative working with stakeholders and partners
1e. Risk management

2. Accountability
2a. Educational improvement
2b. Rigorous analysis of data
2c. Financial frameworks and accountability
2d. Financial management and monitoring
2e. Staffing and performance management
2f. External accountability

3. People
3a. Building an effective team

4. Structures
4a. Roles and responsibilities

5. Compliance
5a. Statutory and contractual requirements

6. Evaluation
6a. Managing self-review and personal skills
6b. Managing and developing the board's effectiveness

Principles and personal attributes

6 Principles of effective governance

Introduction to Governance

Congratulations on becoming a school governor. Governors are one of the largest volunteer forces in the country and have an important part to play in raising school standards. The role of the Governing Board is absolutely key to the effectiveness of a school. Time and time again Ofsted (the national inspection body for schools) has noted that the most effective schools demonstrate effective leadership and management - including by the governing board.

Becoming a school governor can be enjoyable and rewarding. The introduction to governance programme supports you to understand the basic information you need to start learning about your school and making a difference to the educational standards it provides.

Introduction to Governance

Course Detail: An introduction into the basics of governance. Using the Governance handbook as our guide, we aim to ensure you understand your roles and responsibilities. We will support you to develop an understanding of key questions such as;
- What is the difference between 'strategic' and 'operational' decision making?
- How to comply with the code of conduct, and the Nolan Principles.
- What are the accountability measures for governance and your remit?

Useful information

The governance handbook (DfE2017) can be found here.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/582868/Governance_Handbook_-_January_2017.pdf

The competency framework for governance can be found here.
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/583733/Competency_framework_for_governance_.pdf

Find out more about the Nolan Principles of public life here.
https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2

Great for New Governors!

Holding your Headteacher to Account

Course Detail: Building on the Governance basics, we examine the accountability for educational standards. What resources should Governance boards use to build an effective, open and honest dialogue with their Educational Leaders? The links between high quality teaching and pupil performance and the importance of a broad and balanced curriculum are examined, alongside the role of monitoring and evidence scrutiny.

Governance and Compliance

Course Detail: Building on the Governance basics, we explore the legal and regulatory requirements your board is expected to operate within, including;
- Educational legislation,
- Employment legislation,
- Health & safety legislation, etc.
- Procedures and process
- Principles of delegation.

The role of Governors in the classroom

Course details: Visits into school to carry out monitoring activities and getting to know your school is important for good Governance. Our tutor carefully examines the dos and don'ts of this activity and how effective visits to school can assist the board to fulfil its core functions.

Performance data awareness – Primary Schools

Course Detail: This course explores the basics of the performance data used in primary schools, demonstrating what data is out there, and the concepts of working with data. An overview is provided to gently introduce you to this valuable tool that supports effective challenge in schools.

Performance data awareness – Secondary Schools

Course Detail: This course explores the basics of the performance data used in secondary schools, demonstrating what data is out there, and the concepts of working with data. An overview is provided to gently introduce you to this valuable tool that supports effective challenge in schools.

Health and Safety awareness

Course Detail: Building on some of the elements outlined in the 'Governance and Compliance' course, we examine legal responsibilities in detail, how these change if your school status changes and how Health and Safety should be central to many school/academy decisions. We also examine duties and responsibilities in relation to Health and Safety in education.

Financial awareness

Course Detail: A course for those wanting a basic understanding of how finance in schools works.
- What schools should be focused on getting right when setting the annual budget.
- The difference between revenue and capital spend.
- The need for clear processes and internal controls.

Safeguarding awareness

Course Detail: Our safeguarding expert will explain all the aspects that you should be aware of in relation to keeping children safe.
- Prevent duty,
- Anti-bullying and legislation advice.
- Knowledge to be confident when challenging leaders about safety and behaviour in schools.

SEND awareness

Course Detail: We aim to give an understanding of Special Educational Needs and Disabilities (SEND) in schools. It is designed to give an overview of how SEND provision is managed by the Local Authority and provide a clear backdrop of the legal context of SEND in schools.

Dealing with Complaints

Course Detail: This course uses the latest DfE guidance to look at how good practice in complaint procedures can support effectiveness in schools. There will also be full clarity on dealing with difficult situations such as running Governor panels for parental complaints and dealing with complaints about your Headteacher.

Measuring effective Governance

Course Detail: Evaluation is a part of the annual planning cycle that often gets forgotten. All Boards must be a reflective entity and assess their own effectiveness, structure and forward planning. What impact has the Board made? How effective is our Chair in his/her role?

Preparation for Ofsted

Course Detail: An advanced level course for schools due to be inspected, to support their understanding of the expectations of Ofsted inspections, especially with regard to Governance.

Performance Management (PM) & Performance Related Pay (PRP)
Course Detail: An advanced level course that explores how PM should be managed in your school. We will examine how to challenge both policy and process appropriately, hold your Headteacher to account for teacher performance and effectively scrutinise proposed pay reviews.

Managing Pupil Exclusions

Course Detail: This course covers the context and role of Governors within the exclusions process. Looking at national and local guidance, legislation and good practice, focus is given to clarify the roles of Headteachers, Governors and the Local Authority.

Safeguarding annual update for named Governors

Course Detail: An advanced level course that provides ongoing CPD for those who have already undertaken the Safeguarding for named Governors session. This course will give you essential updates in regard to legislation, guidance and good practice around the subject of Safeguarding.

Introduction to Coaching

Course Detail: Coaching is an effective method of supporting individuals to solve challenges through listening, reflecting and asking questions. This course introduces a structured model for Governors to provide support and challenge to school leaders using the power of coaching.

Website compliance and GDPR

Course Detail: What makes a user friendly website? Learn how to carry out audits on your school website to ensure it is as compliant as it needs to be, designed with parents and the community in mind. We shall also look at new 2018 EU data protection duties.

A Framework for Local Governance

Course Detail: This course describes a framework through which a governing body can ensure that every aspect of their responsibilities are met. Whether maintained, academy or working at trust level this could work for you.

Networks

Networking a great way of staying up to date and learn from the most effective practice taking place in other schools as well as sharing what has worked well in your school. Sigma TSA offers networks for both Chairs of governing bodies as well as Clerks which are led by current practitioners from across our alliance.

Clerk's Network

A Termly opportunity to meet that enables clerks to keep up to speed with the latest advice and guidance from the DfE and NGA. There is also opportunity to network with colleagues and raise issues for discussion.

Chair's network

Chairs of Governing bodies have the opportunity to meet, discuss current practice and the latest advice and guidance from the DfE. Chairs can benefit from discussing relevant issues including many of the topics below;

- Effective governance practice
- Structure of Governing Boards
- Developing effective leadership skills throughout the board
- Developing Governance System Leaders.

Course Timetable

	Title	Date
Autumn	Introduction to Governance	20.9.18
Autumn	Holding your Headteacher to account	04.10.18
Autumn	Governance and Compliance	18.10.18
Autumn	Safeguarding awareness	01.11.18
Autumn	The role of governors in the classroom	31.10.18
Autumn	Safeguarding for named governors	07.11.18
Autumn	Managing pupil exclusions	08.11.18
Autumn	Clerks Network	13.11.18
Autumn	Chairs Network	20.11.18
Autumn	SEND Awareness	15.11.19
Spring	Introduction to Governance	17.01.19
Spring	Primary Performance Data Awareness	07.02.19
Spring	Introduction to coaching	28.02.19
Spring	Financial awareness	07.03.19
Spring	Clerks Network	12.03.19
Spring	Secondary Performance Data Awareness	14.03.19
Spring	Chairs Network	19.03.19
Spring	Health and Safety Awareness	21.03.19
Spring	Dealing with complaints	04.04.19
Summer	Introduction to Governance	09.05.19
Summer	Measuring effective governance	16.05.19
Summer	A Framework for Local Governance	23.05.19
Summer	Website compliance and GDPR	06.06.19
Summer	Clerks Network	18.06.19
Summer	Performance management and performance related pay	19.06.19
Summer	Chairs Network	25.06.19
Summer	Preparing for Ofsted	27.06.19

N.B.
- All courses start at 6.00pm and run for approximately 2 hours.
- Chairs Networks start at 5 and run for approximately 1 hour
- Clerks Network takes start at 10.00am and run for approximately 2 hours.

Essential Information

Bookings

To book any of the courses advertised please visit the CPD and Leadership page on our website at www.sigmateachingschool.org.uk

Bookings will be available from the 2nd July 2018

COSTS

All training programmes cost £95 per session.

Schools and Academies wanting to book a number of sessions can buy 10 sessions for the reduced price of £850.

Joining each networks costs £120pa or governing bodies can attend both networks for £200pa.

If Multi Academy Trusts would like to purchase a greater number of training sessions please contact Fritz Penn-Barwell on 01202 057690 to discuss individual discounts.

Alliance members receive an additional 10% Discount to find out about joining the Sigma TSA please call Fritz Penn-Barwell on 01202 057960 or email F.Penn-Barwell@SIgmaTeachingSchool.org

Location

All of the venues used by Sigma Teaching School Alliance (TSA) have unrestricted access to any person who may have physical disabilities. If you have any special access requirements, please contact us on 01202 057960 to discuss. The location of each training programme will be confirmed at least 1 week prior to the training programme via email.

Cancellations and Late Payment

Please see our website for terms and conditions about cancellation and late payments.