

SOUTHWARK DIOCESAN BOARD OF EDUCATION

Developing Church of England Education



TRAINING AND DEVELOPMENT OPPORTUNITIES FOR GOVERNORS OF CHURCH OF ENGLAND SCHOOLS

SEPTEMBER 2017 – JULY 2018

Our Service to You

Diocesan Board and Schools Working Together

Introduction

Welcome to our training programme for 2017/18. The Board offers a range of training opportunities for governors of Church of England schools and academies in the Diocese: this booklet outlines what is available.

Diocesan Training

This type of training is organised by the Diocesan Board for specific groups of governors, eg, new governors, or on specific topics; a summary of the current programme is provided overleaf and details of each session are included in this booklet. All full daytime courses will include lunch.

School-Based Training

This is a popular form of training for many schools because it meets the specific needs of the governing body. Some issues may lend themselves to joint school training.

These sessions are run by officers and advisers of the Board and may be daytime or evening sessions. We are happy to tailor these sessions to your particular needs or respond to suggestions.

Please give at least one term's notice of the date of the training. The following topics are available at school-based sessions for governing bodies, whether alone or in partnership.

| | |
|--|---|
| Admission policy review Appraisal Curriculum - the governors' role Exclusion procedures Governors' monitoring role Governing Body effectiveness Interviewing techniques for appointing staff Mission statements and aims - review OFSTED and governance Managing Personnel Procedures Religious Education and Collective Worship | Roles and responsibilities of governing bodies School improvement planning School building development process – How it works in VA schools SIAMS Inspections Self-evaluation: distinctiveness of Church of England schools Self-evaluation and OFSTED Setting up a Faith Group Staff recruitment and selection process Teaching and learning for governors |
|--|---|

The Cost

| | | | | | | | | |
|------------------------------|---|-----------|---------|---------|--------|----------|---------|---------|
| Diocesan Training | Through their subscription to the Partnership Agreement, schools have already paid for full access to as many training sessions as they would like to attend. | | | | | | | |
| | Schools outside the Partnership Agreement: <table> <tr> <td>Whole day</td> <td>£150.00</td> <td>3 hours</td> <td>£95.00</td> </tr> <tr> <td>2½ hours</td> <td>£ 80.00</td> <td>2 hours</td> <td>£65.00</td> </tr> </table> | Whole day | £150.00 | 3 hours | £95.00 | 2½ hours | £ 80.00 | 2 hours |
| Whole day | £150.00 | 3 hours | £95.00 | | | | | |
| 2½ hours | £ 80.00 | 2 hours | £65.00 | | | | | |
| School-based Training | £120 per hour (schools in the Partnership Agreement) £180 per hour (for other schools) | | | | | | | |

How to Apply

All of our training is available to book online via our website. To apply for any of our sessions please log in to our Members' Area and access the 'training programmes' section:

<http://www.education.southwark.anglican.org/education/login/>

Programmes are sent out 10 days before each session, if you have applied for a session and you do not receive a programme, please contact sheila.talbott@southwark.anglican.org or 020 7234 9206.

Diocesan Governor Training Programme 2017-18

These sessions are normally held at 48 Union Street and are run by staff at the Diocesan Board. The following sessions have been fixed for 2017-18. Further details are given in this booklet.

All full daytime courses will include lunch. If you have any dietary requirements please let Sheila Talbott know by email sheila.talbott@southwark.anglican.org.

| Date | Title | Time |
|------------------|--|---------------|
| 03 October 2017 | The Role of Governors in Headteacher Appraisals | 18.30 - 20.30 |
| 18 October 2017 | OFSTED – The Governors’ Interview | 18.30 - 20.00 |
| 02 November 2017 | Introduction to ASP for Primary Schools | 18.30 - 20.30 |
| 07 November 2017 | The Role of Governors in Grievance, Dismissal and Appeal Hearings | 18.30 - 20.30 |
| 28 November 2017 | The Role of the Pupil Premium Governor – Workshop | 18.30 -20.30 |
| 29 November 2017 | Induction for New Governors | 11.00 – 16.00 |
| 30 November 2017 | An Overview of Curriculum and Assessment for Primary and Secondary Schools | 18.30 - 20.30 |
| 07 December 2017 | Secondary School Governance: Hot Topic | 18:30 - 20:30 |
| 10 January 2018 | Self-Evaluation and Inspection | 18:30 – 20:30 |
| 31 January 2018 | What is a ‘Critical Friend’? | 18.30 - 20.30 |
| 08 February 2018 | Statutory Inspection of Anglican and Methodist Schools (SIAMS) | 18:30 - 20:30 |
| 21 February 2018 | School Visits – Understanding the Governors’ Role | 18.30 - 20.00 |
| 20 March 2018 | The Role of the Chair and Vice-Chair of Governors | 18.30 - 20.30 |
| 22 March 2018 | Introduction to ASP for Secondary Schools | 18.30 - 20.30 |
| 24 April 2018 | Religious Education and Collective Worship – a Governor’s Perspective | 11.00 – 13.00 |
| 03 May 2018 | School Buildings – the governor’s role | 18.30 – 20.30 |
| 09 May 2018 | Induction for New Governors (part 1) | 18.30 - 20.30 |
| 16 May 2018 | Induction for New Governors (part 2) | 18.30 - 20.30 |
| 05 June 2018 | Handling Complaints in School | 18:30 - 20:30 |
| 20 June 2018 | Admissions in Church of England Schools | 18.30 - 20.30 |

Bishop's Certificate in Church School Governance

In addition to the Diocesan and school-based training sessions, the Board offers the Bishop's Certificate; this course comprises nine modules on key issues affecting church schools. Governing bodies must sign up for the whole course, and can send up to four governors on each module. Individuals would therefore only attend selected modules according to interest and need. Please find below the dates of the modules. A separate booklet giving further details of the modules is available on request, but schools must commit to this course prior to the start of the school year. Please contact Sheila Talbott to obtain a copy of the booklet and an application form. Tel: 020 7234 9206 or email: sheila.talbott@southwark.anglican.org. All modules commence at 6.30 pm until 8.30 pm and will be held at St Matthew's C of E Primary School (see below). Places are limited and will be allocated on a first-come, first-served basis.

| | | |
|-----------------|---|------------------------------|
| Module 1 | Nature, purpose and ethos of church schools | 26 September 2017 |
| Module 2 | Admissions policies | 18 October 2017 |
| Module 3 | Self-evaluation and inspection | 29 November 2017 |
| Module 4 | The Curriculum | 17 January 2018 |
| Module 5 | Teaching, Learning and Achievement | 21 February 2018 |
| Module 6 | Effective Governance of church schools | 14 March 2018 |
| Module 7 | School Buildings – governors' responsibilities | 25 April 2018 |
| Module 8 | Part (a) - Religious Education Part (b) - Collective Worship | 09 May 2018 16 May 2018 |
| Module 9 | Part 1 - Recruitment and Selection Part 2 - Personnel procedures | 13 June 2018 20 June 2018 |

There are **three core modules** – Module 1, 6 and 8 where at least two governors **must attend each of the sessions** in order to complete the course.

Module 1 - The nature, purpose and ethos of church schools

Module 6 - Effective governance of church schools

Module 8 - Religious Education and Collective Worship

The Venue

The course will be held at: **St Matthew's C of E Primary School**, Redhill, Linkfield Lane, Redhill, Surrey. RH1 1JF

The Cost

20-26 governor places - £460

27-33 governor places - £530

34-40 governor places - £580



GOVERNOR TRAINING

The Role of Governors in Headteacher Appraisals

Date: 3 October 2017

Time: 18.30 - 20.30

Target Group: Governors

Tutors: Roz Cordner, Primary Adviser and Atia Williams, Human Resources Adviser

This session will focus on the appraisal regulations which came into force September 2012.

It will cover the:

- Timetable
 - Legal duties of governors
 - Role of the external adviser
 - Involvement of governors in conducting the performance review of the headteacher
-

OFSTED – The Governors’ Interview

Date: 18 October 2017

Time: 18.30 - 20.00

Target Group: Governors who will be interviewed by OFSTED inspectors

Tutor: Colin Powell, Director of Education

This session will give governors the opportunity to look at some of the questions that inspectors may ask during the inspection. It will provide practical tips based on the experience of governors of Diocesan schools.

Part of the session will involve governors working in small groups and answering questions that the inspectors might ask. Participants must come prepared to contribute as if an inspection were taking place.



Introduction to ASP for Primary Schools

Date: 2 November 2017

Time: 18.30 - 20.30

Target Group: Governors

Tutor: Primary Adviser

This session is a practical opportunity to explore an Analyse School Performance (ASP) report and identify key areas for school self-evaluation. ASP has replaced RAISEonline. By the end of the training participants will:

- Gain a better understanding of the part that ASP plays in school self-evaluation and improvement
 - Become familiar with ASP summary report format and what it shows
 - Be able to interpret data in the summary report
-

The Role of Governors in Grievance, Dismissal and Appeal Hearings

Date: 7 November 2017

Time: 18.30 – 20.30

Target Group: Governors dealing with grievance, dismissal and appeal hearings

Tutor: Atia Williams, Human Resources Adviser

This session aims to provide information about the legal responsibilities governors have as employers of staff in church schools in relation to grievance and discipline, dismissals and appeals and to look at the policies and procedures which need to be in place to enable governors to deal with such matters in a fair, consistent and objective way.

It will explore the role of governors in handling issues and in particular their participation in hearings and equip participants with the skills and knowledge to assist them to carry out their duties effectively. Participants will receive an information pack and should come prepared to participate; there will be plenty of opportunity to ask questions.



Induction for New Governors

Dates: 29 November 2017
9 May & 16 May 2018

Time: 11.00 - 16.00

Time: 18.30 - 20.30

Target Group: New Governors

Tutors: Mike McKeaveney, Assistant Director and Leo Morrell, Governance, Admissions and Development Adviser

This session aims to provide information about the nature of Church schools for new governors. It will enable new governors to understand their roles and responsibilities in relation to governing church schools.

The training will equip participants with the skills and knowledge that will assist them in making an effective contribution to meetings and will provide them with strategies for getting to know their school.

The course can be taken on one day in November, or over two evenings in May. If attending the May course, governors must sign up to both sessions.

An Overview of Curriculum and Assessment for Primary and Secondary schools

Date: 30 November 2017

Time: 18.30 - 20.30

Target Group: Governors

Tutors: Primary Adviser and Secondary Adviser

This session will give governors an overview of the primary and secondary curriculum. Governors will be informed of statutory and non-statutory requirements and will have the opportunity to discuss different curriculum models.

The session will also focus on the governing body's role of ensuring an effective curriculum is delivered within the school.

Secondary School Governance: Hot Topic

Date: 7 December 2017

Time: 18.30 - 20.30

Target Group: Secondary school governors

Tutor: Secondary Adviser

In response to feedback from our 2016/17 governor training programme, this session will be a seminar style discussion on a topic specifically related to governing a secondary school and an opportunity to learn and share good practice and resources.

The topic for this session will be:

- School Finance including sixth form funding
- Feedback from this session will inform our future topics.



The Role of the Pupil Premium Governor – Workshop

Date: 28 December 2017

Time: 18.30 – 20.30

Target Group: Governors responsible for the pupil premium grant

Tutors: Primary and Secondary Advisers

Schools receive extra funding known as the pupil premium grant specifically to help raise the attainment of disadvantaged pupils from Reception to Year 11. Schools are held to account through performance tables, which include data on:

- the attainment of the pupils who attract the funding
- the progress made by these pupils
- the gap in attainment between disadvantaged pupils and their peers

OFSTED investigates the impact of the use of the pupil premium grant, that often forms part of their judgement about school governance.

This session provides an opportunity for schools to review their current practice, audit the effectiveness of their allocation and hear from schools that have received the Pupil Premium Award.

Self-evaluation and inspection

Dates: 10 January 2018

Time: 18:30 -20:30

Target Group: Governors and Headteachers

Tutor: Roz Cordner, Primary Adviser

This training will give an overview of the OFSTED process and the range of evidence that schools may wish to consider having in place in order to self-evaluate effectively. There will be practical guidance on how governors can support self-evaluation and monitoring in their schools.

The session will include information on the Statutory Inspection of Anglican and Methodist Schools (SIAMS) and Section 48 denominational inspections.

Participants should bring a copy of the school's latest self-evaluation form to the session.



What is a 'Critical Friend'?

Date: 31 January 2018

Time: 18.30 -20.30

Target Group: Governors

Tutor: Marcus Cooper, Primary Adviser

This course will explore the role of the governing body in monitoring, challenging and supporting the work of the school.

How the critical friend's role fits within other governors roles

Effective strategies in being challenging yet supportive

A comprehensive understanding of the different sources of information available to governors

The role of the governing body within the OFSTED framework monitoring and evaluation: asking questions and making judgements to support the school's self-evaluation.

Outcomes:

- To appreciate the importance of being supportive but challenging and to feel confident in this role
- To understand the role and its impact on the school's self evaluation
- To be aware of the range of information and data available

Statutory Inspection of Anglican and Methodist schools (SIAMS)

Date: 8 February 2018

Time: 18.30 - 20.30

Target Group: New governors and those seeking to broaden their knowledge of SIAMS

Tutor: Christine Smyth, SIAMS Manager

This session is aimed at new governors who are not familiar with the Section 48 (SIAMS) inspection of Church schools which accompanies an OFSTED inspection.

The course will outline the:

- Process of SIAMS and how a school should prepare
- Purpose and focus of a SIAMS inspection
- Way the inspection is conducted
- School self-evaluation process which accompanies the inspection
- Role of governors in the process
- Exemplification of good practice through opportunity to analyse reports
- Possible sources of advice and support



School visits – understanding the governors' role

Date: 21 February 2018

Time: 18.30 - 20.00

Target Group: Governors

Tutors: Colin Powell, Director of Education

Governors undertake important responsibilities and in order to do so effectively they need to understand the context in which their school operates. Visits during working hours are vital in enabling governors to understand their school. This workshop session will enable governors to carry out effective school visits and provide practical examples of how to conduct a visit including how to:

- Prepare for a visit
- Focus a visit to a classroom
- Report back on a visit

This session will also assist governors in providing evidence to OFSTED that they understand the need to monitor what is happening in their school and have a clear understanding of their role in supporting and challenging the school to improve.

The Role of the Chair and Vice-chair of Governors

Date: 20 March 2018

Time: 18.30 - 20.30

Target Group: Chairs & Vice-chairs of governors

Tutor: Mike McKeaveney, Assistant Director and
Leo Morrell, Governance, Admissions and Development Adviser

Chairs of governors play an important role in leading the governing body and vice-chairs also carry out an important function in assisting in leading the governing body and supporting the chair. This session will:

- Examine the role of the chair and vice-chair and relationships with the headteacher
- Look at team work and training issues
- Examine OFSTED's expectations of the governing body
- Provide practical advice on agendas, committees and meetings
- Provide an opportunity to meet other new chairs and vice-chairs of governors



Introduction to ASP for Secondary Schools

Date: 22 March 2018

Time: 18.30 – 20.30

Target Group: Governors

Tutor: Secondary Adviser

This session is a practical opportunity to explore an Analyse School Performance (ASP) report and identify key areas for school self-evaluation. ASP has replaced RAISEonline. By the end of the training participants will:

- Gain a better understanding of the part that ASP plays in school self-evaluation and improvement
- Become familiar with ASP summary report format and what it shows
- Be able to interpret data in the summary report

Religious Education & Collective Worship – a Governor’s Perspective

Date: 24 April 2018

Time: 11.00 – 13.00

Target Group: Governors

Tutors: Shaun Burns, Primary Religious Education Adviser

This session aims to reinforce governors’ responsibilities for Religious Education and Collective Worship in a voluntary aided school. It will include information on:

Religious Education

- The governors’ role and responsibility for Religious Education in a church school
- The legal requirements of Religious Education in a church school
- The importance of Religious Education
- What makes effective Religious Education
- Monitoring Religious Education in practice
- Any particular school issues in Religious Education

Collective Worship

- The governors’ role and responsibility for Collective Worship in a church school
- The legal requirements and aims of Collective Worship in a Church of England school
- Collective Worship for a multi-faith community
- What constitutes Collective Worship with impact?
- Priorities and practicalities in the organisation and monitoring of Collective Worship
- Any particular school issues in collective worship



School Buildings – governor’s role

Date: 3 May 2018

Time: 18.30 – 20.30

Target Group: Governors who are on the School’s Premises Committee

Tutor: Paul Forrest, Buildings and Capital Programmes Manager

This session aims to focus on:

- The respective roles of the governors, their professional consultants, the Diocesan Board, Local Authority and DfE in building maintenance and development
 - Procedures for ensuring satisfactory completion of a building project
-

Handling complaints in schools

Date: 5 June 2018

Time: 18.30 - 20.30

Target Group: Headteachers, Chairs of governors and other governors involved in the complaints process

Tutor: Roz Cordner, Primary Adviser

Relationships in church schools are founded on Christian values of love and forgiveness and it is all the harder when things go wrong; schools will receive complaints from time to time and this session will provide governors and headteachers with the skills to handle complaints effectively. There will be information on the various stages in the complaints procedure with reference to Diocesan and DfE guidance. We will examine the roles of headteachers and governors and look at case studies giving practical examples both of the pitfalls to avoid and good practice in handling complaints.

Admissions in Church of England schools

Date: 20 June 2018

Time: 18.30 - 20.30

Target Group: Governors

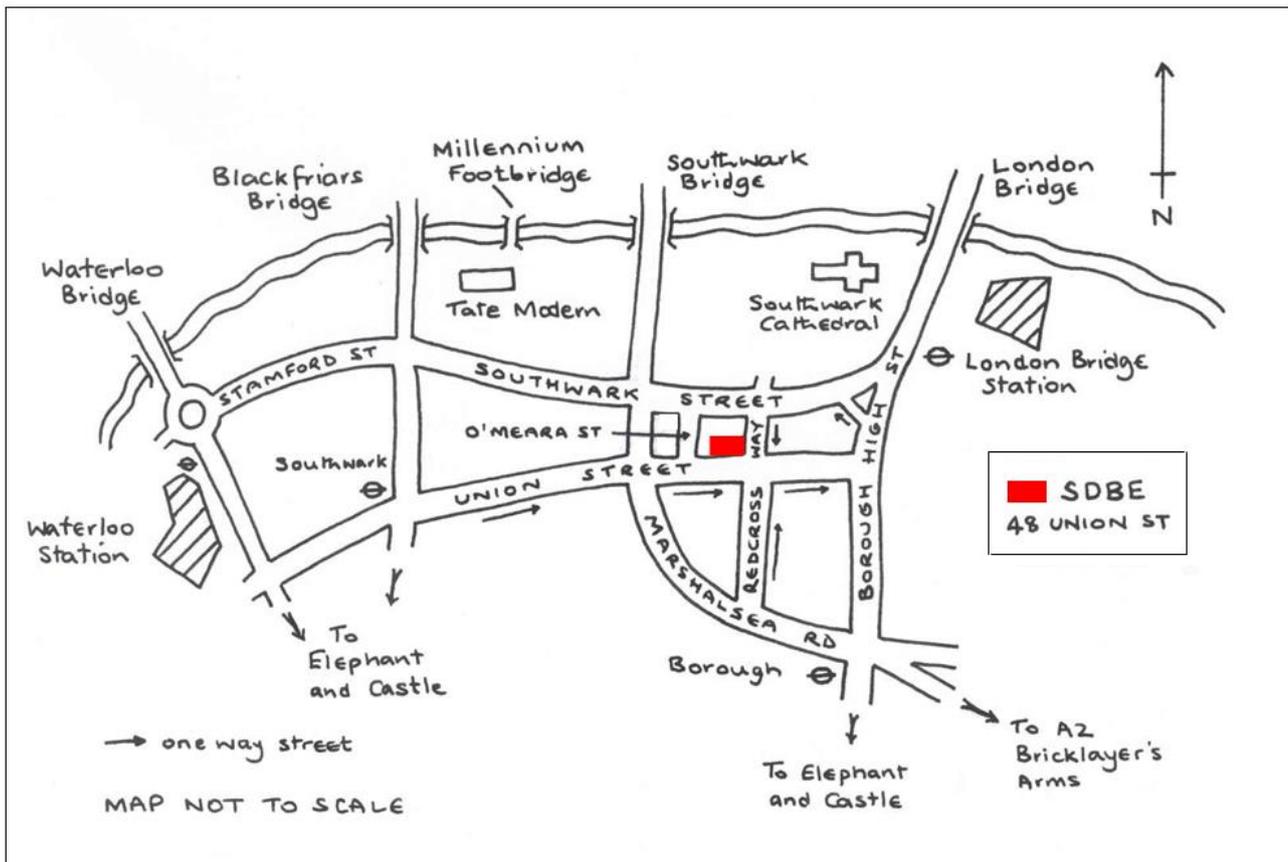
Tutor: Leo Morrell, Governance, Admissions and Development Adviser

This session will examine the issues surrounding a review of the school’s admission policy. The following will be covered:

- Timescales for consultation
- Key components of admission policies
- Clear, fair and objective admission criteria
- Definitions

The session will provide practical examples and enable governors to understand the implications of changing criteria. It will emphasise the need for clarity and transparency in admissions arrangements.

How to Find the SDBE



Approaching by car

The Board's offices are in the congestion charge zone which operates from 7.00 am to 6.00 pm (Monday to Friday – charged £11.50 per day). There is limited parking, but it is sometimes possible to reserve a parking space in our car park by telephoning the office (020 7234 9200). On-street parking bays on Union Street are for residents only from 8.00 am to 8.00 pm every day, but there are single yellow lines.

NB: Union Street is one-way (west to east): there is no access to Union Street from Borough High Street, all traffic must approach from Marshalsea Road, or from Southwark Street, via O'Meara Street.

London Bridge – 10 minute walk

London Bridge Station – Jubilee and Northern Line

Waterloo – 20 minute walk

Borough – Northern Line – 5 minutes walk

Southwark Diocesan Board of Education

48 Union Street

London SE1 1TD

Tel: 020 7234 9200

Fax 08432 906895

SOUTHWARK DIOCESAN BOARD OF EDUCATION

Developing Church of England Education



STAFF LIST AND DIRECT DIAL TELEPHONE NUMBERS

Switchboard Number: 020 7234 9200 Fax: 08432 906895

| | | |
|---|----------------------------|--|
| Director of Education | Mr Colin Powell | 020 7234 9200 colin.powell@southwark.anglican.org |
| Assistant Director | Mr Mike McKeaveney | 020 7234 9204 mike.mckeaveney@southwark.anglican.org |
| Primary Adviser | Mr Marcus Cooper | 020 7234 9219 marcus.cooper@southwark.anglican.org |
| Primary Adviser | Mrs Roz Cordner | 020 7234 9216 roz.cordner@southwark.anglican.org |
| Secondary Adviser | | 020 7234 9217 |
| Religious Education Adviser (Primary) | Mr Shaun Burns | 020 7234 9218 shaun.burns@southwark.anglican.org |
| Religious Education Adviser (Secondary) (part-time) | Mrs Pamela Draycott | 07817 089777 pamela.draycott@southwark.anglican.org |
| Buildings & Capital Programmes Manager | Mr Paul Forrest | 020 7234 9214 david.sanders@southwark.anglican.org |
| Governance, Admissions and Development Adviser | Mr Leo Morrell | 020 7234 9203 leo.morrell@southwark.anglican.org |
| Education Chaplaincy Development Officer (part-time) | Ms Siriol Davies | 020 7234 9215 or 07913 470816 siriol.davies@southwark.anglican.org |
| Human Resources Adviser (part-time) | Mrs Atia Williams | 020 7234 9215 atia.williams@southwark.anglican.org |
| Secretary and Office Administrator | Mrs Sheila Talbott | 020 7234 9206 sheila.talbott@southwark.anglican.org |
| Administrator | Mrs Cheryl Kuit | 020 7234 9207 cheryl.kuit@southwark.anglican.org |
| Project and Claims Administrator | | 020 7234 9210 |
| Financial Controller | Mr David Coyle | 020 7234 9211 david.coyle@southwark.anglican.org |

Recent Testimonials

“The course has given me the confidence to be a more active and challenging governor” –
Induction for new governors

“Excellent course and materials. The case studies and discussion about the purpose of school visits was very useful” – Induction for new governors

“The interactive nature of the course was helpful. I understand the need to be well prepared” –
Preparation for OFSTED workshop: a governor’s perspective

“I will be much better prepared if OFSTED were to come tomorrow” - Preparation for OFSTED workshop: a governor’s perspective

“The materials were comprehensive. Both speakers were very good” – Admissions in Church of England schools

“The SDBE is a great source of advice. The chance to examine and learn from other policies was very informative” – Admissions in Church of England Schools

“I am much better informed about my role as a governor and have more confidence to engage with the school on the curriculum” – Overview of the primary curriculum

“I learned a lot from hearing the experiences of others” – Overview of the primary curriculum



Southwark Diocesan Education Services

48 Union Street

London

SE1 1TD

Tel: 020 7234 9200

Fax: 08432 906 895

Web: www.education.southwark.anglican.org