



Bedfordshire  
county council



Essex County Council



Working together to support good governance

# Governors' training and development programme 2007/2008

# Better Governors make better schools

“There is a correlation between the quality of governance and the quality of leadership and management. Where governance and the overall leadership and management of a school are good, the school is characterised by its focus and direction. Governing bodies are regularly described as having an effective and efficient working arrangement with the leadership of the school, where each clearly understands the relationship with the other and complements their efforts”

Extract from “**Work of School Governors**”,  
Ofsted, 2003.

## **Bedfordshire County Council working with Essex County Council for the benefit of Bedfordshire governors.**

### **“Working together to support good governance”**

The Bedfordshire governor training service is committed to working in partnership with all its schools and their governors to support school improvement and assist in the raising of educational standards across the county. We endeavour to provide a high quality core training programme which can be supplemented with commissioned programmes for individual governing bodies, and Area Education Officer governing body briefings.

### **Contact and booking details**

**Tel:** (01234) 836108

**E-mail:** [gt@rhouse.co.uk](mailto:gt@rhouse.co.uk)

This booklet has been produced to enable each Bedfordshire governor to hold their own copy:

It can also be found on the beds governors website:  
[www.schools.bedfordshire.gov.uk/governors/index.htm](http://www.schools.bedfordshire.gov.uk/governors/index.htm)

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## Improving your skills and knowledge

There is a clear link between a good school and an effective governing body. So whether you are a newly appointed governor or an 'old hand' there will be something in this training programme for you that will develop your skills as a governor and help to improve the outcomes for learners at your school. Governor training continues to be well supported by Bedfordshire schools and the courses receive very positive evaluations. One of our most successful courses last year was the national programme "*taking the chair*" which consists of five modules and will be repeated for the 2007 - 2008 programme. Our course programme reflects the dialogue that the Local Authority maintains with its governors through the Bedfordshire Governors' Consultation Group (BGCG). As a result we are providing courses on extended schools and understanding performance data, which are issues governors are currently focusing on.

The Local Authority are committed to providing governor training services through a core training programme, individual governing body development sessions and governor briefings by Area Education Officers. Face to face training remains at the heart of our learning and development, and as such we offer you a range of courses which we hope will inspire and inform your work as a school governor.

The core programme can be accessed by purchasing blocks of training sessions with an option to buy individual courses on a "*pay as you go*" basis.

## Our quality standards

We want to make sure that we give governors the best possible learning and development opportunities, and we set ourselves high standards. Our quality standards reflect our commitment to this.

All our courses and conferences will:

- Begin and finish on time
- Be led by trainers who know their subject and understand governance
- Identify what people can expect to learn and understand by the end of the session
- Provide opportunities for governors and clerks to ask questions and share ideas
- Provide handouts to support the training
- Use a variety of activities and training methods
- Use venues accessible from North, South and Mid Bedfordshire
- Ask governors and clerks to complete an evaluation form which will be used to improve our future learning and development
- Endeavour to follow up any of your concerns.

## Course calendar (date order)

Course no.	Course	Title	Dates	Tutor
1A	Performance data	Tilsworth	3 May 2007	Toni Angelico
2A	Monitoring & evaluation	Rufus Centre	9 May 2007	Toni Angelico
3A	Induction for new governors	Priory Park	10, 17, 24 May 2007	Jo Lang
4A	Extended schools: The governors' tale	Tilsworth	16 May 2007	David Fraser
5A	Clerks' induction	Priory Park	16, 23 May, 6 & 13 June 2007	Steph Grey
6A	Performance management of the headteacher	Tilsworth	11 & 18 June 2007	Geoff Penketh
7A	Link governors' workshop	Priory Park	19 June 2007	Toni Angelico
4B	Extended schools: The governors' tale	Rufus Centre	19 June 2007	David Fraser
8A	Safeguarding children	Priory Park	21 June 2007	Miriam Brewis & Jean Buchanan
1B	Performance data	Priory Park	12 September 2007	Toni Angelico
9A	Governors' visits	Rufus Centre	18 September 2007	Toni Angelico
10	Refresher for established governors	Rufus Centre	20 September 2007	Jo Lang
2B	Monitoring & evaluation	Tilsworth	25 September 2007	Toni Angelico
11	Ofsted framework	Rufus Centre	27 September 2007	Jo Lang
12	Health & Safety for governors	Rufus Centre	3 October 2007	Ruth Whinnet
13A	Improving planning and target setting	Priory Park	4 October 2007	Jo Lang
8B	Safeguarding children	Tilsworth	9 October 2007	Miriam Brewis & Jean Buchanan
4C	Extended schools: The governors' tale	Priory Park	10 October 2007	David Fraser
14	Taking the Chair	Rufus Centre	11 October, 8 November, 6 December 2007, 10 January, 7 February 2008	Jo Lang
15A	Looked after children	Rufus Centre	16 October 2007	Nicola Gardner

## Course calendar (date order) continued...

Course no.	Course	Title	Dates	Tutor
13B	Improving planning and target setting	Tilsworth	17 October 2007	Toni Angelico
16	Planning the school budget	Rufus Centre	18 October 2007	Nicci Presland
17A	Welcome evening for new governors	Rufus Centre	30 October 2007	Lisa Scott
18A	ECM & pastoral care	Tilsworth	1 November 2007	Jo Lang
3B	Induction for new governors	Tilsworth	5, 12, 19 November 2007	Toni Angelico
6B	Performance management of the headteacher	Priory Park	6, 13 November 2007	Geoff Penketh
19A	HR issues for governing bodies	Rufus Centre	13 November 2007	Mark Johnson
20	Role of the SEN governor	Rufus Centre	17 November 2007	Helen Wood
21	Monitoring the school budget	Rufus Centre	20 November 2007	Nicci Presland
9B	Governors' visits	Tilsworth	22 November 2007	Jo Lang
7B	Link governors' workshop	Rufus Centre	28 November 2007	Toni Angelico
19B	HR issues for governing bodies	Tilsworth	4 December 2007	Mark Johnson
17B	Welcome evening for new governors	Rufus Centre	15 January 2008	Lisa Scott
8C	Safeguarding children	Rufus Centre	23 January 2008	Miriam Brewis & Jean Buchanan
19C	HR issues for governing bodies	Priory Park	29 January 2008	Mark Johnson
18B	ECM & pastoral care	Priory Park	18 February 2008	Toni Angelico
15B	Looked after children	Priory Park	19 February 2008	Nicola Gardner
5B	Clerks' induction	Tilsworth	21, 28 February, 6, 13 March 2008	Steph Grey
3C	Induction for new governors	Rufus Centre	23 February 2008	Jo Lang
2C	Monitoring and evaluation	Priory Park	26 February 2008	Toni Angelico
1C	Performance data	Rufus Centre	3 March 2008	Toni Angelico
9C	Governors' visits	Priory Park	10 March 2008	Jo Lang
7C	Link governors' workshop	Tilsworth	12 March 2008	Toni Angelico

# Foundation knowledge

These courses aim to give you the basic information you need to be an effective governor, or to take on a new role within your governing body. More experienced governors should benefit from up-dating their knowledge, as legislation and different education strategies have, and continue to bring change.

## Where to start on your journey

When you first become a governor it can be difficult to know where to start. The Governor Welcome Evenings and Induction courses will give you the basic information you need to begin to engage as an effective governor within your school.

**GT17**

## Welcome evening for new governors

**Course description** - This welcome evening is a **must** for all new governors as it provides an opportunity to meet other new governors and to:

- Gain an oversight of education both nationally and within the Bedfordshire context
- Be introduced to the various aspects of a governor's role
- Gain an understanding of the support available
- Assist with identifying personal training needs
- Ask questions and discuss issues

**Intended for** - All new governors

**Course director** - Lisa Scott,  
Area Education Officer

**Fee** - Free of charge to all schools

Course No.	Date	Time	Venue
GT17A	Tuesday 30 October 2007	7.00 – 9.00 pm.	Rufus Centre, Flitwick
GT17B	Tuesday 15 January 2008	7.00 – 9.00 pm.	Rufus Centre, Flitwick

## Foundation knowledge

### GT3

#### Induction for new governors

Induction is essential for all new governors to help them understand their roles and begin to make a positive difference on their governing bodies.

**Course description** - this training will cover the 3 key roles of governance: acting strategically, being a critical friend, and ensuring accountability. Our tutors do their best to make these sessions simple, straightforward, and fun!

This training can be taken as three evenings or one full day.

**Intended for** - all new governors

**Course directors** - Jo Lang, Toni Angelico

**Fee** - This counts as **three sessions per governor** for subscribing schools.

Pay as you go - £240 per governor

Course No.	Date	Time	Venue
GT3A	Thursday 10 May 2007 Thursday 17 May 2007 Thursday 24 May 2007	7.00 – 9.00 pm	Priory Park
GT3B	Monday 5 November 2007 Monday 12 November 2007 Monday 19 November 2007	7.00 – 9.00 pm.	Tilsworth Golf Centre
GT3C	Saturday 23 February 2008	9.30 am – 16.30 pm including lunch	Rufus Centre, Flitwick

### GT5

#### Clerk's induction / development training

**Course description** - This training will focus on developing an understanding of the legal framework in which governing bodies work, the cycle for meetings and how to prepare the paperwork before and after a meeting. This training can be taken over four evenings.

**Intended for** - This course is for all new clerks and those who would like to further develop their skills.

**Course director** - Steph Grey

**Fee** - This counts as **four sessions per governor** for subscribing schools.

Pay as you go - £320 per governor

Course No.	Date	Time	Venue
GT5A	Wednesday 16 May 2007 Wednesday 23 May 2007 Wednesday 6 June 2007 Wednesday 13 June 2007	7.00 – 9.00 pm.	Priory Park
GT5B	Thursday 21 February 2008 Thursday 28 February 2008 Thursday 6 March 2008 Thursday 13 March 2008	7.00 – 9.00 pm	Tilsworth Golf Centre

# Foundation knowledge

## GT1

### Understanding performance data

**Course description** - understanding school data will help governors to evaluate their school's strengths and weaknesses, evaluate successes and be well placed to decide a direction for making improvements. However, it is complicated and ever changing! This course will help governors to unravel the statistics and make them meaningful. It will also explain the new RAISE online system.

**Intended for** - all governors

**Course director** - Toni Angelico

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT1A	Thursday 3 May 2007	7.00 – 9.00 pm.	Tilsworth Golf Centre
GT1B	Wednesday 12 September 2007	7.00 – 9.00 pm.	Priory Park
GT1C	Monday 3 March 2008	7.00 – 9.00 pm.	Rufus Centre, Flitwick

## GT2

### Monitoring and evaluation

**Course description** - Raising standards in your school requires rigorous and appropriate monitoring. This is at the heart of good governance and governors will explore what to monitor and how to evaluate the evidence that they collect through their monitoring.

**Intended for** - All governors

**Course director** - Toni Angelico

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT2A	Wednesday 9 May 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick
GT2B	Tuesday 25 September 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT2C	Tuesday 26 February 2008	7.00 – 9.00 pm	Priory Park

## Foundation knowledge

### GT4

#### Extended schools: The governor's tale

**Course description** - Governors and schools have an important role to play in ensuring that their communities have access to the facilities and services they need. This course will look at how and where Bedfordshire schools might be involved. It will assist governors with promoting further discussion and planning for the key principles and aims of extended schools within their own governing body.

**Intended for** - All governors, but primarily Chairs and those involved in finance and community issues

**Course director** - David Fraser, Extended Schools Co-ordinator for Bedfordshire Children's Services

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT4A	Wednesday 16 May 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT4B	Tuesday 19 June 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick
GT4C	Wednesday 10 October 2007	7.00 – 9.00 pm	Priory Park

### GT7

#### Link governor's workshops

**Course description** - Training Link Governors have a key role to play in supporting and developing their governing body's knowledge base. This is a chance to network; share good practice and learn more about how to encourage your governing body to access governor training in order to further develop their skills and knowledge.

**Intended for** - Existing or aspiring Training Link Governors

**Course director** - Toni Angelico

**Fee** - Free of charge to all schools

Course No.	Date	Time	Venue
GT7A	Tuesday 19 June 2007	7.00 – 9.00 pm	Priory Park
GT7B	Wednesday 28 November 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick
GT7C	Wednesday 12 March 2008	7.00 – 9.00 pm	Tilsworth Golf Centre

# Foundation knowledge

## GT9

### Governor visits

**Course description** - Making visits to the school is an important way of carrying out the monitoring function of the governing body. This course will look at how you could prepare for visits, and how to make them effective and helpful for governors, learners and the staff.

**Intended for** - All governors

**Course directors** - Jo Lang, Toni Angelico

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT9A	Tuesday 18 September 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick
GT9B	Thursday 22 November 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT9C	Monday 10 March 2008	7.00 – 9.00 pm	Priory Park

## GT10

### Refresher for established governors

**Course description** - This course is designed for governors starting a further term of office, or for more experienced governors who feel they would like to update their knowledge. It will help you keep up to date with the latest information and have a chance to share experiences and good practice.

**Intended for** - Governors with some experience

**Course director** - Jo Lang

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT10	Thursday 20 September 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick

## Foundation knowledge

### GT11

### The Ofsted framework

**Course description** - Governors need to help their schools prepare for an Ofsted inspection, and ensure that all statutory requirements are met. This course will work through the current Ofsted framework and ensure that governors understand the process and how to support their schools in the best possible way.

**Intended for** - All governors, especially where schools are expecting an Ofsted inspection during this academic year.

**Course director** - Jo Lang

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT11	Thursday 27 September 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick

### GT13

### Improvement planning and target setting

**Course description** - This course will clarify the key role governors have in setting the strategic direction of the school, supporting the drive for improvement and setting a range of targets.

**Intended for** - All governors

**Course directors** - Jo Lang, Toni Angelico

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT13A	Thursday 4 October 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT13B	Wednesday 17 October 2007	7.00 – 9.00 pm	Priory Park

## Foundation knowledge

### GT14

### Taking the chair

**Course description** - Taking the Chair is a five module practical and problem solving programme which explores and develops the skills needed to effectively lead and manage the work of a school governing body. The course uses a variety of learning approaches and emphasises the practical application of knowledge and skills.

Taking the Chair is part of the DfES National Development Programme for Chairs of Governing Bodies and will encompass:

- The chair and the headteacher
- The chair and the governors
- Leading and managing the work of the governing body
- The chair's role in supporting strategic leadership
- The chair's role in ensuring accountability

**Intended for** - This training is targeted at new chairs, prospective chairs and vice chairs of governing bodies and committees who want to develop their confidence and skills, and also experienced chairs who are keen to review their effectiveness in the role.

**Course director** - Jo Lang

**Fee** - This counts as **five sessions per governor** for subscribing schools.

Pay as you go - £400 per governor

Course No.	Date	Time	Venue
GT14	Thursday 11 October 2007 Thursday 8 November 2007 Thursday 6 December 2007 Thursday 10 January 2008 Thursday 7 February 2008	7.00 – 9.00 pm	Rufus Centre, Flitwick

### GT18

### Every child matters and pastoral care

**Course description** - This course explains the Every Child Matters five outcomes for children and young people. It also looks at pastoral issues such as listening to the views of pupils, personalised learning and school trips.

**Intended for** - All governors

**Course directors** - Jo Lang, Toni Angelico

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT18A	Thursday 1 November 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT18B	Monday 18 February 2008	7.00 – 9.00 pm	Priory Park

## Foundation knowledge

**GT20**

### The role of the SEN governor

**Course description** - This course will help you to understand the legal framework, so that children with special educational needs, at your school, receive the education they are entitled to and thereby enabling your governing body to fulfil its duty.

**Intended for** - This course is for governors with responsibility for special educational needs, for new governors or governors who want to be more aware of how special educational needs are dealt with in a school context.

**Course director** - Helen Wood

**Fee** - This counts as **two sessions per governor** for subscribing schools.

Pay as you go - £170 per governor

Course No.	Date	Time	Venue
GT20	Saturday 17 November 2007	10.00 am – 14.45 pm including lunch	Rufus Centre, Flitwick



Photo by Bob Johns/Express Pictures

# Statutory responsibilities

These courses look at some of the things governors need to do in order to meet their statutory responsibilities. All governing bodies should have at least one governor familiar with each area.

## GT6

### Performance management of the headteacher

**Course description** - The effective performance management of the headteacher is now an established part of how governors support and challenge their schools. It will enable those governors who are appointed to carry out the performance management of the headteacher to make a positive and practical contribution to the process. It will address all the changes to this process which will be operational from September 2007.

**Intended for** - This course is for those governors who are appointed to carry out the performance management of the headteacher and will enable you to make a positive and practical contribution to the process.

**Course director** - Geoff Penketh

**Fee** - This counts as **two sessions per governor** for subscribing schools.

Pay as you go - £160 per governor

Course No.	Date	Time	Venue
GT6A	Monday 11 June 2007 Monday 18 June 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT6B	Tuesday 6 November 2007 Tuesday 13 November 2007	7.00 – 9.00 pm	Priory Park

## GT8

### Child protection / safeguarding children

**Course description** - This course will up-date and inform governors of their responsibilities around safeguarding duties.

**Intended for** - Nominated governors for Child Protection

**Course directors** - Miriam Brewis, Head of Behaviour and Attendance, Bedfordshire Children's Services  
Jean Buchanan, Education Welfare Officer (EWO) for Safeguarding Children, Bedfordshire Children's Services

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT8A	Thursday 21 June 2007	7.00 – 9.00 pm	Priory Park
GT8B	Tuesday 9 October 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT8C	Wednesday 23 January 2008	7.00 – 9.00 pm	Rufus Centre, Flitwick

## Statutory responsibilities

### GT12

### Health and safety in a school setting

**Course description** - This course will assist governors to develop and monitor policies and procedures which will ensure their school complies, so far as is reasonably practical, with all relevant health and safety legislation. It will also explore the governor's role in respect of health and safety and risk assessment, including those concerning educational visits and journeys.

**Intended for** - Governors with a responsibility for, or an interest in, current Health and Safety issues

**Course director** - Ruth Whinnett, Occupational Health and Safety Manager, Bedfordshire County Council

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT12	Wednesday 3 October 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick

### GT15

### Looked after children

**Course description** - This course will assist with the evaluation of the effectiveness of a school's practices by explaining the roles of the headteacher, staff and governors. It will discuss relevant legislation and Local Authority Policies and explore the resources and support systems that are available to schools with looked after children in attendance and explain how these can be accessed.

**Intended for** - Governors with a responsibility for or an interest in looked after children.

**Course directors** - Nicola Gardner, Head of Educational Psychology and Learning Support Service, Bedfordshire Children's Services

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT15A	Tuesday 16 October 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick
GT15B	Tuesday 19 February 2008	7.00 – 9.00 pm	Priory Park

# Statutory responsibilities

## GT16

### Planning the school budget

**Course description** - This course will take governors through planning a school budget, to verifying all other income, to the allocation of expenditure budgets. It will also explore the link between the school budget and its development plan.

It will specifically enable governors to gain an understanding of:

- The key drivers of budget setting
- Budget planning
- Setting an annual financial timetable
- What income the school receives from the Local Authority
- Other income that may be generated by the school

**Intended for** - Governors with a responsibility for financial management within their school, and governors who may wish to be involved in this process in the future.

**Course director** - Nicci Presland, Deputy Finance Manager (ACCA Affiliate), Bedfordshire Children's Services

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT16	Thursday 18 October 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick

## GT21

### Monitoring the school budget

**Course description** - This course will take governors through their obligations to review budgets throughout the financial year and will deal with:

- Monitoring and forecasting budgets during the financial year
- CFR return requirements for the Local Authority and DfES
- Additional income
- Budgetary problems – licensed deficits
- Virements
- Staff changes during the year
- Outturn positions etc.

**Intended for** - Governors with a responsibility for financial management within their school, and governors who may wish to be involved in this process in the future.

**Course director** - Nicci Presland, Deputy Finance Manager (ACCA Affiliate), Bedfordshire Children's Services

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT21	Wednesday 20 November 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick

# Statutory responsibilities

## GT19

## Current issues in human resources

**Course description** - Governing bodies are responsible for ensuring that all elements of legislation and local agreements, within the Bedfordshire Personnel Handbook, are appropriately applied. The course will provide an overview of HR issues and an update on matters of current interest including:

- Recruitment
- Dismissals and redundancy
- Performance management and pay
- Conditions of service for school-based staff
- Absence management

**Intended for** - Governors in all phases but especially relevant to those on the Personnel Committee

**Course director** - Mark Johnson, HR Manager Schools, Bedfordshire Children's Services

**Fee** - This counts as **one session per governor** for subscribing schools.

Pay as you go - £80 per governor

Course No.	Date	Time	Venue
GT19A	Tuesday 13 November 2007	7.00 – 9.00 pm	Rufus Centre, Flitwick
GT19B	Tuesday 4 December 2007	7.00 – 9.00 pm	Tilsworth Golf Centre
GT19C	Tuesday 29 January 2008	7.00 – 9.00 pm	Priory Park

### Governors' Health Check

Free of charge to all schools

Your Area Education Officer will be able to facilitate a session on the use of this document, giving governing bodies a chance to assess their strengths and weaknesses, and the opportunity to create an action plan for their own development.

The Governors' Health Check offers a rare opportunity to take a step back from busy meetings and evaluate just how effectively you

are doing your job as a governing body.

The completed document is a useful tool as part of your portfolio for your next Ofsted inspection.

Please contact your Area Education Officer to discuss further:

North Beds.	Mid. Beds.	South Beds.
Howard Davenport (01234) 228668	Lisa Scott (01234) 228235	Keith Scott (01234) 228198

# Governing body development sessions

Schools purchasing a subscription, of 10 or more courses, from the Governor Training Programme can benefit from individual development sessions for their governing body at a cost of £350 each plus materials.

You can choose a session from the ones listed below, or request a course to meet your governing body's specific needs.

Once a date, time and subject for your session has been agreed, we will send a Confirmation of Booking Form to the school. This will outline what we will be providing and what the school should provide. We will ask the school to sign the form to confirm the booking and return it to us, so that everyone is clear about what will be needed to ensure a successful session.

## Cancelledations

Please be aware that if you cancel your development session fewer than five working days before it is due to take place, **there will be a cancellation charge to the school of £50 per session.**

If we cancel for a reason outside your control (for example, a tutor being taken ill) we will rearrange the course free of charge at a date and time to suit you.

## Some Suggested Sessions

### Governors' Visits

An interactive training session aimed at ironing out some of the worries and frustrations connected with governors making monitoring visits to a school. This is a useful session to share with staff, particularly when there are some sensitivities surrounding the role of governors in a monitoring role

### Making an Impact through Monitoring

This session works with your school development plan and helps you decide how most effectively and efficiently to monitor the targets contained within it. The programme is school-specific and helps governing bodies successfully support school improvement.

### Leading Together (3 sessions- cost £1,000 plus materials)

This programme helps school senior leadership teams and governors identify, explore and develop their roles as partners in strategic leadership. It takes place over three sessions spaced out over approximately nine months and this timescale allows team members to work on a self-defined project where their understanding can be put in to practice.

### Sharing a Vision for the School

This session can help you identify common goals for the school, and is an excellent way to develop staff/governor relationships. We recommend that staff are also invited to this session.

These sessions can be discussed and booked with:

Jo Lang, Governor Services Manager, Essex County Council

Tel: (01245) 436064 E-mail: jo.lang@essexcc.gov.uk

## Course index

No	Course title	Location	Dates	Tutor
1A	Understanding performance data	Tilsworth	3 May 2007	Toni Angelico
1B	Understanding performance data	Priory Park	12 September 2007	Toni Angelico
1C	Understanding performance data	Rufus Centre	3 March 2008	Toni Angelico
2A	Monitoring & evaluation	Rufus Centre	9 May 2007	Toni Angelico
2B	Monitoring & evaluation	Tilsworth	25 September 2007	Toni Angelico
2C	Monitoring & evaluation	Priory Park	26 February 2008	Toni Angelico
3A	Induction for new governors	Priory Park	10, 17, 24 May 2007	Jo Lang
3B	Induction for new governors	Tilsworth	5, 12, 19 November 2007	Toni Angelico
3C	Induction for new governors	Rufus Centre	23 February 2008	Jo Lang
4A	Extended schools: The governors' tale	Tilsworth	16 May 2007	David Fraser
4B	Extended schools: The governors' tale	Rufus Centre	19 June 2007	David Fraser
4C	Extended schools: the governors' tale	Priory Park	10 October 2007	David Fraser
5A	Clerks' induction	Priory Park	16, 23 May, 6, 13 June	Steph Grey
5B	Clerks' induction	Tilsworth	21, 28 February, 6, 13 March 2008	Steph Grey
6A	Performance management of the headteacher	Tilsworth	11 & 18 June 2007	Geoff Penketh
6B	Performance management of the headteacher	Priory Park	6, 13 November 2007	Geoff Penketh
7A	Link governors' workshop	Priory Park	19 June 2007	Toni Angelico
7B	Link governors' workshop	Rufus Centre	28 November 2007	Toni Angelico
7C	Link governors' workshop	Tilsworth	12 March 2008	Toni Angelico
8A	Safeguarding children	Priory Park	21 June 2007	Miriam Brewis and Jean Buchanan
8B	Safeguarding children	Tilsworth	9 October 2007	Miriam Brewis and Jean Buchanan
8C	Safeguarding children	Rufus Centre	23 January 2008	Miriam Brewis and Jean Buchanan
9A	Governors' visits	Rufus Centre	18 September 2007	Toni Angelico
9B	Governors' visits	Tilsworth	22 November 2007	Jo Lang
9C	Governors' visits	Priory Park	10 March 2008	Jo Lang

## Course index continued...

No	Course title	Location	Dates	Tutor
10	Refresher for established governors	Rufus Centre	20 September 2007	Jo Lang
11	Ofsted framework	Rufus Centre	27 September 2007	Jo Lang
12	Health & safety for governors	Rufus Centre	3 October 2007	Ruth Whinnett
13A	Improving planning and target setting	Priory Park	4 October 2007	Jo Lang
13B	Improving planning and target setting	Tilsworth	17 October 2007	Toni Angelico
14	Taking the chair	Rufus Centre	11 October, 8 November, 6 December 2007, 10 January, 7 February 2008	Jo Lang
15A	Looked after children	Rufus Centre	16 October 2007	Nicola Gardner
15B	Looked after children	Priory Park	19 February 2008	Nicola Gardner
16	Planning the school budget	Rufus Centre	18 October 2007	Nicci Presland
17A	Welcome evening for new gov's.	Rufus Centre	30 October 2007	Lisa Scott
17B	Welcome evening for new gov's	Rufus Centre	15 January 2008	Lisa Scott
18A	ECM & pastoral care	Tilsworth	1 November 2007	Jo Lang
18B	ECM & pastoral care	Priory Park	18 February 2008	Toni Angelico
19A	HR issues for governor bodies	Rufus Centre	13 November 2007	Mark Johnson
19B	HR issues for governing bodies	Tilsworth	4 December 2007	Mark Johnson
19C	HR issues for governing bodies	Priory Park	29 January 2008	Mark Johnson
20	Role of the SEN governor	Rufus Centre	17 November 2007	Helen Wood



# Subscription and payment arrangements 2007 - 2008

The governor training programme for 2007 -2008 will be delivered by means of a core programme which has been designed to meet the needs of individuals and whole governing bodies.

By subscribing to our programme, governing bodies can create a flexible training schedule to suit their own needs. Governors and Clerks from Bedfordshire schools are able to book on as many courses as they wish between 1st April 2007 and 31st March 2008, in line with the subscription rates noted below.

## Subscription Rates

Analysis of take up rates on governor training over the past few years, indicates that on average, schools have attended ten training sessions per year. So, in order to serve our schools in the best possible way which reflects good value for money our subscription rates for 2007 -2008 will be :

Subscription Cost For All Schools
Schools can purchase an initial block of 10 governor training sessions at a cost of £375 - £37.50 <i>per session</i>
Further blocks of 5 governor training sessions can be purchased at a cost of £150 – £30 <i>per session</i>
An individual governor development session can be booked at a cost of £350 plus the cost of materials.

## Pay as you go

- Schools that choose not to subscribe and purchase their training in blocks, as described above, are welcome to book any course in the core programme at a cost of £80 per governor per session (please refer to individual course information)

## Cancellation of booked places

Cancellation of a booking must be made either in writing or by email giving 5 working days notice.

Less than 5 working days notice of cancellation of any booking will be dealt with as a non-attendance and charged accordingly.

## Non-attendance

Non-attendance on a booked course will still be deducted from a school's block allocation and so it will be in the interest of each school to ensure that someone fills a booked place.

Non-attendance on a "pay as you go" course will be invoiced at the full cost of the course.

## Invoicing

Schools will be invoiced for each block of sessions they book or for each "pay as you go" session booked.

# Subscription order form 2007 – 2008

Name of school: .....

We wish to purchase a subscription to the  
**Bedfordshire 2007 – 2008 Governor Training Programme:**

	√	Total Cost
Block of 10 places at a cost of £375		
	No. of blocks of 5	
Additional blocks of 5 places at a cost of £150 each. <i>These blocks can be taken out either with the original subscription or at any time subsequently during the year, by a subscribing school.</i>		
<b>TOTAL COST</b>		

Signature of the Headteacher : ..... date: .....

Signature of the Chair of Governors: ..... date: .....

Please return the completed form by Friday 6th July 2007 to:

**Cathie Gibbons**  
**Senior Admin Officer**  
**Prebend House**  
**Stephenson Court**  
**Priory Buisness Park**  
**Bedford**  
**MK44 3WH**

\* We will accept a photocopy with original signatures



## Course booking arrangements 2007 – 2008

Bookings can be made direct to:

Margaret Bovey

Tel: (01234) 836108

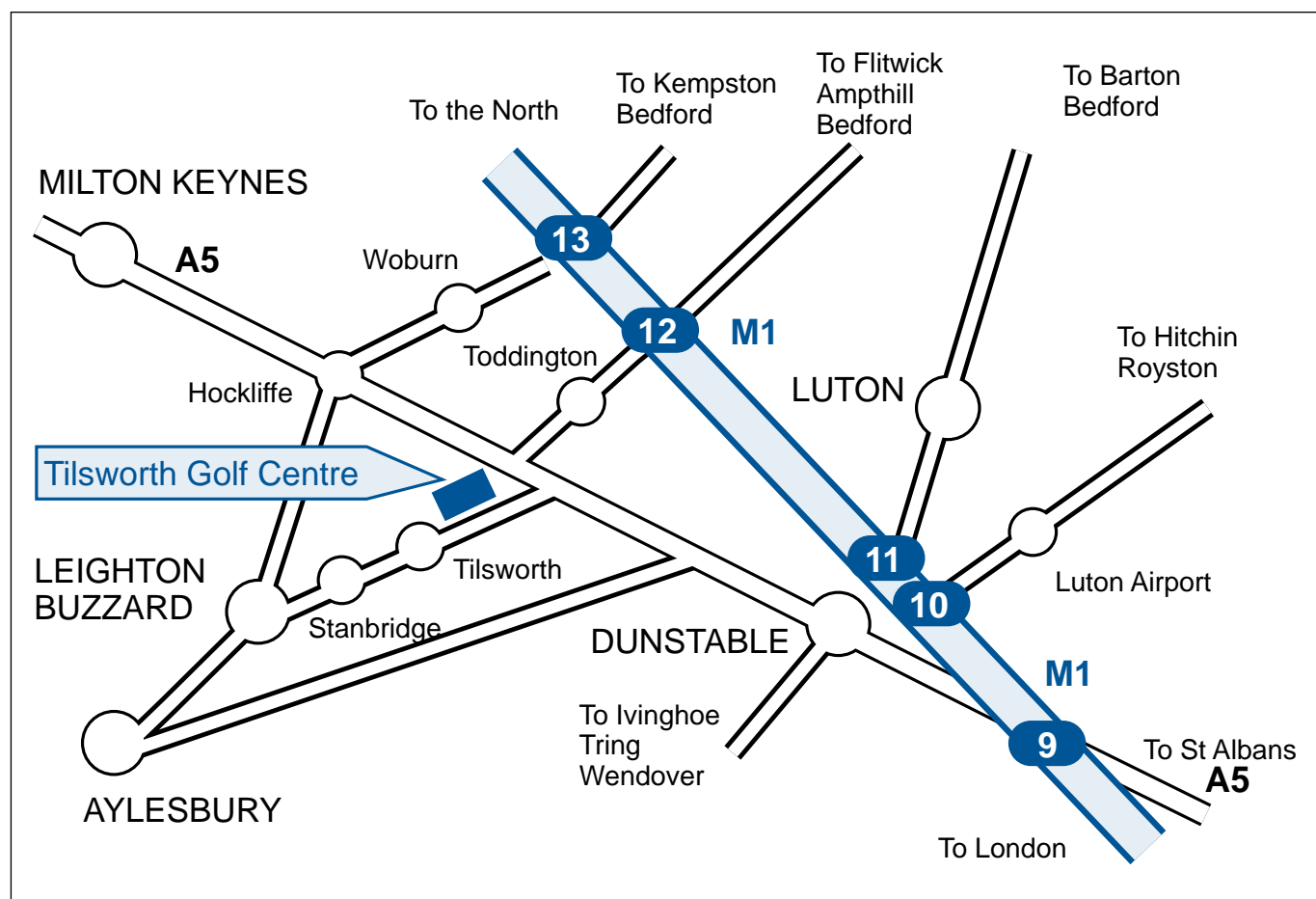
E-mail: [gt@rhouse.gov.uk](mailto:gt@rhouse.gov.uk)

Margaret will need the following information:

- School
- Subscription / pay as you go
- Course No.
- Course title
- Course dates
- Name(s) of delegates
- Delegate information (in case of cancellation)
- Name
- Home/work tel. nos.
- E-mail address



# How to get to Tilsworth Golf and Conference Centre



## From London –

Take M1 North to junction 12 Toddington, turn right at the green in Toddington and follow down to T junction with A5. Turn left, go past Travel Lodge and take 1st right.

## From the North –

Take junction 12 Toddington off M1, turn right at the green in Toddington and follow down to T junction with A5. Turn left, go past Travel Lodge and take 1st right.

## From Luton – To Dunstable

turn right onto A5 North, through roundabout marked Aylesbury left, take next turn on the left.

## From Milton Keynes –

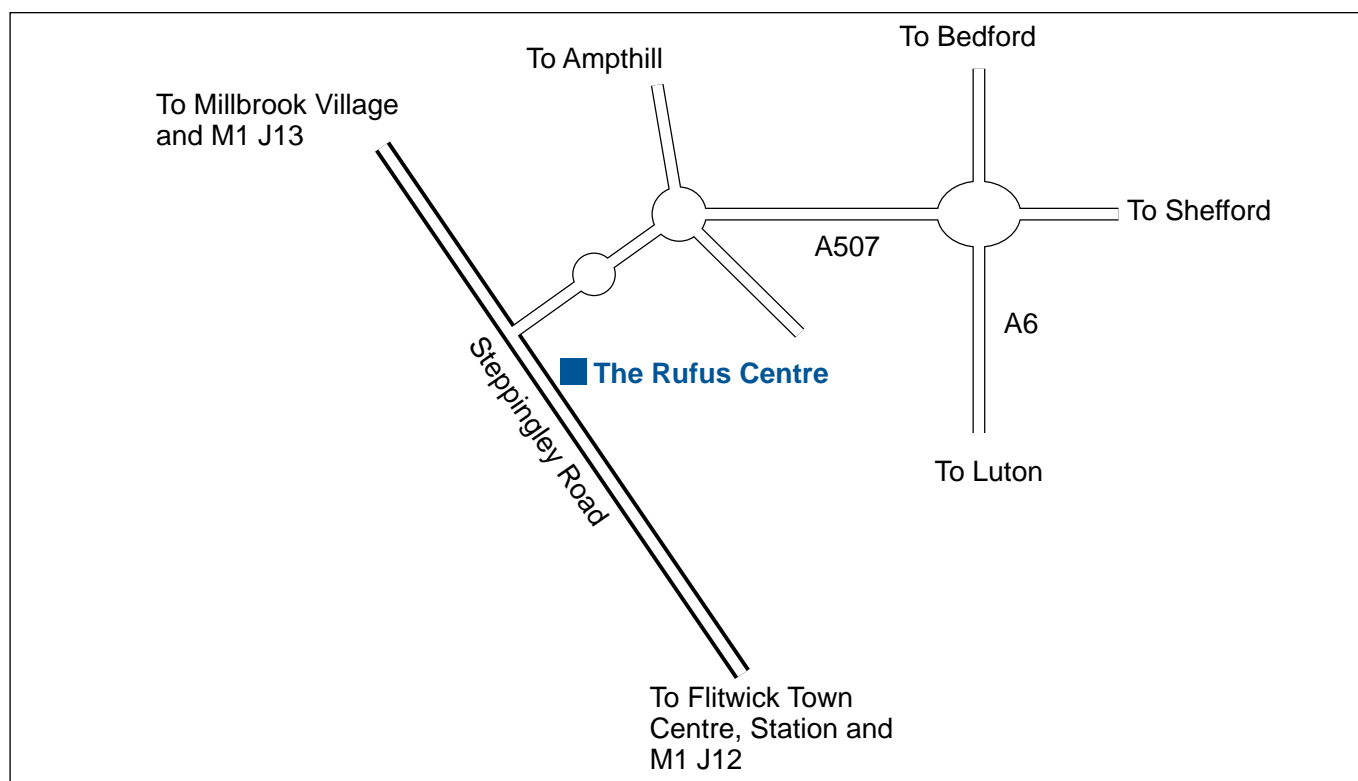
Take A5 South. Through Hockliffe past the Travel Lodge and take the 1st turn right.

## From Bedford – To Ampthill

Flitwick over M1 at junction 12 into Toddington. Turn right at the green in Toddington and follow down to T-junction with A5. Turn left, go past Travel Lodge and take 1st right.

**Telephone – 01525 210722**

# How to get to The Rufus Centre Map



## The Rufus Centre

Steppingley Road, Flitwick, Beds MK45 1AH

Tel: 01525 631900

### From M1

(from the South) - exit at Junction 12 follow signs to Flitwick, travelling through Westoning. On approaching the main roundabout in Flitwick take the second exit. (Tesco stores should be on your left hand side - the railway line on the right hand side) you are now in Steppingley Road. Follow this down past the Leisure Centre (approx 1 mile) - the Rufus Centre is the next large building on the right.

### From M1 -

(from the North) - exit at Junction 13 follow signs for Ridgmont, Flitwick - you should then enter Flitwick at the Millbrooks Crossroads (Staples Nursery is on the right hand side of the road) follow this road down to the Steppingley Road crossroads. Go through the crossroads and the next building on your left is The Rufus Centre.

### Travelling from the A507

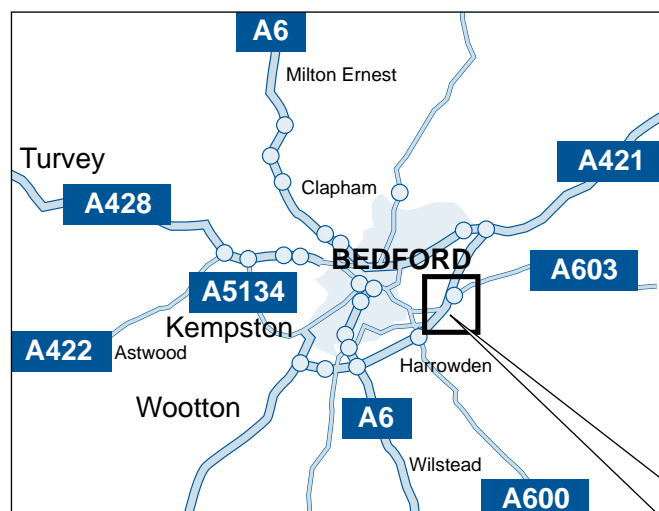
when you reach the "101" roundabout go straight across to the next small roundabout (Doolittle Mill), take the left exit (there will be a house on the left hand side and Doolittle Mill Office Park on your right as you approach the railway bridge) follow this road to the end, turn left and the large building on your left is the Rufus Centre.

### From Ampthill/Bedford

If you are travelling on the A5120 from Ampthill, at the roundabout at the junction with the A507 (101 garage) turn right and take the left exit (there will be a house on the left hand side and Doolittle Mill Office park on your right as you approach the railway bridge) follow this road to the end, turn left and the large building on your left is the Rufus Centre.

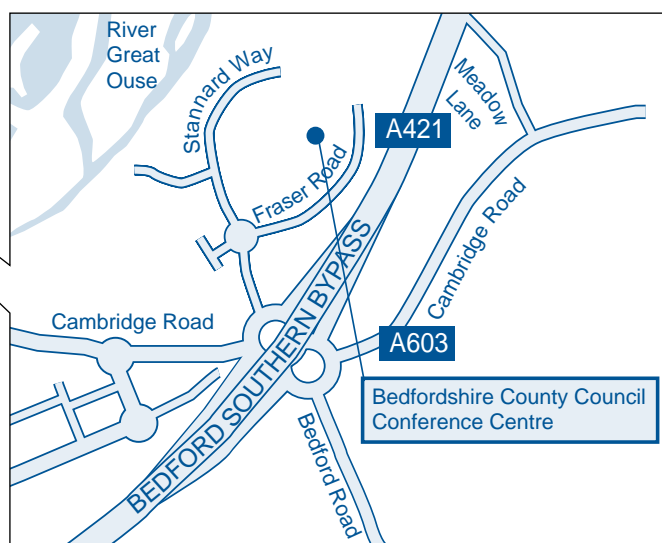
# The Conference Centre, Priory Business Park

## Map and Details



## Directions To:

The Bedfordshire C.C. Children's Services Conference Centre, Stephenson Court, Priory Business Park, Fraser Road, Bedford. MK44 3WH



## Directions to the Conference Centre, Priory Park

### From the A1 South

Come off the A1 at Sandy roundabout and follow the A603 through Moggerhanger and Willington. At the A421 junction take the 4th exit off the roundabout, signposted Priory Business Park. At the 1st roundabout turn right into Fraser Road. Stephenson Court is located on the left hand side and the Conference Centre is the first building on the left.

### From the A1 North

Come off the A1 at the Black Cat roundabout Tempsford and follow the A428 towards Bedford.

Join the A421 towards Milton Keynes. Leave at the exit marked A603, taking the 5th exit at the roundabout, signposted Priory Business Park. At the 1st roundabout turn right into Fraser Road. Stephenson Court is located on the left hand side and the Conference Centre is the first building on the left.

### From the M1

Come off the M1 at Junction 13 onto the A421, continue on the A421 Bedford bypass and leave at the exit marked A603, taking the 2nd exit at the roundabout, signposted Priory Business Park. At the 1st roundabout turn right into Fraser Road. Stephenson Court is located on the left hand side and the Conference Centre is the first building on the left.

For more information call 01234 836000

# Individual governor training record 2007 - 2008

Title of course attended	Date	Impact

# Notes



# Getting help, support and advice

**If you have a question about governance; need support with a problem or want to share good practice please contact you Area Education Officer:**

## **North Beds.**

Howard Davenport

Tel: (01234) 228668

E-mail: [howard.davenport@bedscc.gov.uk](mailto:howard.davenport@bedscc.gov.uk)

## **Mid. Beds.**

Lisa Scott

Tel: (01234) 228235

E-mail: [lisa.scott@bedscc.gov.uk](mailto:lisa.scott@bedscc.gov.uk)

## **South Beds.**

Keith Scott

Tel: (01234) 228198

E-mail: [keith.scott@bedscc.gov.uk](mailto:keith.scott@bedscc.gov.uk)

## **Area Education Office**

Admin: Jo Brown

Tel: (01234) 228118

E-mail: [Joanna.brown@bedscc.gov.uk](mailto:Joanna.brown@bedscc.gov.uk)