



Governance Training Course Overview 2018 - 2019

The West Sussex Governance Team is committed to providing high quality training courses to develop the skills, knowledge and understanding required for effective school governance. The programme focusses on the governing body's statutory duties and has been written to reflect both local and national initiatives.

Subscription to the Governor Services Service Level Agreement (SLA) 2018/19 entitles the school's governing body and clerk free access to all the courses listed in this programme. Please refer to the current SLA documentation for details of charges for non subscribing schools.

The programme has been grouped into sections to support you with planning your development needs.

The Certificate of Governance studies is an attendance certificate recognising participation at 7 courses from this central training programme to include Getting Started, Being Effective, Governing Body Responsibilities in Relation to Safeguarding, Introduction to School Finance and 3 others. Introduction courses are recommended but not essential and these are indicated with a (C). Please contact a Support Officer for further details about the Certificate of Governance.

CENTRAL TRAINING - COURSE OVERVIEW (April 2018 - March 2019)

Course Title & Overview	Venue	Date	Time	Course Code
INDUCTION				
Getting Started - What you need to know as a new governor (C)				
<p>This course for new governors outlines the main purpose of governing bodies and how they operate in schools, particularly with regard to their strategic role. New governors will be provided with suggestions and guidance on the range of induction activities available to them. This session is complimented by attendance at the Being Effective training session. Getting Started and Being Effective courses were previously advertised as Induction Day.</p>	Bognor Regis	26.04.18	10.00-12.00	GV 18/408
	Worthing	15.05.18	18.30-20.30	GV 18/414
	Horsham	18.06.18	10.00-12.00	GV 18/418
	Bognor Regis	02.10.18	10.00-12.00	GV 18/437
	Horsham	09.10.18	18.30-20.30	GV 18/440
	Worthing	29.11.18	10.00-12.00	GV 18/459
	Worthing	14.01.19	18.30-20.30	GV 19/003
	Horsham	27.02.19	10.00-12.00	GV 19/018
	Chichester	11.03.19	18.30-20.30	GV 19/024
	Being Effective - How to be effective as a new governor (C)			
<p>This course compliments the Getting Started course by looking at the more practical aspects of governors' work in schools and enables participants to practise and develop governance skills. This session is complimented by attendance at the Getting Started training session.</p>	Bognor Regis	26.04.18	13.00-15.00	GV 18/409
	Worthing	05.06.18	18.30-20.30	GV 18/416
	Horsham	18.06.18	13.00-15.00	GV 18/419
	Bognor Regis	02.10.18	13.00-15.00	GV 18/438
	Horsham	30.10.18	18.30-20.30	GV 18/447
	Worthing	29.11.18	13.00-15.00	GV 18/460
	Worthing	28.01.19	18.30-20.30	GV 19/011
	Horsham	27.02.19	13.00-15.00	GV 19/019
	Chichester	25.03.19	18.30-20.30	GV 19/029
	FINANCE			
Introduction to School Finance (C)				
<p>This course is aimed at any governor interested in the financial management of their school. Most things cost money and schools must live within their means. It is important that governors are aware of how schools are funded and what their financial responsibilities are.</p>	Bognor Regis	06.06.18	18.00-21.00	GV 18/417
	Worthing	26.09.18	09.30-12.30	GV 18/435
	Horsham	21.11.18	18.00-21.00	GV 18/452
	Horsham	16.01.19	09.30-12.30	GV 19/005
Finance Beyond the Basics				
<p>This course provides an insight into the preparation of school budgets and how governors can monitor the school budget effectively. The course is aimed at governors serving on the Finance Committee (or equivalent).</p>	Horsham	04.07.18	13.00-16.00	GV 18/429
	Bognor Regis	03.12.18	09.30-12.30	GV 18/461
	Horsham	22.01.19	09.30-12.30	GV 19/009
	Worthing	12.03.19	18.00-21.00	GV 19/025
ROLES				
New Clerks Induction				
<p>This full day session is designed for clerks newly in post. This course will assist the clerk in supporting the governing body in its main task of promoting high standards of educational achievement through their three core strategic functions. N.B: This session is not relevant for governors.</p>	Bognor Regis	20.06.18	09.30-16.00	GV 18/420
	Horsham	27.11.18	09.30-16.00	GV 18/456
	Worthing	13.03.19	09.30-16.00	GV 19/026

Clerking Matters				
This two day course will assist the clerk in supporting the governing body in its main task of promoting high standards of educational achievement through their three core strategic functions. It is designed for clerks who have been in the role for at least one year. N.B: These sessions are not relevant for governors.	Worthing	09.05.18	09.30-16.00	GV 18/412
	Worthing	13.06.18	09.30-16.00	
	Horsham	16.10.18	09.30-16.00	GV 18/492
	Horsham	13.11.18	09.30-16.00	
	Bognor Regis Bognor Regis	30.01.19 06.03.19	09.30-16.00 09.30-16.00	GV 19/012
Keeping your Clerking Current				
This course is designed for clerks who wish to update their knowledge and skills. This course will assist the clerk in supporting the governing body in its main task of promoting high standards of educational achievement through their three core strategic functions. N.B: This session is not relevant for governors.	Horsham	26.06.18	09.30-12.00	GV 18/423
	Bognor Regis	20.11.18	09.30-12.00	GV 18/450
	Worthing	06.02.19	09.30-12.00	GV 19/016
Managing the Process of Complaints & Exclusions - A session for the clerk				
This two hour course is designed for clerks. The course will focus on the processes required to manage complaints and exclusions. N.B: This session is not relevant for governors.	Horsham	26.06.18	13.00-15.00	GV 18/424
	Bognor Regis	20.11.18	13.00-15.00	GV 18/451
	Worthing	06.02.19	13.00-15.00	GV 19/017
Enhancing the Working Relationship between the Chair & the Clerk				
This session will explore the use of effective practices in relation to the governing body statutory responsibilities including how these are effectively met. The recording of the key functions of the GB for both audit & ofsted purposes will be also be explored.	Worthing	08.05.18	10.00-12.00	GV 18/410
	Horsham	26.11.18	10.00-12.00	GV 18/455
Taking the Chair				
This three day course focusses on developing confidence and skills to be an effective chair of governors. It is aimed at both experienced and prospective chairs. It uses a variety of learning approaches and emphasises the practical application of knowledge and skills. We would welcome any member of the governing body on this course, clearly those people who are already or who are aspiring to chair governing bodies or committees would find it particularly useful, but other governors who don't yet consider themselves to chair may also gain insights into governance and governing bodies.	Horsham	17.05.18	09.30-15.30	GV 18/473
		14.06.18	09.30-15.30	
		12.07.18	09.30-15.30	
	Bognor Regis	10.10.18	09.30-15.30	GV 18/441
		07.11.18	09.30-15.30	
		05.12.18	09.30-15.30	
	Worthing	15.01.19	09.30-15.30	GV 19/004
		12.02.19	09.30-15.30	
		19.03.19	09.30-15.30	
Supporting your Governing Body - A Session for Link Governors				
This two hour session for link governors will demonstrate the importance of the role. The aim of this session is to encourage schools to have a link governor, whose role is to be aware of the knowledge and skill needs of their governing bodies to enable it to operate and develop more effectively. This session supports governors to define that role within their own governing body and offers some practical help in fulfilling this. This session encourages link governors to share good practice with other schools. The main focus for this session is the development of training and induction.	Worthing	09.07.18	18.30-20.30	GV 18/431
	Horsham	11.12.18	18.30-20.30	GV 18/464
	Bognor Regis	05.03.19	18.30-20.30	GV 19/084
SAFEGUARDING				
Governing Body Responsibilities in Relation to Safeguarding (C)				
This session will provide governors with guidance on the scope of safeguarding and the role the governing body plays in safeguarding.	Horsham	27.06.18	13.00-15.00	GV 18/426
	Worthing	28.11.18	13.00-15.00	GV 18/458
	Bognor Regis	14.03.19	13.00-15.00	GV 19/028
The Prevent Duty - Preventing Radicalisation and Extremism for Governors				
In response to needs expressed by schools, the Prevent team have been working with the Governance team to develop this Prevent training specifically for Governing bodies. This session will enable you to keep up to date with this essential national duty.	Bognor Regis	09.05.18	10.00-12.00	GV 18/411
	Worthing	19.09.18	10.00-12.00	GV 18/434
	Horsham	31.01.19	10.00-12.00	GV 19/013
Ensuring Safe Practice on Educational Visits				
This two hour course is designed for members of the Governing Body who wish to gain knowledge on the responsibilities of the GB in relation to offsite visits.	Worthing	27.09.18	18.30-20.30	GV 18/436

DEVELOPING GOOD PRACTICE				
Building a Vision				
This session will explore why it is necessary for your school to have a vision, which is owned by your stakeholders and know how best to develop a vision for your school.	Bognor Regis Horsham Worthing	03.07.18 22.11.18 26.03.19	09.30-12.30 09.30-12.30 09.30-12.30	GV 18/427 GV 18/453 GV 19/030
Engaging with Stakeholders				
Stakeholder engagement is an important activity for which boards will need to assure themselves that appropriate structures and arrangements are in place. This course will identify effective strategies in support of this engagement.	Bognor Regis Horsham	03.12.18 04.02.19	13.30-15.30 10.00-12.00	GV 18/462 GV 19/014
Developing Effective Questioning				
Strategic questioning is a key skill for all governing bodies. Through effective questioning governors can develop their knowledge and understanding to evaluate their school's performance; provide challenge for the Headteacher and other leaders and hold the Headteacher to account for the performance of the school. This session is designed to support governors to develop effective questioning skills.	Bognor Regis Horsham Worthing	03.07.18 22.11.18 26.03.19	13.30-15.30 13.30-15.30 13.30-15.30	GV 18/428 GV 18/454 GV 19/031
Understanding your School Data				
This two hour course is for primary school governors (including infant, first and junior schools). It explores how pupil assessment data is presented and used and includes looking at some of the data for your own school. This knowledge can then be applied further to your school data.	Horsham Worthing	03.10.18 09.01.19	10.00-12.00 10.00-12.00	GV 18/439 GV 19/002
Raising the Achievement of Disadvantaged Children				
This two hour course is designed for governors. Ensuring that all pupils achieve well is the core purpose of the governing body. This course explores the role of the governing body in helping to close achievement gaps between disadvantaged pupils and other pupils within the school.	Worthing Horsham	01.11.18 06.03.19	13.00-15.00 13.00-15.00	GV 18/449 GV 19/021
Introduction to Special Educational Needs & Disability (SEND) in mainstream schools (C)				
This two hour course has been designed for governors in mainstream schools. It will introduce you to the Special Educational Needs & Disability (SEND) Code of Practice 2014 and the governing body's role in relation to this Code. Governors need to be aware of how SEND is an integral part of the whole school improvement planning.	Worthing Horsham	01.11.18 06.03.19	10.00-12.00 10.00-12.00	GV 18/448 GV 19/020
Introduction to the Curriculum (C)				
This two hour course for governors aims to support an understanding of the school curriculum and assessment.	Horsham Bognor Regis	11.10.18 07.03.19	10.00-12.00 10.00-12.00	GV 18/442 GV 19/023
An Introduction to the Early Years Foundation Stage				
This course is aimed at Governors with responsibility for the Early Years Foundation Stage or those who wish to learn more about this unique curriculum. The course will provide an overview of the curriculum and discuss how teachers observe, assess and plan for young children. There will be consideration of the environment both indoors and outdoors.	Horsham Bognor Regis	11.10.18 07.03.19	13.00-15.00 13.00-15.00	GV 18/443 GV 19/022
Governance & OFSTED				
This 2 day course is an introduction to the OfSTED Handbook and Framework. The course will look at the new Ofsted inspection arrangements and documentation and the expectations set out for governance. Governors will have the opportunity to evaluate their current practice and identify actions in preparation for an Ofsted inspection. This will set the scene for the rest of the course.	Bognor Regis Bognor Regis Horsham Horsham Worthing Worthing	22.05.18 19.06.18 18.10.18 15.11.18 24.01.19 28.02.19	09.30-15.30 09.30-15.30 09.30-15.30 09.30-15.30 09.30-15.30 09.30-15.30	GV 18/415 GV 18/446 GV 19/032
Becoming an Academy – Information for governors				
This two and a half hour course is for governors in schools that are currently considering converting to an Academy. The course will explore what it means to become an academy. We will explore the issues a school need to consider before they become an Academy, the process of conversion and what happens when a school becomes an Academy.	Horsham	04.12.18	09.30-12.00	GV 18/463

Making School Policies Effective				
This two hour course will support you in ensuring the school fulfils it's requirements in relation to statutory policies.	Bognor Regis Horsham	25.06.18 21.01.19	13.00-15.00 13.00-15.00	GV 18/422 GV 19/008
Introduction to Employment Matters in Schools (C)				
This two hour course will provide an understanding and broad overview of the responsibility of the governing body in relation to employment issues within schools.	Bognor Regis Horsham	25.06.18 21.01.19	10.00-12.00 10.00-12.00	GV 18/421 GV 19/007
Managing the Governing Body role in Health and Safety				
This two and a half hour course is relevant to all governors, but will be particularly useful to governors who hold positions with health and safety responsibilities. This course is an introduction to the management of health and safety in schools, with particular emphasis on the role of school governing bodies.	Horsham Worthing Bognor Regis	27.06.18 28.11.18 14.03.19	09.30-12.00 09.30-12.00 09.30-12.00	GV 18/425 GV 18/457 GV 19/027
Understanding the Performance Management Process of the Headteacher				
This full day or two evening sessions course for governors is designed to assist and guide you if you have been nominated to performance manage the Headteacher.	Bognor Regis Worthing Horsham Horsham	26.06.18 25.09.18 18.09.18 02.10.18	09.30-16.00 09.30-16.00 19.00-21.00 19.00-21.00	GV 18/500 GV 18/501 GV 18/502 GV 18/502

How to book onto a central training course:

All central training courses are listed and booked via West Sussex Learning and Development Gateway. The online booking facility allows you to book governors/board members from your body on one or more events. You will require a username and password to book a place. To register an account on the West Sussex Learning and Development Gateway you will need to go to <https://www.westsussexcpd.co.uk> and follow the registration process. Should you have any issues with course registration and bookings, please contact the Learning & Development Team: learninganddevelopment@westsussex.gov.uk

Venues – Our training takes place in several locations throughout West Sussex:

County Hall North - Chartway, Horsham RH12 1XA
Field Place - The Boulevard, Worthing BN13 1NP
University of Chichester - Bognor Regis Campus - Upper Bognor Road, Bognor Regis PO21 1HR
Chichester College - Westgate Fields, Chichester PO19 1SB

Support Officer Contact details:

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NB. This information is correct at the time of publication but may subsequently be subject to change. Please refer to the Learning and Development Gateway for the latest information.

