



Governance Training and Development Programme

2019 - 2020

Governance Services Team
Providing comprehensive support for
clerking, training and development

Bolton
Council

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Introduction

Welcome to the Governance Training Programme for the 2019/20 academic year.

Effective governance continues to be an important factor in the success of all schools and academies and the strength and commitment to this in Bolton can be easily demonstrated. This effectiveness is driven by individual governors and trustees who want to make a difference to their local communities and tirelessly devote their time attending meetings, visiting their schools and undertaking training and development to further their knowledge and understanding.

In the summer term 2019, the service took part in the 'Greater Manchester, Support for School Improvement Peer Review programme', whereupon the commitment of Bolton Governance Services to provide high quality, value for money services was recognised. The report noted that "The level, scope and flexibility of the training and development offer is very impressive. It reflects local and national needs and priorities and is regularly reviewed to ensure it remains fit for purpose. Tailor made training and development to suit individual school needs and budgets is particularly valued."

Bolton Governance Services aims to provide many opportunities to support to all governors, trustees and schools leaders in the borough, whether through advice, support and clerking or by delivering high quality training and development.

This year we are pleased to introduce four new courses to the programme in response to feedback from governors and trustees. Notably a combined session for modules 1 and 2 in safer recruitment, which has been condensed and requires less time out of work or school. This follows several other sessions which we have amalgamated or condensed to fit in with governors and trustees' commitments. The courses in this programme continue to embed each strand of the Department for Education's Competency Framework for Governance and unless specifically stated, are suitable for all those involved in governance within different educational settings

This year we are pleased to announce that we are again running the Leadership Programme, for which the DfE will fund up to £1000 a school, equating to two places. Further information about this can be gained on request. E-Learning packages brokered by Governance Services, via the National Governance Association, continue to be available to access to provide a brief introduction to a subject which can be developed upon further in a local context via the full training sessions provided through the Governance Training Programme.

In addition to the courses listed in the programme, we will put on any of the courses listed on page 44 if there is enough interest registered to make the course viable. In addition to the courses listed in the programme, the Governance Services Team can design, co-ordinate and deliver bespoke commissioned training courses specific to the needs of your trust, board or local cluster of schools.

We hope you find that the sessions within the programme cater for your needs; however, we would be more than happy to consider further topics for future training sessions or bespoke and commissioned development.

continued overleaf

If you would like to discuss any aspects of the Governance Training Programme further or are interested in arranging a bespoke development or commissioned training session for your trust, board or cluster group, please contact Marie Foley, Governance Training Officer, via email at marie.foley@bolton.gov.uk



John Ashworth

Governance Services Manager
Bolton Governance Services Team

How to use this programme

How do you book onto courses?

All course within the Governance Training Programme are booked online via the Governance Services website. This enables governors to reserve a place on any of the sessions available any time day or night. The Governance Services website can be accessed by using the following web address: www.boltongovernanceservices.org.uk

You can also access the website by typing 'Bolton Governance Services' in an internet search engine.

Once you have accessed the site, you can view all sessions within the programme by selecting the 'Governance Training' page from the main menu. Further information on each course is available via this page; however, these can also be viewed and filtered via the 'Key Events' page of the website.

Confirmation of all bookings will be sent out automatically via email.

You can now receive a text reminder of your booking, simply tick the appropriate box when completing your online application and enter your mobile telephone number.

The Competency Framework for Governance

All the courses in this programme link to the competency framework, the diagram below gives examples of how the courses map to the framework.



How do I cancel a place on a course?

If you are unable to attend a course, we ask that you please notify the Governance Services Team on **01204 332116** at the earliest opportunity and at least five working days prior to the course date to enable the place to be offered to others.

Cancellation fees will apply for non-attendance or if a course place is cancelled by the delegate **within five working days of the course date**. Schools who have signed up to the Governance Training Service Level Agreement will be charged £25 for each cancellation within the five days prior to the date of the course. If your school has not signed up to SLA the full course fee will be charged.

Fees may be waived in exceptional circumstances. Please contact Marie Foley, Governance Training Officer, on **01204 332116** or via email at marie.foley@bolton.gov.uk

How do I pay for attending a course?

Fees for the Governance Training Programme are payable via the school budget and not by individual members of the governing board.

If your Governing or Trust Board has signed up to the Governance Training Service Level Agreement, sessions are free of charge*. Governors and Trustees of Boards who have not signed up to the Governance Training Service Level Agreement may attend any session for a fee of £80* (£100 for National Induction), which again is payable via the school budget.

If you are unsure about what services your board has signed up to, then please speak to your Chair or Head Teacher in the first instance for further information. If your school does not buy into the Governance Training Service Level Agreement, you should seek permission again from your Chair or Head Teacher before booking.

***With the exception of Safeguarding, which is free of charge, and Safer Recruitment which is individually priced.**

How to contact us

If you need any further information about this programme please contact Marie Foley, Governance Training Officer.

The Governance Services Team

Bolton Science and Technology Centre
Minerva Rd
Bolton BL4 0HA

Tel: **01204 332116**

Email: marie.foley@bolton.gov.uk



Location of Training Venue

All of the sessions delivered within this programme are held at the **Bolton Science and Technology Centre**.

Bolton Science and Technology Centre, Minerva Rd, Bolton BL4 0HA

The Bolton Science and Technology Centre is located in Farnworth, Bolton, and is situated between Mount St Joseph Catholic High School and the Royal Bolton Hospital grounds.

Use the post code **BL4 0HA** in your satellite navigation system.

Directions

By car

Directions from the M61

- M61 Northbound - Exit the M61 motorway at junction 4 and take the third exit onto Watergate Lane
- M61 Southbound - Exit the M61 motorway at junction 4 and take the first exit onto Watergate Lane
- At the first set of traffic lights, turn right onto Plodder Lane (B-6199)
- Go straight ahead and carry on through the next set of traffic lights (entrance to the Royal Bolton Hospital)
- Continue ahead to the next set of traffic lights at the junction of Plodder Lane and Bradford Road
- Turn left at these and proceed a short distance to the next set of traffic lights and turn left onto Minerva Road
- The Bolton Science and Technology Centre is on the right, directly after Mount St Mount St Joseph Business and Enterprise College and before the Royal Bolton Hospital grounds

Public Transport

The Centre also benefits from frequent bus services from the town centre and local train stations, these include the number 22 and 501 services. There is a stop directly across the road from the Bolton Science and Technology Centre.

Parking

The Centre has free on-site parking, including disabled access.

Development and Bespoke Training

Through the Governance Development Officer, the Governance Services Team can provide boards with an audit and self-evaluation to identify areas of development and training which may be required. Following the audit, a bespoke development session or programme of sessions on specific issues and topics can be arranged. These can be varied in length and can be held throughout the daytime or evening, convenient to each board.

The following are just some of the examples of development sessions which may be tailored to your board's needs:

- Governor and Trustee Roles and Responsibilities
- Strategic and Operational
- Monitoring and Evaluation
- Providing Effective Challenge and Support
- Self-Evaluation, Vision and Impact
- Continued Improvement

The bespoke sessions will also look at the School Improvement/Development Plan, the board's Action Plan and Ofsted reviews and recommendations to encompass all areas of the school and board. For further information about accessing development for your board, please contact the Development Officer on **01204 332104** or via email at governance.services@bolton.gov.uk

External Reviews of Governance

An external review of governance looks at how well a trust or board is operating within its strategic core functions. The review, which is based on sound and relevant national guidance, will help the board identify strengths and weaknesses together with priorities for improvement and development, and provide support on what steps to take. The review will also provide advice and guidance in order to assist to move governance from an Ofsted Inspection rating of 'requires improvement' to at least 'good'.

An external reviewer will work with the chair of governors, head teacher/principal and a selection of governors with the aim of improving the performance of the board. Boards do not need to wait for an Ofsted inspection recommendation to seek a review and can arrange a review of governance at any time to improve the effectiveness of their work.

It is important to bear in mind that a board can choose whoever they want to conduct a review of governance; however, it is highly recommended that they ensure that the reviewer has a good understanding of governance and has successful experience of leading governors and school improvement. The Bolton Governance Services Team provides experienced officers who have a wealth of experience of working with governing boards on matters of school and academy governance. Further information about the Bolton external review process and the associated costs can be downloaded via the Governance Services Website or by contacting the Development Officer on **01204 332104** or via email at governance.services@bolton.gov.uk

Governance Health-Checks

Further to the existing training and development opportunities and external review of governance programme, the Governance Services Team has developed a suite of lighter touch audit tools to provide a 'Health-Check' or assessment on governance skills, experience and practices. The tools are expected to assist governing boards in their own development and provide a guided assessment conducted by a Governance Professional by way of a written report for the board to action as part of their own self-evaluation and quality assurance processes. The following Health-Checks are currently available for purchase on a commissioned basis:

- Health Check A - Governance Self-Evaluative Audit Tool
- Health Check B - Training and Development Audit
- Health Check C - Governing Board Meeting and Documentation Review

Further information about the and associated costs can be gained via the [Governance Services Website](#) or by contacting the Development Officer on **01204 332104** or via email at governance.services@bolton.gov.uk

Partnership Forums

The Partnership Forums in Bolton aim to strengthen school governance by providing information about local and national initiatives and changes in government legislation. The forums help support effective communication between governing boards and the local authority and promote cohesive working within the Bolton family of schools.

The Partnership Forums are held at 6.30pm at the Bolton Science and Technology Centre unless notified otherwise. The sessions last for approximately two hours. **Attendance is free of charge to all boards within Bolton.**

Autumn Term	Monday 14 October 2019
Spring Term	Monday 10 February 2020
Summer Term	Monday 1 June 2020

National Induction Programme for Governance

Description: This two part national induction programme will ensure those new to governance have the information they need to become effective school governors and trustees.

Audience: All governors and trustees, particularly those new to the role

	Date	Time
Course A:	12 and 19 September 2019	5pm to 8pm
Course B:	14 and 21 January 2020	9.30am to 12.30pm
Course C:	22 and 29 April 2020	5pm to 8pm
Course D:	9 and 16 June 2020	12.30pm to 3.30pm

Choose one course only. Please attend all dates for your course option.

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley and Governance Development Officer, Governance Services Team

Price per session: Governance Training SLA / £100

Booking Information  Online via the [Governance Services website](#)

New to Governance – What's it all about?

Description: New to Governing Board and Local Governing Board meetings? Want to know what they are all about? This session will discuss what you can expect from meetings and gives an introduction into what your role includes.

Audience: All new school governors and academy local board governors.

	Date	Time
Course A:	7 November 2019	6pm to 8pm
Course B:	20 May 2020	12.30am to 2.30pm

Attend one session only

Venue: Bolton Science and Technology Centre

Presenter: John Ashworth, Governor Services Manager

Objectives:

By the end of this session you will know:

- The purpose and function of Governing Board meetings
- The roles of governors
- How meetings are convened
- The code of conduct

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Module 1: Introduction to Safer Recruitment and Selection

Description: This session aims to explain recruitment and selection procedures which should be used for all posts. It includes current legislation and policies you need to be aware of during the process.

Audience: Any governor or member of staff who is likely to be involved in recruitment and selection.

NB: Any delegate wishing to complete the accredited Safer Recruitment course must first attend this session followed by Module 2. Unless you are doing the combined session on page 13.

	Date	Time
Course A:	15 January 2020	9.30am to 11.30am

Venue: Bolton Science and Technology Centre

Presenter: HR Representatives

Objectives: By the end of this session you will:

- Understand the key stages of the recruitment process
- Understand your role in recruitment and selection

Price per session: Governance Training SLA / £80

Booking Information  Online via the [Governance Services website](#)

Module 2: Managing Allegations

Description: This session examines the processes for dealing with allegations against staff working with children and young people.

Audience: Senior leadership teams and governors and trustees.

NB: Any delegate wishing to complete the accredited Safer Recruitment course must first attend this session.

	Date	Time
Course A:	22 January 2020	9.30am to 11.30am

Venue: Bolton Science and Technology Centre

Presenter: HR Representatives

Objectives: By the end of the session you will:

- Understand the process for dealing with allegations against staff working with children and young people

Price per session: £80

Booking Information



Online via the [Governance Services website](#)

Modules 1 and 2: Combined

Description: This session combines Modules 1 and 2 for those who wish to proceed to Module 3.

Audience: Any governor or member of staff who is likely to be involved in recruitment and selection.

NB: Any delegate wishing to complete the accredited Safer Recruitment course must first attend this session.

	Date	Time
Course A:	2 October 2019	9.00am to 12.30pm
Course B:	6 May 2020	9.00am to 12.30pm

Venue: Bolton Science and Technology Centre

Presenter: HR Representatives

Objectives: By the end of this session you will:

- Understand the key stages of the recruitment process
- Understand your role in recruitment and selection
- Understand the process for dealing with allegations against staff working with children and young people

Price per session: £150

Booking Information



Online via the [Governance Services website](#)

Module 3: Safer Recruitment: Accredited

Description: The Safer Recruitment training provides valuable information on a safe school culture and guidance to strengthen safeguards against employing unsuitable people in school.

NB: As a minimum requirement the Head Teacher and a named governor must have completed this training.

Delegates must complete Modules 1 and 2 before attending this session.

Audience: Head Teachers, governors, trustees and anyone involved in the recruitment process.

	Date	Time
Course A:	9 October 2019	8.45am to 5pm
Course B:	29 January 2020	8.45am to 5pm
Course C:	13 May 2020	8.45am to 5pm

NB: 8.45am for a prompt 9am start. As this is an accredited course, delegates arriving after 9.15am will not be admitted. There is a formal assessment at the end of the course, therefore any delegates who leave before the end of the session will not receive the accreditation and will be required to re-sit the course.

Venue: Bolton Science and Technology Centre

Presenter: HR Representatives

Objectives: To give participants awareness of:

- Key features of Safer Recruitment that help deter unsuitable people
- Reviewing their own and their organisations' policies and practices with a view to making them safer

Price per session: £220

Booking Information



Online via the [Governance Services website](#)

Safer Recruitment Refresher Training

Description: This is a refresher session for anyone wishing to renew their Safer Recruitment training.

Audience: Senior leadership teams, trustees and governors.

NB: Any delegate wishing to complete this course must be in possession of a Safer Recruitment certificate, NCSL, CWDC or DfE certificates accepted.

	Date	Time
Course A:	21 November 2019	9.00am to 12.30pm
Course B:	12 March 2020	9.00am to 12.30pm
Course C:	18 June 2020	9.00pm to 12.30pm

Venue: Bolton Science and Technology Centre

Presenters: Dawn Longworth, Deputy HR Manager and Tanya Johnson Deputy HR Manager

Objectives: By the end of the session you will:

- Have received an update on understanding the process for dealing with allegations against staff working with children and young people
- Updated your safer recruitment knowledge

Price per session: £160

Booking Information  Online via the [Governance Services website](#)

People Matter – An overview of HR support and procedures including the Complaints Process

Description: This session will cover a governor's role in a range of HR matters, such as appeals, allegations, complaints and disciplinary and recruitment issues.

Audience: All governors, trustees and members

	Date	Time
Course:	12 February 2020	12.30pm to 2.30pm

Venue: Bolton Science and Technology Centre

Presenter: Jenny Walsh, Senior Schools HR Officer and Marie Foley, Governance Training Officer

Objectives:

By the end of this session you will:

- Understand governors' role in a range of HR processes
- Understand a governor's role in the complaints process
- Have been sign posted to further sources of information

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Effective School Financial Management

Description: This session will provide an overview of school finance, including how schools are funded and current issues.

Audience: All governors, trustees and members especially those on finance committees.

Course: **Date** 13 November 2019 **Time** 6pm to 8pm

Venue: Bolton Science and Technology Centre

Presenter: Julie Edwards, Schools Finance Manager

Objectives: By the end of this session you will:

- Understand how schools are financed
- Understand governors' and trustees responsibilities with regard to the Schools Financial Value Standard

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Academy Finance

Description: This session will provide an overview of Academy and Free school finance, including how schools are funded and current issues.

Audience: All governors, trustees and members especially those on finance committees.

Course:	Date 30 April 2020	Time 6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenter: Julie Edwards, Schools Finance Manager

Objectives: By the end of this session you will:

- Understand the finances involved in Academies and multi Academy Trusts
- Understand your role in ensuring financial probity

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Business Continuity Management

Description: This session outlines the changes to the plan needed to ensure a highly practical response to any type of untoward incident that could affect the ability of a school to provide educational and pastoral support to pupils. It will focus on the role of governors in contributing to the development of the plan.

Audience: All governors, trustees and members.

	Date	Time
Course:	17 June 2020	6pm to 8pm

Venue: Bolton Science and Technology Centre

Presenters: Judith Smith, Principal Auditor and Kimberley Hart, Risk and Resilience Lead, Manchester City Council

Objectives: By the end of the session you will:

- Understand your role in ensuring your school is able to respond immediately to ensure a safe and productive environment, following a critical incident
- Understand the critical role governors play in receiving assurance over the development and testing of the plan

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Financial Accountability – a practical workshop

Description: This practical workshop will give you an insight into the different presentation styles of financial budget reports governors may receive, aiding you into having a better understanding of budget monitoring reports. Helping you to effectively interpret and question.

Audience: All governors, trustees and members especially those on finance committees.

	Date	Time
Course:	7 May 2020	6pm to 8pm

Venue: Bolton Science and Technology Centre

Presenter: Judith Smith, Principal Auditor and Head of Internal Audit and Risk for Bolton and Manchester LAs.

Objectives: By the end of this session you will:

- Have a better understanding of the importance of budget monitoring
- Be able to compare and contrast various reports governors may be presented with
- Be able to interpret and question reports presented to governors

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Primary Data for School Improvement

Description: In this session we will look at ways in which primary governors can use internal data to support school self-evaluation.

Audience: All Primary governors, trustees and members

Course:	Date	Time
	28 January 2020	12.30pm to 2.30pm

Venue: Bolton Science and Technology Centre

Presenter: Deb Butler, School Improvement Professional

Objectives:

- By the end of this session you will be able to:
- Identify different sources of school data
- Understand how this information can aid accurate self evaluation

Price per session: Governance Training SLA / £80

Due to a lack of demand in recent years no secondary data courses have been scheduled.

However, if there is sufficient interest a course will be put on which would be free to those schools with a Gold or Silver Training SLA.

Please contact marie.foley@bolton.gov.uk if you would be interested in attending a secondary data course.

Booking Information



Online via the [Governance Services website](#)

Practical Chairing

Description: In this session we will look at how to effectively chair meetings, incorporating realistic scenarios. We will also cover a Chairs wider strategic role. This is an ideal course for established Chairs and an excellent succession planning tool for future Chairs.

Audience: All Chairs, Committee Chairs and future Chairs

	Date	Time
Course A:	4 December 2019	1pm to 3pm
Course B:	19 May 2020	6pm to 8pm

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley, Governance Training Officer and Governance Development Officer

- Objectives:**
- By the end of this session you will be able to:
 - Effectively chair meetings
 - Manage your work load and effectively delegate
 - Deal with challenging situations
 - Organise committees effectively

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Strategic Chairing

Description: In this interactive session we will look at the Chairs strategic role, from helping to set the vision of the school to having courageous conversations. This is an ideal course for established Chairs and an excellent succession planning tool for future Chairs.

Audience: All Chairs and future Chairs

	Date	Time
Course A:	20 November 2019	2pm to 4pm
Course B:	24 June 2020	5pm to 7pm

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley, Governance Training Officer and Governance Development Officer

Objectives:

By the end of this session you will be able to:

- Ofsted and the DfE's expectations
- Setting the vision
- How to have those courageous conversations
- Staff well being
- The importance of good relationships
- Leadership Styles

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Linking with Leadership

Description: This course will explore the importance of developing a positive, effective relationship with the leadership team.

Audience: All governors, trustees and members

Course:	Date	Time
	23 January 2020	12.30pm to 2.30pm

Venue: Bolton Science and Technology Centre

Presenter: Anne Quigley, External Educational Consultant

Objectives: By the end of this session you will have:

- Confidence in supporting and challenging the Head Teacher
- An understanding of effective leadership and how to appraise it
- Explored succession planning and the importance of making the right appointment

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Leadership Development Programme

Description: Bolton Governance Services in partnership with the National Governors Association has been contracted to deliver the Leadership Development Programme for governors.

This programme is funded by the Department for Education (DfE) and provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance. This programme offers a blend of flexible learning and will take approximately three terms to complete.

Audience: All those who have successfully completed the NGA/DfE application procedure.

The course is now full.

	Date	Time
Course A:	13 November 2019	3pm to 7pm
Course B:	5 February 2020	3pm to 7pm
Course C:	13 May 2020	3pm to 7pm

Venue: Bolton Science and Technology Centre

Presenters: Marie Foley, Governance Training Officer

Course outline:	1 October 2019	Programme start date
	9 Dec to 5 Jan 2020	First mentoring call
	January 2020	Cluster group sessions
	12 June 2020	Submission of Action Plan
	29 June to 19 July 2020	Second Mentoring Call

Price per session: Fully funded by the DfE

Booking Information



Online via the [Governance Services website](#)

Chairs' Briefings

The Chairs' Briefings are held early each term in order to prepare chairs of governors for their forthcoming governing board meetings and to equip them with the knowledge, information and advice needed to effectively undertake their role.

The Chairs' Briefings are held at 1.30 pm and 6.00 pm at the Bolton Science and Technology Centre unless notified otherwise. The sessions last for 1 hour, with an additional 30 minutes provided at the end for networking opportunities. Chairs' only need to attend one of the two sessions provided each term. Attendance is free of charge to those boards that purchase the Clerking and Support Service Level Agreement. A charge of £40.00 per person, per session will be made for those schools not buying into the service.

Autumn Term	Monday 7 October 2019
Spring Term	Monday 27 January 2020
Summer Term	Monday 11 May 2020

Further details about the Primary Partnership Forums or Chairs' Briefings can be gained by contacting Marie Foley, Governance Training Officer, on **01204 332116** or via email at marie.foley@bolton.gov.uk

Booking Information



Online via the [Governance Services website](#)

General Data Protection Regulations (GDPR)

Description: Since the introduction of the General Data Protection Regulations (GDPR) Schools and Governors have been challenged with ensuring they are GDPR compliant. This course will give Governors and Trustees the information to be able to satisfy themselves that Schools are complying with GDPR, acting properly when receiving the various requests from third parties and know how to react when breaches happen.

Audience: All governors, trustees and members

	Date	Time
Course A:	16 October 2019	6pm to 8pm
Course B:	11 March 2020	12.30pm to 2.30pm

Venue: Bolton Science and Technology Centre

Presenter: Judith Smith, Principal Auditor

Objectives:

- By the end of this session you will be able to:
- Know how to ensure the school is complying with the regulations
- Know how to obtain assurances that measures introduced are adequate
- Know how to react when things go wrong

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Maintaining Perspective – Promoting British Values and SMSC

Description: All maintained schools must meet the requirements set out in section 78 of the Education Act 2002 and promote the spiritual, moral, social and cultural [SMSC] development of their pupils. Through ensuring pupils’ SMSC development, schools can also demonstrate that they are actively promoting fundamental British values.” DfE November 2014

Audience: All governors, trustees and members

	Date	Time
Course:	21 April 2020	12.30pm to 2.30pm

Venue: Bolton Science and Technology Centre

Presenter: Anne Quigley, External Educational Consultant

Objectives:

- Background - What are British Values?
- SMSC - Why is it important?
- Governors’ monitoring role - Key areas for attention
- Demonstrating effectiveness in meeting statutory duties and responding to other advice and requirements
- What will Ofsted be looking for – What will inspectors ask?
- Safeguarding and vigilance – training for staff
- What to do if concerns are raised either by parents or the actions of another member of the governing board

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

How to Identify Domestic Violence and Safeguard Children in School – A Governance Perspective

Description: This course will look at the challenges around domestic abuse, how to have effective support within the school and the role of Governors and Trustees.

The course will enable Governors and Trustees to gain a basic understanding of domestic abuse and violence, how it affects children particularly around their education and development needs. The role of Governance will be an integral part of the course delivery.

Audience: All governors, trustees and members

	Date	Time
Course A:	6 November 2019	6pm to 7.30pm
Course B:	10 March 2020	2pm to 3.30pm

Venue: Bolton Science and Technology Centre

Presenter: Gill Smallwood, Chief Executive of Fortalice

Objectives:

- By the end of the session you will be aware of:
 - How to identify Domestic Violence and Violence (DAV)
 - How we safeguard our children around DAV in our schools.
 - The services that can support schools

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

The Head Teacher's Appraisal Review

Description: It is vital the Head Teacher performance objectives reflect the school improvement priorities for their school. This course supplies governors and trustees with the knowledge and confidence to conduct the review.

Audience: Governors who will be involved in the appraisal review of the Head teacher

Course:	Date 19 November 2019	Time 6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenter: Anne Quigley, External Educational Consultant

Objectives: By the end of this course you will:

- Understand the importance, and context of setting realistic but challenging performance objectives for the Head Teacher

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Ofsted and Governance

Description: This session will enable governors to know what to expect from inspection.

Audience: All governors, trustees and members

	Date	Time
Course A:	27 November 2019	12.30pm to 2.30pm

Course B:	23 April 2020	6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenter: Liam Trippier, Associate School Improvement Professional

Objectives: By the end of this course you will:

- Be familiar with the Ofsted inspection framework
- Understand the importance of self-evaluation in the inspection process
- Understand the governors' role before, during and after inspection
- Know how to respond to the inspectors questions during inspection

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Pupil Premium – Governors' Accountability

Description: This course will enable governors to further understand the purpose and effective use of Pupil Premium funding.

Audience: All governors, trustees and members

Course:	Date 29 October 2019	Time 6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenter: Anne Quigley, External Educational Consultant

Objectives:

- By the end of the session you will have:
 - Looked at the need for accountability in the spending of Pupil Premium monies
 - Looked at ways to ensure the money is used effectively to raise attainment of pupils who generate this funding

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Monitoring Teaching and Learning – knowing what you can and can't do!

Description: This session will look at the respective roles of senior leaders and governors in monitoring the quality of teaching and learning and more importantly, what governors can and cannot do.

Audience: All governors, trustees and members

Course:	Date	Time
	27 February 2020	6pm to 7.30pm

Venue: Bolton Science and Technology Centre

Presenters: Marie Foley, Governance Training Officer and Governance Development Officer

Objectives:

By the end of the session you will:

- Know the practice of monitoring and evaluation
- Understand the good practice and protocol of school visits
- Understand what behaviours Ofsted evaluate when judging the effectiveness of governance
- Understand the impact of monitoring and evaluation

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Working Together for Effective Governance

Description: What is effective governance? This course will examine what constitutes effectiveness, looking at the 8 Aspects of Effective Governance. During the session you will work towards completing an individual action plan.

Audience: All governors, trustees and members

	Date	Time
Course A:	27 November 2019	9.30am to 12.30pm
Course B:	2 June 2020	5pm to 8pm

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley, Governance Training Officer and Governance Development Officer

Objectives:

By the end of the session you will have:

- Examined the self-evaluation process
- Understood the principals behind producing an action plan for future development
- Looked at support and challenge

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Behaviour and Attendance and the Boards Role in Exclusions

Description: This workshop will help governors and trustees understand how the leadership team within their school or academy uses various strategies in order to address bad behaviour and how they can provide the strategic view on creating a culture of positive behaviour and promoting good attendance and the impact this has on achievement. A governor's role in permanent exclusions will also be covered.

Audience: All governors, trustees and members

	Dates	Time
Course:	25 February 2020	1pm to 4pm

Venue: Bolton Science and Technology Centre

Presenter: Steve Berryman, Early Intervention Manager and Paula Andrews, Behaviour Support Service

Objectives: By the end of this session you will:

- Know the role of Governing Boards in relation to exclusions guidance and procedures
- Have looked at the importance of promoting attendance
- Have looked at the link between behaviour and attendance

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

The Education of Looked After Children (LAC)

Description: There are many reasons why children become looked after by the LA. In some cases it will be as a result of family breakdown, in others because of neglect and abuse. These often traumatic experiences – together with being separated from friends, family and adapting to changing neighbourhoods – can make it much harder for them to learn. Although some do manage to overcome their disadvantages, most don't and therefore they underachieve. As a school governor you can make a real difference in helping your school provide the best possible education for all its pupils whatever their background. The Children Act 2004 places a duty on LAs (as corporate parents) to promote the educational achievement of looked after children. LAs and social care staff can't do this alone and will need the cooperation of others.

Schools in particular are central to providing looked after children with the experiences that will in turn unlock a brighter future. The task for school governors is to ensure their schools are responding to looked after children's needs, to their personal education plans and that their school has a trained designated teacher as per statutory guidance.

This short session will provide all the information you require to help your school with this complex agenda.

Audience: All governors, trustees and members

Course:	Date 5 May 2020	Time 6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenter: Andy Feeley, Executive Head Teacher of The Orchards Federation and Member of the LAC Virtual School Executive Board

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Promotion of Community Cohesion

Description: This session will emphasise the importance of Community Cohesion, showing how it links to British Values and the PREVENT Strategy.

Audience: All governors, trustees and members

Course:	Date	Time
	4 February 2020	6pm to 8pm

Venue: Bolton Science and Technology Centre

Presenter: Nicola Mahon, Achievement Cohesion and Integration Service

Objectives:

By the end of this session you will:

- Be aware of the need for Community Cohesion in Bolton
- Have seen examples of Community Cohesion projects currently taking place in Bolton
- Understand how Community Cohesion supports the Prevent Strategy, British Values and SMSC in the classroom

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

The Role of the Special Educational Needs and Disability Governor (SEND)

Description: The session will provide governors with a responsibility for SEND with an overview of the role of the SENCo and how their role as SEND Governor supports the SENCo in implementing the SEND Code of Practice.

Audience: All governors, trustees and members

	Date	Time
Course:	27 April 2020	10am to 12pm

Venue: Bolton Science and Technology Centre

Presenter: Debbie Coburn, Director of School Improvement, Woodbridge Trust

Objectives:

- By the end of this session you will:
 - Have an understanding of your role as a Governor with responsibility for SEND
 - Have an overview of the SEND Code of Practice

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Governors Role in Early Years

Description: This session will support Governor's knowledge and understanding of the Early Years Foundation Stage (EYFS).

Audience: All governors, trustees and members

Course:	Date	Time
	14 November 2019	12.30pm to 2.30pm

Venue: Bolton Science and Technology Centre

Presenter: Laura Wright, Early Years and Child Care Adviser

Objectives:

By the end of this session you will have covered:

- The EYFS statutory framework and the requirements for learning and development, assessment and safeguarding and welfare requirements
- EYFS data - tracking progress and evaluating attainment in the nursery and reception at your school
- What does EYFS quality provision look like?

Price per session: Governance Training SLA / £80

Booking Information



Online via the [Governance Services website](#)

Online training

Keeping Children Safe Level 1 – General Safeguarding

Description: An online course of Level 1 Safeguarding is available to all governors completely free of charge. To access this training simply go to:
www.bolton.gov.uk/safeguardingchildren

Upon accessing the site you will need to press 'register'. A username and password will then be issued.

Once logged on follow the online instructions. On completion of the training, which takes around 45 minutes there is a facility to print a certificate from Bolton Safeguarding Board. If you miss any of the modules out you will not be able to access the certificate.

This site is administered by the Safeguarding team; if you should encounter any issues please contact:
multiagencytraining@bolton.gov.uk

PREVENT – online training

Description: This is an online course available to all governors which is completely free of charge. To access this training simply go to:
www.elearning.prevent.homeoffice.gov.uk

Once logged on follow the online instructions. On completion of the training, which takes around 45 minutes there is a facility to print a certificate.

Audience: All governors, trustees and members

Price per session: Both sessions are **free** of charge

Booking Information



Online via the [Governance Services website](#)

Expressions of Interest Required

We can arrange additional courses subject to demand. If you are interested in any of the below courses please register your interest by contacting marie.foley@bolton.gov.uk or on **01204 332116**.

A session will be arranged when enough governors and trustees have shown interest to make the course viable.

The following additional courses could be arranged:

- Schools Financial Benchmarking
- Understanding Secondary Data
- Preparing for Governor Mark
- Academy Governance and Structures
- School Visits – holding the school to account
- Getting the Most from your School Website
- Understanding Data and the Effective Use of Pupil Premium in Special Schools

Booking Information



Online via the [Governance Services website](#)



Governance Services Team

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