

Annual Training Programme for Waltham Forest Governors 2020-2021



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Welcome

Welcome to the Training and Development Programme for 2020 – 2021.

Within this year's annual programme, you will find a blend of face to face and online sessions available to members of your governance board.

Our programme aims to meet the needs of all governance volunteers; however, we acknowledge that the pace of change in education is fast, and therefore there may be the need for an in-year variation to be made. We will work to continue to review your boards development need and offer sessions to support you in addressing those areas.

In this year's programme you will notice some adjustments have been made to reflect your feedback, we have centralised Ofsted training and have incorporated this with the Governor Accreditation Programme – you can however still book this for an 'in school' session, tailored to meet the needs of your board.

As always, we encourage your Link Governor to devise an annual training plan for your whole governance board. The plan should focus on what the board needs to ensure effective governance, as well as those other courses Governors may wish to attend.

Donna Miller
Governor Services Manager

A competency Framework for Governance

The framework is made up of 16 competencies underpinned by a foundation of important principles and personal attributes. The competencies are grouped under the headings of the six features of effective governance, which are set out in the Governance Handbook: strategic leadership; accountability; people; structures; compliance and evaluation.



Training Courses:

PLEASE NOTE: ALL TRAINING SESSIONS WILL BE VIRTUAL UNTIL FURTHER NOTICE.

Careers - An introduction to careers provision in secondary schools for Governors

Chairs' Group

Clerks' Briefing

Disciplinary and Grievance Management

Exclusions - The Governors' Role

Finance - Ensuring Robust School Financial Management: An overview of School Finances for Governors

Finance - Ensuring Robust School Financial Management: School Financial Values Standard (SFVS)

Finance - Ensuring Robust School Financial Management: School Budget Monitoring

Finance - Ensuring Robust School Financial Management: Setting School budgets

Gang Prevention Training

Governor Accreditation Programme (GAP) Level One: *(complete all six modules to gain accreditation)*

Module 1 (Good Governance)

Module 2 (Understanding School Data)

Module 3 (Safeguarding and Inclusion)

Governor Accreditation Programme (GAP) Level Two:

Module 4 (Driving School Improvement)

Module 5 (Managing Relationships)

Module 6 (Preparing for Ofsted)

Governor Accreditation Programme - Catch Up Sessions

Governors' Briefing

Headteachers' Performance Management/Appraisal

Health & Safety (available via the NGA Learning Link)

Link Governor (covered in GAP Level One Module 1)

NGA Learning Link - Online Training Offer

Ofsted Inspections - What Ofsted is Looking For (now covered in GAP Level Two Module 6)

Prevent - Safeguarding Against Radicalisation

Pupil Performance (now covered in GAP Level One Module 2)

Pupil Premium (Now covered in GAP Level One Module 1)

Safeguarding Overview for Governors - LBWF LADO

Safer Recruitment (delivered by the Safeguarding team)

School Data (now covered in GAP Level One Module 2)

Spiritual, Moral, Social and Cultural Development (SMSC, now covered in GAP Level One Module 1)

Further Sessions Available via the NGA Learning Link online learning platform

Meet the Team:

The Governor Services team continues to provide a full range of support services tailored to the individual needs of governing bodies.

Team Members are:

Donna Miller, Governor Services Manager

Telephone Number: 07741 628 086

Sue Gill, Principal Governor Support Officer

Telephone Number: 0208 496 6338 / 07740 065 790

Nike Shogbolu, Governor Support Officer

Telephone Number: 0208 496 6339

Victoria King, Governor Support and Finance Officer

Telephone Number: 0208 496 6343

Donna Hill, Governor Training Coordinator

Telephone Number: 0208 496 1665 / 07896 477 336

Annette Reidy, Administrative Assistant

Telephone Number: 0208 496 6351

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Or:

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School Term Dates 2020-2021

Autumn Term 2020

Start: Wednesday 2 September 2020

Finish: Friday 23 October 2020

Half Term: Monday 26 October 2020 to Friday 30 October 2020

Second half

Start: Monday 2 November 2020

Finish: Friday 18 December 2020

Christmas Break: Monday 21 December 2020 to Friday 1 January 2021

Spring Term 2021

Start: Monday 4 January 2021

Finish: Friday 12 February 2021

Half Term: Monday 15 February 2021 to Friday 19 February 2021

Second half:

Start: Monday 22 February 2021

Finish: Thursday 1 April 2021

Spring Break: Friday 2 April 2021 to Friday 16 April 2021

Summer Term 2021

Start: Monday 19 April 2021

Finish: Friday 28 May 2021

Half Term: Monday 31 May 2021 to Friday 04 June 2021

Second half:

Start: Monday 7 June 2021

Finish: Thursday 22 July 2021

ANNUAL SCHEDULE OF EVENTS
AUTUMN TERM 2020

Dates	Name of Courses	Times
Monday 7 September	Clerks' Briefing	5.30pm
Wednesday 16 September	Schools' Forum	5.30pm
Monday 21 September	Chairs' Group	6.00pm - 7.00pm
Tuesday 22 September	Monitoring Budgets and Reviewing Financial and Resource Management	5.00pm - 7.00pm
Thursday 1 October	Headteachers' Performance Management / Appraisal	7.00pm - 8.30pm
Tuesday 6 October	Governors' Networking Session	5.00pm - 6.00pm
Tuesday 6 October	Governors' Briefing	6.00pm
Wednesday 7 October	Governor Recruitment	6.00pm
Thursday 8 October	Safeguarding Overview for Governors LBWF LADO	6.30pm - 8.30pm
Tuesday 13 October	Exclusions - The Governors' Role	5.30pm - 7.00pm
Wednesday 14 October	Schools' Forum	5.30pm
Tuesday 20 October	An Introduction to Careers Provision in Secondary Schools for Governors	4.00pm - 5.15pm
Half Term		
Monday 26 October 2020 to Friday 30 October 2020		
Wednesday 4 November	Governor Accreditation Programme Level One Module One - Good Governance	5.45pm - 7.45pm
Wednesday 11 November	Schools' Forum	5.30pm
Thursday 12 November	Disciplinary and Grievance Management	5.00pm - 6.30pm
Thursday 19 November	Governor Accreditation Programme Level One Module Two - Understanding School Data	5.45pm - 7.45pm
Tuesday 24 November	Prevent Safeguarding Against Radicalisation	6.00pm - 7.30pm
Thursday 3 December	Gang Prevention Training	5.00pm - 7.00pm
Wednesday 9 December	Schools' Forum	5.30pm
Thursday 10 December	GAP Catch Up Session for Level 1 Modules 1 & 2	4.45pm - 5.45pm
Thursday 10 December	Governor Accreditation Programme Level One Module Three - Safeguarding and Inclusion	5.45pm - 7.45pm

Tuesday 15 December	Training Link Governor Forum	5.00pm - 6.00pm
Christmas Break Monday 21 December 2020 to Friday 1 January 2021		

SPRING TERM 2021

Date	Title	Time
Wednesday 13 January	Schools' Forum	5.30pm
Wednesday 13 January	Governor Recruitment	6.00pm
Thursday 14 January	An overview of School Finances for Governors	5.00pm - 7.00pm
Monday 18 January	Safeguarding Overview for Governors LBWF LADO	5.30pm - 7.30pm
Monday 1 February	Clerks' Briefing	5.30pm
Wednesday 3 February	An Introduction to Careers Provision in Secondary Schools for Governors	5.30pm - 6.45pm
Monday 8 February	Chairs' Group	6.00pm - 7.00pm
Tuesday 9 February	School Financial Value Standards (SFVS)	5.00pm - 7.00pm
Wednesday 10 February	Schools' Forum	5.30pm
Thursday 11 February	Governors' Networking Session	5.00pm - 6.00pm
Thursday 11 February	Governors' Briefing	6.00pm
Half Term Monday 15 February 2021 to Friday 19 February 2021		
Thursday 25 February	Exclusions - The Governors' Role	3.30pm - 5.00pm
Tuesday 2 March	Governor Accreditation Programme Level Two Module Four- Driving School Improvement	5.45pm - 7.45pm
Thursday 11 March	Setting School budgets	5.00pm - 7.00pm
Tuesday 16 March	Governor Accreditation Programme Level Two Module Five - Managing Relationships	5.45pm - 7.45pm
Thursday 18 March	Training Link Governor Forum	5.00pm - 6.00pm
Wednesday 24 March	Gang Prevention Training	6.00pm - 8.00pm
Tuesday 30 March	GAP Catch Up Session for Level 2 Module 4 & 5	4.45pm - 5.45pm
Tuesday 30 March	Governor Accreditation Programme Level Two Module Six - Preparing for Ofsted	5.45pm - 7.45pm

Spring Term Break Friday 2 April 2021 to Friday 16 April 2021
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SUMMER TERM 2021

Date	Title	Time
Tuesday 20 April	Governor Accreditation Programme Level One Module One - Good Governance	5.45pm - 7.45pm
Wednesday 28 April	Governor Recruitment	6.00pm
Thursday 29 April	Safeguarding Overview for Governors LBWF LADO	6.30pm - 8.30pm
Tuesday 4 May	Governor Accreditation Programme Level One Module Two - Understanding School Data	5.45pm - 7.45pm
Thursday 13 May	GAP Catch UP for Level 1 Module 1&2	4.45pm - 5.45pm
Thursday 13 May	Governor Accreditation Programme Level One Module three - Safeguarding and Inclusion	5.45pm - 7.45pm
Tuesday 18 May	Prevent- Safeguarding Against Radicalisation	6.00pm - 7.30pm
Wednesday 26 May	Governors' Networking Session	5.00pm - 6.00pm
Wednesday 26 May	Governors' Briefing	6.00pm
Thursday 27 May	Governor Accreditation Programme Level Two Module Four - Driving School Improvement	5.45pm - 7.45pm
Half Term Monday 31 May 2021 to Friday 04 June 2021		
Thursday 10 June	Training Link Governor Forum	5.00pm - 6.00pm
Tuesday 15 June	Gang Prevention Training	7.00pm - 9.00pm
Monday 21 June	Clerks' Briefing	5.30pm
Tuesday 22 June	Governor Accreditation Programme Level Two Module Five - Managing Relationships	5.45pm - 7.45pm
Monday 28 June	Chairs' Group	6.00pm - 7.00pm
Thursday 8 July	GAP Catch Up session for Level 2 Modules 4&5	4.45pm - 5.45pm
Thursday 8 July	Governor Accreditation Programme Level Two Module six - Preparing for Ofsted	5.45pm – 7.45pm

Name of session: CHAIRS' GROUP	
Dates of groups:	Times of groups:
Monday 21 September 2020	6.00pm - 7.00pm
Monday 8 February 2021	6.00pm - 7.00pm
Monday 28 June 2021	6.00pm - 7.00pm
Group description: Each term Governor Services hosts a Chairs' Group meeting that enables Chairs of Governors to come together to discuss and debate local and national matters. The agenda for each meeting is driven by the collective, with external speakers being invited to present on various topics. If your Chair of Governors is unable to attend a meeting, the group welcome representation from another Governor in their absence. The group's agenda, meeting papers and terms of reference can be viewed on the HUB.	
Delivered by: LBWF Chairs of Governors	

Name of session: CLERKS' BRIEFING	
Dates briefings:	Times of briefings:
Monday 7 September 2020	5.30pm
Monday 1 February 2021	5.30pm
Monday 21 June 2021	5.30pm
Briefing description: This is a termly briefing for Clerks to both maintained and academy schools. These briefing sessions provide local and national updates, and continuing support and development for Governing Board Clerks. Each meeting sees a topical discussion point or training session facilitated to ensure that all Clerks are up to date on their individual roles and responsibilities in supporting effective governance.	
Delivered by: Donna Miller - Governor Services Manager	

Name of session: AN INTRODUCTION TO CAREERS PROVISION IN SECONDARY SCHOOLS FOR GOVERNORS	
Dates of sessions:	Times of sessions:
Tuesday 20 October 2020	4.00pm - 5.15pm
Wednesday 3 February 2021	5.30pm - 6.45pm
<p>Session description: Governors of secondary schools are legally responsible for ensuring that a school carries out its duties with regard to delivering Careers Education, Information, Advice and Guidance (CEIAG) to all pupils from the age of 11-19. This session will cover:</p> <ul style="list-style-type: none"> ➤ The musts and the shoulds ➤ The Gatsby Benchmarks ➤ Current careers work in secondary schools ➤ Supporting your Careers Lead ➤ Further training 	
<p>Session aims: To give Governors an overview of current provision, their statutory responsibilities and the resources available to help schools meet the Gatsby Benchmarks</p>	
<p>Additional information: Please bring you phone, iPad, laptop to look up information published on your school website</p>	
<p>Target audience: Governors of Waltham Forest Secondary Schools.</p>	
<p>Delivered by: Linda Leigh - Careers Service Manager</p>	

Name of course: DISCIPLINARY AND GRIEVANCE MANAGEMENT	
Date of course:	Time of course:
Thursday 12 November 2020	5.00pm - 6.30pm
<p>Course description:</p> <p>The law requires employers to act reasonably in their discipline of employees and in dealing with grievances. Poorly handled processes can lead to unnecessary and costly employment tribunals. This training will provide you with the knowledge, skills and techniques to effectively manage and conduct employee discipline and grievance procedures as a panel member or whilst undertaking investigations on behalf of the school.</p> <ul style="list-style-type: none"> ➤ Understand the role of Governors in this process ➤ Conducting the investigation thoroughly, objectively and impartially ➤ Why formal policies on these issues exist, and the benefits of having them ➤ Managing Hearings and Appeals - Key Requirements of the Processes ➤ How this relates to the Law 	
<p>Course aims:</p> <ul style="list-style-type: none"> ➤ Governors having a good understanding of these processes ➤ Governors feeling confident and able to volunteer to undertake these types of processes on behalf of the School 	
<p>Outcomes:</p> <p>Governors will be well equipped to effectively carry out investigations and manage hearings coming to a fair and reasonable conclusion.</p>	
<p>Target audience:</p> <p>All Governors excluding Staff Governors.</p>	
<p>Delivered by: Donna Carby - Senior HR Advisor</p>	

Name of course: EXCLUSIONS - THE GOVERNORS' ROLE	
Dates of courses:	Times of courses:
Tuesday 13 October 2020	5.30pm - 7.00pm
Thursday 25 February 2021	3.30pm - 5.00pm
Course description:	
<p>This session will cover the following points on exclusions:</p> <ul style="list-style-type: none"> ➤ Fixed Term and Permanent Exclusion Statutory Framework ➤ LBWF Exclusions Process ➤ Governor Disciplinary Committees ➤ Fair Hearings and Natural Justice ➤ Decision Letters ➤ Independent Review Panels 	
Course aims:	
<p>Governors will gain an insight on the following topics:</p> <ul style="list-style-type: none"> ➤ Exclusions Guidance ➤ Permanent exclusions in light of the Equality Act ➤ Conducting a fair hearing ➤ Judicial Review principles and flawed decisions 	
Target audience:	
All Governors. Suitable for all levels of experience.	
Delivered by: Tahira Ahmed - Senior Behaviour, Attendance and Children Missing Education Officer	

Name of course: ENSURING ROBUST SCHOOL FINANCIAL MANAGEMENT: MONITORING BUDGETS AND REVIEWING FINANCIAL AND RESOURCE MANAGEMENT	
Date of course:	Time of course:
Tuesday 22 September 2020	5.00pm - 7.00pm
<p>Course description:</p> <p>In the current climate, all schools are facing financial challenges. This programme of four courses has been designed to increase Governors’ knowledge of steps to take to ensure their schools benefit from robust financial and resource management.</p> <p>Governors are encouraged to attend all four to build up an all-round overview of the school’s financial cycle.</p>	
<p>Course aims:</p> <p>To provide maintained school Governors with:</p> <ul style="list-style-type: none"> ➤ An understanding of the financial statutory returns, maintained schools are required to complete ➤ Guidance on the types of reports to expect from Headteachers and School Business Managers (SBMs) ➤ An awareness of the trends arising from schools in financial challenge and school audits ➤ Guidance on how to use the SFVS to measure whether their school meets standards for good financial and resource management 	
<p>Additional information:</p> <p>It is recommended that attendees also sign up to:</p> <ul style="list-style-type: none"> ➤ An overview of School Finances for Governors ➤ Setting School Budgets ➤ School Financial Values Standards (SFVS) 	
<p>Target audience:</p> <p>All maintained school Governors, especially those on Finance or Resources Committees.</p>	
<p>Delivered by: Lindsay Jackson - Head of Education Business Effectiveness</p>	

Name of course: ENSURING ROBUST SCHOOL FINANCIAL MANAGEMENT: SETTING SCHOOL BUDGETS	
Date of course:	Time of course:
Thursday 11 March 2021	5.00pm - 7.00pm
<p>Course description:</p> <p>In the current climate all schools are facing financial challenges. This programme of four courses has been designed to increase Governors' knowledge of steps to take to ensure their schools benefit from robust financial and resource management.</p> <p>Governors are encouraged to attend all four courses to build up an all-round overview of the school's financial cycle.</p>	
<p>Course aims:</p> <p>To provide maintained school Governors with:</p> <ul style="list-style-type: none"> ➤ Information on their Individual School Budget Shares for 2020-21 ➤ An understanding of the difference between delegated and devolved funding and what their purposes are ➤ An understanding of how to best to use benchmarking and key performance Indicators (KPIs) when setting the budget ➤ Guidance on how to test whether the budget supports the School Development Plans (SDPs) ➤ Information on Access Education Budgets (software provided for free, to all maintained schools to help create accurate budgets and budget forecasts) ➤ Guidance on what to do if the school is unable to set a balanced budget 	
<p>Additional information:</p> <p>It is recommended that attendees also sign up to:</p> <ul style="list-style-type: none"> ➤ An overview of School Finances for Governors ➤ Monitoring budgets and reviewing financial and resource management ➤ School Financial Values Standards (SFVS) 	
Target audience: All maintained school Governors, especially those on Finance or Resource Committees.	
Delivered by: Lindsay Jackson - Head of Education Business Effectiveness	

Name of course: ENSURING ROBUST SCHOOL FINANCIAL MANAGEMENT: AN OVERVIEW OF SCHOOL FINANCES FOR GOVERNORS	
Date of course:	Time of course:
Thursday 14 January 2021	5.00pm - 7.00pm
Course description:	
<p>In the current climate all schools are facing financial challenges. This programme of four courses has been designed to increase Governor’s knowledge of steps to take to ensure their schools benefit from robust financial and resource management.</p> <p>Governors are encouraged to attend all four courses to build up an all-round overview of the school’s financial cycle.</p>	
Course aims:	
<p>To provide maintained school Governors with:</p> <ul style="list-style-type: none"> ➤ Clarity of Governors responsibilities in regard to the management of school finances and resources ➤ An understanding of the financial landscape for schools, including the introduction of the national funding formula ➤ An understanding of the purpose of Schools’ Forum and how school budgets are agreed locally ➤ An introduction to the School Financial Regulations and the School Financial Value Standard (SFVS) 	
Additional information:	
<p>It is recommended that Governors also sign up for</p> <ul style="list-style-type: none"> ➤ School Financial Values Standards (SFVS) ➤ Setting School Budgets ➤ Monitoring Budgets and Reviewing Financial and Resource Management 	
Target audience: All maintained school Governors, especially those on Finance or Resources Committees.	
Delivered by: Lindsay Jackson - Head of Education Business Effectiveness	

Name of course: ENSURING ROBUST SCHOOL FINANCIAL MANAGEMENT: SCHOOL FINANCIAL VALUES STANDARDS (SFVS)	
Date of course:	Time of course:
Tuesday 9 February 2021	5.00pm - 7.00pm
Course description:	
<p>Overseeing the financial performance of the school and making sure its money is well spent, is a core duty of school Governing Boards but how do Governors assess whether they are successfully achieving this duty?</p> <p>The annual completion and submission of the School Financial Value Standards (SFVS) is a requirement for all maintained schools, including pupil referral units. This self-assessment provides Governors a framework against which they can assess themselves against the standards necessary to achieve good financial health and resource management.</p>	
Course aims:	
<p>To provide maintained school Governors with:</p> <ul style="list-style-type: none"> ➤ An introduction to the School Financial Value Standard (SFVS) ➤ An update on the changes to the SFVS for 2020-21 ➤ An opportunity to discuss the questions included in the framework and consider the types of evidence that are needed to assess how well the school is currently performing ➤ An opportunity to consider the next steps necessary to develop and strengthen the school financial health and resource management 	
Additional information:	
<p>It is recommended that Governors also sign up for</p> <ul style="list-style-type: none"> ➤ An overview of School Finance ➤ Setting School Budgets ➤ Monitoring Budgets and Reviewing Financial and Resource Management 	
Target audience:	
All maintained school Governors, especially those on Finance or Resource Committees	
Delivered by: Lindsay Jackson - Head of Education Business Effectiveness	

Name of course: GANG PREVENTION TRAINING	
Dates of courses:	Times of courses:
Thursday 3 December 2020	5.00pm - 7.00pm
Wednesday 24 March 2021	6.00pm - 8.00pm
Tuesday 15 June 2021	7.00pm - 9.00pm
Course description:	
<p>This two-hour training session will develop your understanding on gangs and the current risk factors including county lines, child sexual exploitation and how young people are being groomed and exploited into gangs and criminality. The training also provides information on Waltham Forest Council's Gangs Prevention Programme and services available to support young people at risk.</p>	
Course aims:	
<ul style="list-style-type: none"> ➤ To define the term 'gang' ➤ To explore recent trends including county lines, sexual exploitation and child criminal exploitation ➤ To identify the evolution of county lines, youth violence and gangs ➤ To recognise risk factors, indicators and reasons why young people get involved with gangs ➤ To raise awareness of social media and how this impacts on the current levels of street violence ➤ To provide practitioners with information on the local context, the Waltham Forest Gangs Prevention Programme and referral mechanisms 	
Target audience: All Governors.	
Delivered by: Afshan Rasheed - Victims Advocate	

Name of course: GOVERNOR ACCREDITATION PROGRAMME	
Dates of courses:	Times of courses:
Level One	
Wednesday 4 November - Module 1 - Good Governance	5.45pm - 7.45pm
Thursday 19 November - Module 2 - Understanding School Data	5.45pm - 7.45pm
Thursday 10 December - Catch Up Module 1&2	4.45pm - 5.45pm
Thursday 10 December - Module 3 – Safeguarding and Inclusion	5.45pm - 7.45pm
Level Two	
Tuesday 2 March – Module 4 – Driving School Improvement	5.45pm - 7.45pm
Tuesday 16 March – Module 5 – Managing Relationships	5.45pm - 7.45pm
Tuesday 30 March – Catch up Module 4&5	4.45pm - 5.45pm
Tuesday 30 March – Module 6 – Preparing for Ofsted	5.45pm - 7.45pm
Level One	
Tuesday 20 April - Module 1 – Good Governance	5.45pm - 7.45pm
Tuesday 4 May - Module 2 – Understanding School Data	5.45pm - 7.45pm
Thursday 13 May - Catch Up Module 1&2	4.45pm - 5.45pm
Thursday 13 May - Module 3 – Safeguarding and Inclusion	5.45pm - 7.45pm
Level Two	
Thursday 27 May – Module 4 – Driving School Improvement	5.45pm - 7.45pm
Tuesday 22 June – Module 5 – Managing Relationships	5.45pm - 7.45pm
Thursday 8 July – Catch up Module 4&5	4.45pm - 5.45pm
Thursday 8 July - Module 6 – Preparing for Ofsted	5.45pm - 7.45pm

Course description:

GAP Level 1 - Foundation of Good Governance.

Examines the role and expectations of the modern-day Governor through the 20 key competencies set out in GAP based on the DfE's three core functions of governing boards. There are three 2 hour linked training modules and a robust self-assessment booklet to be completed.

- **Module 1 Good Governance**
 - Roles and Responsibilities
 - School Vision and Values/British values
 - Effective Governance
 - Pupil Premium
 - Managing Finance

- **Module 2 Understanding School Data**
 - Bringing data to life
 - Monitoring attainment and progress from EYFS to post 16
 - Review of data sources e.g. ASP, IDSR and FFT
 - Focus on disadvantaged pupils, SEND and vulnerable groups

- **Module 3 Safeguarding and Inclusion**
 - Compliance and culture
 - Role of Governors
 - Safer Recruitment
 - Prevent
 - Modern Slavery
 - Equality of Opportunity
 - Looked After Children
 - SEND

A certificate of induction will be awarded and enable Governors to progress to a level 2 'Accreditation'.

GAP Level 2 – Accredited governance.

Building on level 1, this involves three further training modules, each lasting 2 hours. Governors will evidence how they contribute to effective governance and the impact of their work through their own school experiences.

- **Module 4 Driving School Improvement**
 - Phases of school improvement cycle
 - Accountability and challenge
 - School development plan
 - School self-evaluation

- **Module 5 Managing Relationships**
 - Managing and resolving conflict
 - Building positive relationships
 - Effective communication
 - Exercising support and challenge

- **Module 6 Preparing for Ofsted**
 - Changes in the new Education Inspection Framework from September 2019
 - Inspection format
 - Meeting with the Inspector
 - Demonstrating impact and evidence of governance

A certificate of Accreditation will be awarded to Governors who have successfully demonstrated they have the knowledge and experience needed to complete the Level 2 self-assessment booklet after module 6.

Course aims:

- Governors will have a clear understanding of their accountability and strategic responsibilities with a clear focus on the expectations of their role in school
- They will have the confidence to provide an insightful challenge and support both in meetings and through visits including learning walks
- They will be able to demonstrate how effective governance strengthens school leadership by raising standards and improving the life chances of children and young people

Additional information:

Pre-course preparation to include;

- Knowing the key school improvement priorities
- Reading the most recent Ofsted report and taking a critical tour of the school website

Target audience;

All Governors:

- Level one is suitable for all levels of experience
- Level two is suitable for Governors with at least two years of governance experience

Delivered by: Matt Miller - MBE - NLG Advocate and Deborah Thompson - Education Consultant

Name of session: GOVERNORS' BRIEFING	
Dates of courses:	Times of courses:
Tuesday 6 October 2020	6.00pm
Thursday 11 February 2021	6.00pm
Wednesday 26 May 2021	6.00pm
Briefing description:	
<p>Each and every term Governor Services host a briefing for all school Governors. There is an expectation that no less than one Governor per board attend this briefing. The intention of this briefing is to share, in an open forum, information on updates, changes and requirements that are being made that directly impact on the role of school Governors. Governor Services work to ensure that these briefings are informative and considered a productive use of Governor time.</p>	
Briefing aims:	
<p>Governors' Briefings provide valuable information on the latest regulation and policy changes in addition to the council's key priorities for school and Education Improvement.</p>	
Target audience: This course is appropriate for all Governors, Trustees and Directors of maintained and academy schools.	
Delivered by: Donna Miller - Governor Services Manager	

Name of session: GOVERNOR NETWORKING SESSIONS	
Dates of courses:	Times of sessions:
Tuesday 6 October 2020	5.00pm - 6.00pm
Thursday 11 February 2021	5.00pm - 6.00pm
Wednesday 26 May 2021	5.00pm - 6.00pm
Session description: Networking sessions were requested by Link Governors during a forum. These sessions will allow Governors to meet, discuss and exchange ideas from Governors of other governing boards. These sessions will be run by Governors.	
Delivered by: Governors	

Name of session: GOVERNOR RECRUITMENT	
Dates of sessions:	Times of sessions:
Wednesday 7 October 2020	6.00pm
Wednesday 13 January 2021	6.00pm
Wednesday 28 April 2021	6.00pm
Session aims: <ul style="list-style-type: none"> ➤ Governor Services invites applicants, and schools with Governor vacancies to our Governor Recruitment events ➤ The events will enable Chairs/Headteachers/nominated Governors to spend up to five minutes with each selected applicant on a rotation basis 	
Target audience: All volunteers seeking a role as a Governor in a Waltham Forest School.	
Delivered by: Victoria King - Governor Support and Finance Officer	

Name of course: HEADTEACHERS' PERFORMANCE MANAGEMENT/APPRaisal	
Date of course:	Time of course:
Thursday 1 October 2020	7.00pm - 8.30pm
Course description:	
<ul style="list-style-type: none"> ➤ Examine the principles and requirements of Headteacher appraisal ➤ Understand the process of annual appraisal and performance management ➤ Understand the role of Governors and the external advisor ➤ Consider how objectives contribute to school improvement ➤ Understand the role of the Headteacher standards ➤ Take account of any new pay policy implications 	
Course aims:	
Governors will be able to prepare and plan for effective performance management of their Headteacher or Principal.	
Outcome:	
Effective appraisal and target setting will help Governors to hold the leadership to account and to set objectives which contribute to school improvement.	
Target audience:	
All Governors / Governors selected for the Headteachers' Appraisal panel	
Delivered by: Terry James - Education Consultant	

Name of course: HEALTH AND SAFETY	
<p>Available VIA the NGA Learning Link for £88 <i>(not inclusive of the Governor Services SLA)</i></p>	
<p>Compliance</p> <p>Covering key areas of compliance such as safeguarding, health and safety and admissions, these modules will make you aware of the most important points from legislation and guidance.</p>	
<p>Course description:</p> <p>This module will help you to understand the essential health and safety responsibilities of Governors and Trustees. It also outlines legal duties in relation to health and safety, gives practical guidance about the role of governing boards in managing health and safety and tells you where you can obtain further information about key areas.</p>	
<p>Course aims:</p> <p>This module will help you to understand the essential health and safety responsibilities of school Governors, it also:</p> <ul style="list-style-type: none"> ➤ Outlines legal duties in relation to health and safety ➤ Gives practical guidance about the role of governing boards in managing health and safety in Schools ➤ Tell you where you can obtain further information on a number of topics 	
<p>Target audience: All Governors, Health and Safety Link Governors. Suitable for all levels of experience.</p>	

Online Training: [NGA ONLINE LEARNING LINK](#)

Register your interest on WF Online or email governor.services@walthamforest.gov.uk

NGA Learning Link offers flexible e-learning to help Governors, Trustees, Chairs and Clerks develop their governance skills and knowledge.

The National Governance Association has teamed up with Virtual College, one of the UK's top e-learning providers, to deliver accessible, engaging and convenient e-learning. With 24/7 multi-device access to modules, learning can be completed anytime, anywhere and at any place that suits the learner.

Learning Link modules:

- Clerking
- Compliance
- Executive Leaders
- Good Governance
- MATs
- Pupil Success & Wellbeing
- The Best use of Resources
- Vision, Ethos & Strategic Direction

Benefits:

Learning Link gives you access to a catalogue of high-quality interactive online training modules to help you develop your governance skills and knowledge. Modules reflect the latest legislation, the Department for Education's Governance Handbook and the Competency Framework for Governance.

- A certificate of achievement with every module
- Secure access 24 hours, seven days a week
- Multi-device access – usable on desktops, tablets and smartphones
- Tracked learning – revisit content, take a break or pick up where you left off
- A dedicated support services

Name of course: PREVENT- SAFEGUARDING AGAINST RADICALISATION	
Dates of courses:	Times of courses:
Tuesday 24 November 2020	6.00pm - 7.30pm
Tuesday 18 May 2021	6.00pm - 7.30pm
Course description:	
<p>Prevent- Safeguarding Against Radicalisation:</p> <p>This session is an interactive, 90-minute training session, covering the Prevent Duty as a safeguarding mechanism within education settings. The training looks at how schools meet the statutory Prevent Duty, covering vulnerabilities, indicators of concern and formal referral processes. In a school/ college setting we feel this applicable to all staff.</p>	
Course aims:	
<p>The aims of the workshop are to:</p> <ul style="list-style-type: none"> ➤ Gain an understanding of the Prevent Duty and your role within it ➤ Develop your existing expertise and professional judgement to recognise individuals who may be vulnerable to radicalisation ➤ Receive a clear picture of the risks and threats both nationally and at a local level ➤ Develop knowledge and confidence to address grievances and misconceptions ➤ Gain a raised awareness of the key issues and how these can be tackled in a proactive and reactive manner where necessary 	
Outcomes:	
<p>Increase your school/ college's capacity to support individuals through understanding the Local Authority's safeguarding procedures and resources for schools.</p>	
Target audience: Governors, all staff in schools/colleges.	
Delivered by: Amy Strode - Senior Programme Manager (Prevent Education Officer)	

Name of course: SAFEGUARDING OVERVIEW FOR GOVERNORS– LBWF LADO	
Dates of courses:	Times of courses:
Thursday 8 October 2020	6.30pm - 8.30pm
Monday 18 January 2021	5.30pm - 7.30pm
Thursday 29 April 2021	6.30pm - 8.30pm
Course description:	
<ul style="list-style-type: none"> ➤ Definitions of abuse ➤ Statutory guidance and legislative framework within schools ➤ Procedures in school ➤ Multi-agency protection work ➤ Allegations against professionals ➤ Ofsted and safeguarding ➤ The role of Governors in safeguarding 	
Course aims:	
To lay the foundations of safeguarding and child protection for Governors to support the complex and nuanced work of governance in schools.	
Course objectives:	
To give Governors an understanding of the spectrum of safeguarding to provide context to policy, Ofsted inspection, audits, disciplinary actions, exclusions and complaints.	
Target audience:	
We recommend this course for Governors who:	
<ul style="list-style-type: none"> ➤ Are new to safeguarding ➤ Have been an effective Governor for some time but not confident in the foundations ➤ Are new to the role of Governor and do not have a strong safeguarding background ➤ Have undertaken basic safeguarding training in the past but could use a refresher 	
Delivered by: Caroline Aitken - LADO and Safeguarding in Education Manager	

Name of course: SAFER RECRUITMENT ACCREDITED TRAINING (An additional charge per person will apply, this is not inclusive of the Governor Services SLA)	
Date of course:	Time of course:
PLEASE REGISTER YOUR INTEREST ON WF ONLINE or email: safeguardingineducation@walthamforest.gov.uk	TBC
Course aims: Develop an understanding and ability to implement safer recruitment procedures in order to deter and prevent professionals from causing harm to children.	
Outcomes: <ul style="list-style-type: none"> ➤ Identify the key features of staff recruitment and employment in Safer Recruitment ➤ Consider policies and practices that minimise opportunities for abuse and ensure its prompt reporting ➤ Help participants begin to review their policies and practice in recruitment with a view to creating a safer culture 	
Target audience: All Governors. Suitable for all levels of experience.	
Delivered by: Safeguarding in Education Team	

Name of session: SCHOOLS' FORUM	
Dates of sessions:	Times of sessions:
Wednesday 16 September 2020	5.30pm
Wednesday 14 October 2020	5.30pm
Wednesday 11 November 2020	5.30pm
Wednesday 9 December 2020	5.30pm
Wednesday 13 January 2021	5.30pm
Wednesday 10 February 2021	5.30pm
These meetings may be virtual or held at:	
Norlington School and 6th Form, Norlington Road, Leyton, London, E10 6JZ with light refreshments from 5:00pm	

Name of session: TRAINING LINK GOVERNOR FORUM	
Dates of sessions:	Times of sessions:
Tuesday 15 December 2020	5.00pm - 6.00pm
Thursday 18 March 2021	5.00pm - 6.00pm
Thursday 10 June 2021	5.00pm - 6.00pm
Session description:	
During these sessions Governors are able to provide their GBs views on training offered throughout the academic year:	
<ul style="list-style-type: none"> ➤ Autumn - Review of the programme for 2020/2021 and topics covered. Any national developments that identify additional training resource requirements ➤ Spring - Attendance review and skills analysis matching/ competency framework. Any national developments that identify additional training resource requirements ➤ Summer - Impact assessment, evaluation of feedback and preparation for 2021/2022. Any national developments that identify additional training resource requirements 	
Information obtained from these meetings will be used to inform future training offers.	
Target audience: Training Link Governors	
Delivered by: Donna Hill - Governor Training Co-ordinator & Nike Shogbolu - Governor Support Officer	

How to Book Governor Training using GovernorHub

- 1. Click on your icon on your washing line** for your local Governor services or multi-academy trust resources area
- 2. Next select the training tab** which will take you to the training booking page. Here you will find all of the available courses. (Note: if there is **no training tab**, it might be that your board has not signed up to the training part of the subscription package)
- 3. Search for a specific course.** You can search by course title or category e.g. safeguarding. Using the search bar, type the name of the course you wish to book or the category and a list of courses will appear. You can select **Jump to date** to filter courses. Those available after the date you choose will be displayed.
- 4. Browse available courses.** All 'Available sessions' appear as a list at the bottom of the page, below face-to-face sessions. Scroll down to find the list.
- 5. View training you have booked.** Under the search bar, there is an option to 'View training you have booked'. This will take you to the training section of your personal profile page. From there, select '**Back to training catalogue**' to return to the booking page.
- 6. Book on a course.** Once you have found the right course, click 'Book a place'. The course will then appear as a future booking in the training tab under your personal profile (note: you can click on your name on the top of the screen to take you to your personal profile page). You will receive an email to confirm your booking and a reminder closer to the time.
- 7. Cancel a course.** You will find a list of future bookings on the training tab under your personal profile page (note: you can click on your name on the top of the screen to get to your personal profile page). Click on the **course title** This takes you to your booking on the training booking page. Here you can select request a cancellation (see below) and a message will be sent to the course organiser who will get in touch in due course.
- 8. Charges.** Subscribers to the Platinum, Gold, Silver or Unlimited Training package of the Governor Services contract can attend courses published in this programme free of charge (unless otherwise stated). The charge for non-subscribers is **£155.00** per Governor per session, this will be raised on WF Online. *Remember*, if you have bought the Platinum, Gold, Silver or training package, the more you attend, the better value for money.

How to book Governor Training using WF Online

1. Log onto WF Online <http://wftradedservices.uk> using your login details. If you require a login or a login reminder, email wftradedservices@walthamforest.gov.uk. If this is your first-time logging in, you will be prompted to change your password. *The information required as part of your sign up is to ensure that your organisation can be invoiced appropriately for your training booking.*

2. Once logged in, the home page will show both your name and your school. If you are a member of staff or a Governor at several schools/organisations, and we are aware of this, there will be a drop-down arrow next to the school name to give you the option of switching between schools.

3. Use the 'Find a course' search engine at the top of the page to use keywords or dates to find the course you wish to book. You can also use the toolbars at the bottom of the page and the links on the right-hand side of the page to search for courses you are booked on to as a delegate or bookings for others in your organisation, should you wish to make an amendment or cancellation.

4. Click on the course title to navigate to the booking page. Scroll to the bottom of the page to make a booking. The system will assume that you are booking yourself as the delegate. In order to change the name, select the drop-down arrow to the side of the delegate name and select the correct delegate.

If the delegate is not listed, select 'CREATE NEW DELEGATE ACCOUNT' from the drop-down list and enter their details. It is important that the delegate's email address is entered (not a generic office/admin email address) so that all email alerts e.g. reading materials, cancellation etc. reach the delegate. Enter any special requirements (which will be saved in the user's profile) and click 'Request'.

This will reserve you/your selected delegate a place on the course. The booking will be placed in your school/organisation's shopping basket for a member of your school/organisation with finance permissions to approve. Free of charge courses will be checked out automatically. The delegate will receive an email alert once the booking has been made and then when the booking has been fully confirmed and checked out of the shopping basket.

5. Checking out/authorising bookings

If you DO NOT have finance permission to check the booking out:

Contact your School Business Manager or Finance Officer who typically have these permissions.

Charges

Subscribers to the Platinum, Gold, Silver or Unlimited Training package of the Governor Services contract can attend courses published in this programme free of charge (unless otherwise stated). The charge for non-subscribers is **£155.00** per Governor per session. *Remember*, if you have bought the Platinum, Gold, Silver or training package, the more you attend, the better value for money.

How I will I know my place has been confirmed?

On receipt of your booking we will send you a training confirmation email, please read this email as it will include details of any additional information you may need. A reminder email will be sent to you two weeks before the session reaffirming your booking details.

Car Park

Please note that a pay and display system is in operation at Waltham Forest Town Hall Monday - Friday 08.30 - 17.00. Parking is limited on site and will now close at 8.00pm. Waltham Forest Town Hall has full disability access and drinking water.

Closing dates and viability

Please aim to book on courses as soon as possible as we assess the viability of the event two weeks before the scheduled date.

Course Evaluation

The evaluation forms and certificates will be sent electronically at the end of each course. Evaluations help us to provide courses to meet Governors' needs. If you have any comments that would help us to improve our service, we are always happy to hear from you.

Directions to Waltham Forest Town Hall, Forest Road, Walthamstow, E17 4JF

Buses: 123, 212 and 275 all stop on Forest Road

Train line: Walthamstow Central and Blackhorse Road stations both enable bus connection to the Town Hall.

External Reviews of Governance

Governor Services offers external governance reviews, please contact a member of the team for more information.

Safer Recruitment

Governor Services continues to encourage Governors involved with the recruitment of school staff to attend this session. An additional charge per person will apply, places are subject to availability and are not inclusive of the Governor services SLA packages. To book your space please go to WF Online or email: safeguardingineducation@walthamforest.gov.uk

What happens if I need to cancel?

If you are unable to attend an event for which you have enrolled, please cancel on WF Online, call us on 020 8496 1665 or email governor.services@walthamforest.gov.uk.

School Based Training

School based sessions are tailored to meet the needs of your individual school and Governor requirements. Below are examples of individual sessions that can be provided to schools, this list is non-exhaustive:

- *Academy Status Governance*
- *Budget Monitoring*
- *Developing middle leaders*
- *Effective Link Governors*
- *Financial Audits*
- *From Good to Outstanding*
- *Head Teacher Performance Management*
- *Leading in Partnership*
- *Monitoring our progress post-OfSTED*
- *Pay Appeals*
- *Preparation for OfSTED*
- *Recruiting to the Leadership team*
- *Role of Governors in improving attendance*
- *Role of Academy Governors*
- *Roles and Responsibilities*
- *School Self Evaluation and School Development Planning*
- *SFVS (School Financial Value Standard)*
- *The Early Years*
- *The Effective Governing Board*
- *The role of Parent / Staff Governors*
- *Understanding Data*

Due to potential costs associated with school based sessions, we ask that Governors raise requests via your Training Link Governor/ Headteacher.

