



Governance Training and Development Programme

2021 - 2022

Governance Services Team

Providing comprehensive support for
clerking, training and development

Bolton
Council

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Introduction

Welcome to the Governance Training & Development Programme for the 2021/22 academic year.

Whilst reflecting on my introduction for the previous academic year's programme, it was apparent how optimistic I was about the year ahead. Little did I know that the challenges felt in summer 2020 would continue through the autumn term and move into spring and summer 2021. Schools and Academies once again felt a fresh wave of challenges with the pandemic, ensuring the safety of children and staff, whilst continuing teaching and learning via remote learning and in-school provision for vulnerable and key worker children.

The pressures for school leaders, teaching and non-teaching staff was palpable and at times relentless. Nevertheless, most schools remained open to our children, providing as much normality as possible. Governors and trustees supported their leaders and staff teams by conducting their strategic roles virtually but more importantly, I was heartened to receive positive feedback about how our strategic leaders were 'checking in' with genuine concern for staff wellbeing. The end of summer term could not come soon enough for many, and I hope all those involved in each school community had some much-needed respite from what has proved to be a difficult year.

Governance Services continued to provide support via virtual means throughout 2020/21, again with governors and trustees adapting well to the 'new way of working'. The Team and I experienced many examples of exceptional governance in difficult times, with good virtual meeting conduct, continued training and development engagement and strong remote monitoring practice. Feedback has remained positive and the message from our governance volunteers is that a blended approach to services would be valued moving forward. With this in mind, and in line with the Government's roadmap to recovery, we aim to continue to support both virtual and physical board meetings and provide a blend of face-to-face, live virtual and pre-recorded training and development events. We feel this will allow greater flexible and wider reaching support to our leaders, governors and trustees.

Along with updates to our current training offer, we will be delivering two new courses, one specifically for Safeguarding Governance developed via our colleagues in the Safeguarding in Education Team and another looking at School Complaints and the relevant guidance surrounding this. 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.

The Chairs' Briefing, Partnership Forum and Training & Development Lead Briefings will be a blend of face-to-face and virtual or pre-recorded events moving forward and feedback on this will continue to be sought.

The Governance Services Team can also design, co-ordinate and deliver bespoke commissioned training courses specific to the needs of your trust, board or local cluster of schools.

continued overleaf

If you would like to discuss any aspects of the Governance Training & Development 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.

The Team and I continue to wish you and your boards a safe and productive school year.



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.

NB: All courses are face to face at the Bolton Science and Technology Centre unless otherwise stated.

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 Governance 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 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 face to face 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, which include the 501 service. 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 support boards with an audit and self-evaluation to identify appropriate areas of development and training. Following this, a bespoke development session or a programme of modular sessions on specific issues and topics can be arranged. These can be varied in length and can be held either during the daytime or evening, whichever is most convenient to each board. Cluster sessions with other boards in similar circumstances can also be facilitated, where appropriate.

The following are just some 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
- Working Together for Effective Governance
- Clarity of Vision, Ethos and Strategic Direction
- Monitoring Teaching and Learning
- Providing Effective Challenge and Support
- Vision, Strategic Planning and Impact
- Self-Evaluation, Sustained Effectiveness and Improvement

The bespoke sessions will also incorporate documentation such as the School Improvement/Development Plan, the board's Action Plan and Ofsted recommendations to ensure sessions are relevant and planned effectively. The benefits of bespoke development are:

- Tailored sessions for your governing, trust or local academy board's specific needs
- Sessions can be designed to address particular issues which have been raised through self-evaluation or external parties
- Opportunities for building teamwork and collaborating as a professional board
- The timing of sessions can be varied, depending on governor and trustee time constraints

For further information about accessing development for your board, please contact Marie Ahmad, Governance Development Officer on **01204 332104** or via email at marie.ahmad@bolton.gov.uk.

External Reviews of Governance

An external review of governance looks at how well a trust board or governing 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 next steps to take. The review will also provide advice and guidance to assist moving 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 Marie Ahmad, Governance Development Officer on **01204 332104** or via email at marie.ahmad@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 designed to assist governing boards in their own development and offers a guided assessment conducted by a Governance Professional who will produce 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, Development and Skills Audit
- Health Check C - Governing Board Meeting and Documentation Review

Further information about these and the associated costs can be gained via the Governance Services Website or by contacting Marie Ahmad, Governance Development Officer on **01204 332104** or via email at marie.ahmad@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 11 October 2021
Spring Term	Monday 7 February 2022
Summer Term	Monday 23 May 2022

Governance Induction

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

Module 1 will concentrate on the meetings and structure of Governance while Module 2 explains the strategic role of governance and how to effectively monitor and hold the school to account.

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

	Date	Time
Course A: Module 1:	7 October 2021	10am to 12pm
Module 2:	12 October 2021	10am to 12pm
Course B (virtual pre-recorded session)		
Module 1:	29 November 2021	Available from 12pm
Module 2:	29 November 2021	(both sessions)
Course C Module 1:	12 January 2022	5pm to 7pm
Module 2:	19 January 2022	5pm to 7pm
Course D Module 1:	17 March 2022	2pm to 4pm
Module 2:	24 March 2022	2pm to 4pm
Course E (live virtual session)		
Module 1:	20 April 2022	5pm to 7pm
Module 2:	27 April 2022	5pm to 7pm
Course F Module 1:	23 June 2022	10am to 12pm
Module 2:	28 June 2022	10am to 12pm

Venue: Bolton Science and Technology Centre
Virtual Pre-Recorded Session NB: Delegates will be sent a link to the Bolton Governance Gateway, on the above date, to this virtual course. Delegates may then access the training any time within a month of that date.
Choose one course only. Please attend all dates for your course option.

Presenters: John Ashworth and Marie Foley Governance Services Team

Price per session: Governance Training SLA / £100

Booking Information



Online via the Governance Services website

Safeguarding – The Board's Role

Description:

In this course the importance of Safeguarding within schools is discussed. It is vital the board fully hold the school to account over their safeguarding procedures.

It is strongly advised that the safeguarding governor/trustee from every school/academy attends this training.

Audience:

The Safeguarding Link Governor/Trustee

	Date	Time
Course A:	4 October 2021	9am to 11am
Course B: (live virtual session)	13 January 2022	11.30 to 1pm
Course C:	30 March 2022	5.30pm to 7.30pm
Course D:	30 June 2022	1pm to 3pm

Choose one course only.

Venue:

Bolton Science and Technology Centre

Presenter:

Imtiaz Kala, Safeguarding in Education Social Worker

Price per session: Governance Training SLA / £80

Online Training**Keeping Children Safe Level 1 – General Safeguarding**

Please see page 41 for further details

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.

Course
(Virtual Pre-recorded)

Date
September 2021 to August 2022

Venue: Virtual Session NB: Delegates will be sent a link to the Bolton Governance Gateway, on the above date, to this virtual course. Delegates may then access the training any time within a month of that date.

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: £90

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.

Course
(Virtual Pre-recorded)

Date
September 2021 to August 2022

Venue: Virtual Session NB: Delegates will be sent a link to the Bolton Governance Gateway, on the above date, to this virtual course. Delegates may then access the training any time within a month of that date.

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: £90

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:	28 September 2021	8.45am to 5pm
Course B:	17 January 2022	8.45am to 5pm
Course C:	17 May 2022	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: £250

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:	19 October 2021	9.00am to 12.30pm
Course B:	15 March 2022	9.00am to 12.30pm
Course C:	8 June 2022	9.00pm to 12.30pm

Venue: Bolton Science and Technology Centre

Presenters: HR Representatives

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: £175

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:	22 March 2022	2pm to 3.30pm
Course B:	6 July 2022	6pm to 7.30pm

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

People Matter

Description: This session will cover governance roles in a range of statutory committees, such as staffing appeals, allegations, disciplinary and recruitment issues.

Audience: All governors and trustees

	Date	Time
Course:	7 December 2021	10am to 12.30pm

Venue: Bolton Science and Technology Centre

Presenter: Jenny Walsh, Senior Schools HR Officer

Objectives: By the end of this session you will:

- Understand governors' role in a range of HR processes

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 18 January 2022	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 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

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.

Course:	Date 13 January 2022	Time 6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenter: Judith Smith, Principal Auditor

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

	Date	Time
Course:	8 February 2022	10am to 12pm

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

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. 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:	2 November 2021	2pm to 4pm
Course B:	15 March 2022	6pm to 8pm

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley, Governance Training Officer / Marie Ahmad, 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: (live virtual session)	2 December 2021	6pm to 8pm
Course B:	21 April 2022	10am to 12pm

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley, Governance Training Officer / Marie Ahmad, 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

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.

The 1.30pm sessions will be held at Bolton Science and Technology Centre.
The 6pm sessions will be held virtually via a live Teams link.

Autumn Term	Monday 27 September 2021
Spring Term	Monday 24 January 2022
Summer Term	Monday 9 May 2022

Further details about the Primary Partnership Forums or Chairs' Briefings can be gained by contacting Marie Ahmad, Governance Training Officer, on **01204 332104** or via email at marie.ahmad@bolton.gov.uk

Booking Information



Online via the Governance Services website

General Data Protection Regulations (GDPR) – Virtual Session

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

Course: **Date**
September 2021 to August 2022

NB: Delegates will be sent a link to the Governance Gateway, on the above date, to this virtual course. Delegates may then access the training any time within a month of that date.

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

Governance Refresher

Description: This course is ideal for those governors and trustees looking for a refresher and update. With the ever-changing educational landscape and the role of governance within it, this course will ensure you are up to date with what the DfE expect from those in governance.

Audience: All governors, trustees and members

	Date	Time
Course A:	8 December 2021	2pm to 4pm

Course B: (virtual session pre-recorded)	9 May 2022
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NB: Delegates will be sent a link to the Governance Gateway, on the above date, to the virtual course. Delegates may then access the training any time within a month of that date

Venue: Bolton Science and Technology Centre

Presenter: Marie Ahmad, Governance Development Officer / Marie Foley, Governance Training Officer

Objectives:

- Governance roles and responsibilities
- The Competency Framework for Effective Governance
- What will Ofsted be looking for – What will inspectors ask?

Price per session: Governance Training SLA / £80

Booking Information



Online via the Governance Services website

The School Complaint Process

Description: School complaints are becoming increasingly common. This course will explain the school complaint process and equip you to deal with any formal complaints.

Audience: All Governors, Trustees and Members

	Date	Time
Course:	27 January 2022	2pm to 4pm

Venue: Bolton Science and Technology Centre

Presenter: Marie Foley Governance Training Officer

Objectives:

By the end of this course you will:

- Understand the importance of procedures in order to provide an effective and efficient service in handling concerns or complaints
- Understand how to manage a complaint or issue causing concern from start to conclusion
- Understand the national guidance in respect of dealing with complaints and concerns

Price per session: Governance Training SLA / £80

Booking Information



Online via the Governance Services website

The Head Teacher's Appraisal Review - Virtual

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 and trustees who will be involved in the appraisal review of the Head teacher

Course: **Date**
September 2021 to August 2022

NB: Delegates will be sent a link to the Governance Gateway, on the above date, to this virtual course. Delegates may then access the training any time within a month of that date.

Presenter: Liam Trippier, Associate School Improvement Professional

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:	1 November 2021	2pm to 4pm

Course B:	19 May 2022	2pm to 4pm
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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

Virtual Meetings and Effective Use of IT in Meetings – Virtual Session

Description: This course will look at how using technology can aid Board meetings.

Audience: All governors, trustees and members

Course: **Date**
September 2021 to August 2022

NB: Delegates will be sent a link to the Governance Gateway, on the above date, to this virtual course. Delegates may then access the training any time within a month of that date.

Presenters: John Ashworth, Governance Services Manager and Marie Ahmad, Governance Development Officer

Objectives:

By the end of the session you will have:

- Looked at how the Governance Gateway can improve Board meetings
- Looked at the different ways virtual meetings can be held and the importance of establishing meeting protocols.
- Discussed what can potentially go wrong and how to avoid the situations occurring.

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 26 January 2022	Time 6pm to 8pm
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Venue: Bolton Science and Technology Centre

Presenters: Marie Ahmad, 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

Course A:	Date 17 November 2021	Time 2pm to 5pm
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Venue: Bolton Science and Technology Centre

Presenter: Marie Ahmad, Governance Development Officer

Objectives:

- By the end of the session you will have:
- Examined the self-evaluation process
- Looked at support and challenge
- Understood the principals behind producing an action plan for future development

Price per session: Governance Training SLA / £80

Booking Information



Online via the Governance Services website

Attendance and the Role of the Board

Description: This workshop will help governors and trustees understand how the leadership team within their school or academy uses various strategies in order to promote good attendance and the impact this has on achievement.

Audience: All governors, trustees and members

Course:	Dates 21 June 2022	Time 2pm to 4pm
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Venue: Bolton Science and Technology Centre

Presenter: Selina Bayliss, Early Intervention Team

Objectives:

By the end of this session you will:

- Have looked at the importance of promoting attendance
- Have looked at the link between achievement and attendance

Price per session: Governance Training SLA / £80

Booking Information



Online via the Governance Services website

Exclusion Guidance and the Role of the Board

Description: This session will provide statutory guidance relating to processes and procedures for the permanent exclusion of pupils and the support processes within the local authority (LA).

Audience: All governors, trustees and members

Course:	Dates 26 April 2022	Time 5pm to 7pm
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Venue: Bolton Science and Technology Centre

Presenter: Paula Andrews and Kim Aldred, 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
- Be aware of local protocols in relation to exclusions

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
25 May 2022

Time
6pm to 8pm

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 and Lindsay Nelson, Head of the Virtual School.

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 5 July 2022	Time 10am to 12pm
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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

Course:	Date 23 November 2021	Time 2pm to 4pm
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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

	Date	Time
Course:	21 October 2021	2pm to 4pm

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

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

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.boltoncc.ac.uk/boltoncouncil/login/index.php.

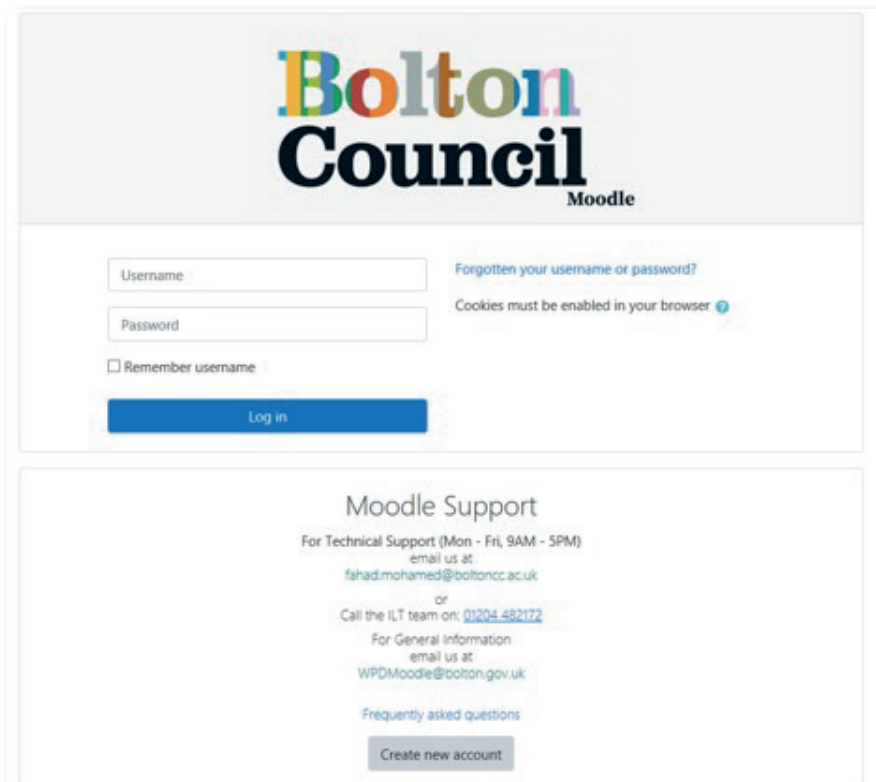
Please see the attached user guide which explains how to complete this training. (below)

Online Keeping Children Safe (Level 1) training guidance

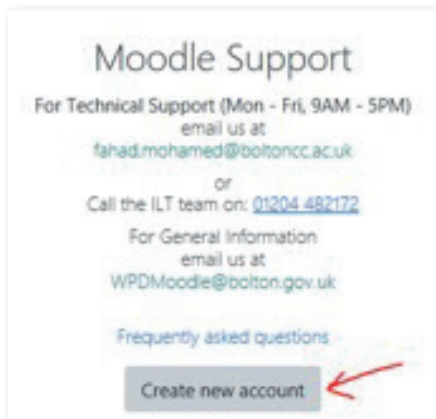
The Level 1 safeguarding training has recently been remodelled, in partnership with Bolton College, and moved to a new website. This document is designed as a guide to get users set up and started.

The training is now hosted and maintained by the college on their Moodle site here: <https://www.boltoncc.ac.uk/boltoncouncil/login/index.php>

You'll be presented with following screen:



The screenshot shows the Bolton Council Moodle login interface. At the top, the Bolton Council logo is displayed with the word 'Moodle' underneath. Below the logo, there is a login form with fields for 'Username' and 'Password'. To the right of the form, there are links for 'Forgotten your username or password?' and a message 'Cookies must be enabled in your browser'. Below the password field is a checkbox for 'Remember username'. A blue 'Log in' button is positioned below the form. At the bottom of the page, there is a 'Moodle Support' section with contact information for technical support (email: fahad.mohamed@boltoncc.ac.uk, phone: 01204 482172) and general information (email: WPDMMoodle@bolton.gov.uk). There is also a link for 'Frequently asked questions' and a 'Create new account' button.



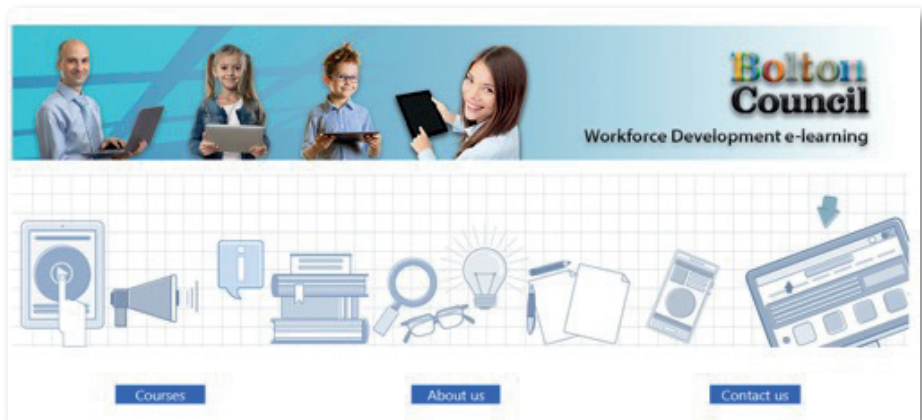
If this is your first time here, you'll need to create a new account.

Once you've clicked on this and entered your details, you'll receive an email.

Please check your email and follow the instructions.

Note there are also FAQs here and contact details for support.

Once your account has been created and you've logged in, you will be taken to this page:



Select “**Courses**” and then choose “**Keeping Children Safe**”.

The screenshot shows the Bolton Council Moodle interface. At the top is the Bolton Council logo and the text 'Bolton Council Moodle'. Below this is a breadcrumb trail: 'Home / Courses / List of courses'. The main heading is 'List of courses'. On the left is a 'Navigation' sidebar with a tree structure: 'Home' (expanded), 'My home', 'Site pages', 'Courses' (expanded), 'List of courses' (selected), 'Participants', 'Competencies', 'Grades', and 'General'. The main content area is titled 'course list' and contains a numbered list of six courses: 01. Keeping Children Safe (live), 02. Modern Slavery (live), 03. Safeguarding Adults (live), 04. Elective Home Education (live), 05. Preparing for EAL and INA pupils, and 06. Workforce Development Framework.

Bolton Council Moodle

List of courses

Home / Courses / List of courses

Navigation

- Home
 - My home
 - Site pages
 - Courses
 - List of courses**
 - Participants
 - Competencies
 - Grades
 - General

course list

01. **Keeping Children Safe (live)**
02. **Modern Slavery (live)**
03. **Safeguarding Adults (live)**
04. **Elective Home Education (live)**
05. **Preparing for EAL and INA pupils**
06. **Workforce Development Framework**

Click on ‘**Enrol Me**’

The screenshot shows the 'Enrolment options' page for the course 'Keeping Children Safe - Basic Awareness'. The left sidebar has 'Navigation' and 'Administration' sections. 'Navigation' shows 'Home', 'My home', 'Site pages', 'Courses' (expanded), and 'Keeping Children Safe' (selected). 'Administration' shows 'Course administration' and 'Enrol me in this course' (selected). The main content area is titled 'Enrolment options' and shows the course name with a star icon. Below the title is a description: 'This Online Training will help you understand the various areas of Safeguarding and Child Protection through Keeping Children Safe and Bolton's Framework for Action at Level 1.' There is a 'self_enrol' link and a note 'No enrolment key required.' At the bottom is a blue 'Enrol me' button.

Enrolment options

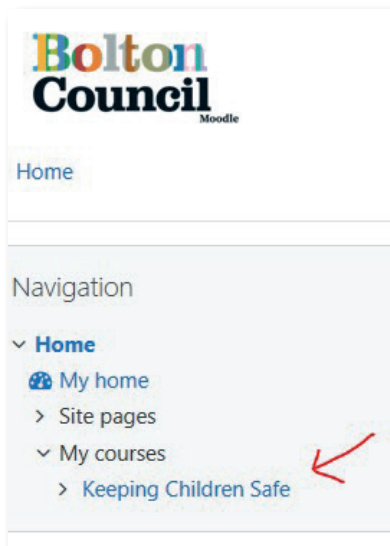
Keeping Children Safe - Basic Awareness

This Online Training will help you understand the various areas of Safeguarding and Child Protection through Keeping Children Safe and Bolton's Framework for Action at Level 1.

[self_enrol](#)

No enrolment key required.

[Enrol me](#)



Bolton Council
Moodle

[Home](#)

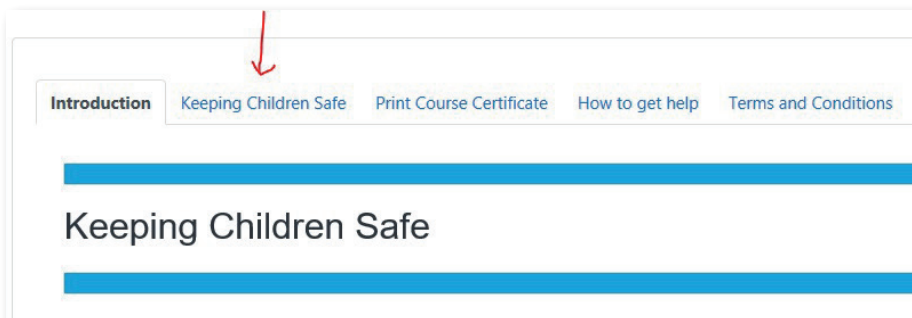
Navigation

▼ **Home**

- [My home](#)
- [Site pages](#)
- ▼ [My courses](#)
 - [Keeping Children Safe](#)

Click here and read the Introduction information.

Then click here to start the course.



Introduction [Keeping Children Safe](#) [Print Course Certificate](#) [How to get help](#) [Terms and Conditions](#)

Keeping Children Safe

You'll see a page like this. Please read the instructions and complete each of the 16 modules.

Instructions

Click on the first activity box below to start the Keeping Children Safe - session.

In order to complete the course successfully and get issued a certificate you will need to complete all the 16 units in this course and attempt all the questions.

- 01 Keeping Children Safe & Frameworks for Action: Local to National Child Protection Training
- 02 Child Development
- 03 Child Abuse
- 04 Physical Abuse
- 05 Emotional Abuse
- 06 Sexual Abuse
- 07 Neglect
- 08 Impact of Child Abuse
- 09 FGM
- 10 Radicalisation
- 11 Domestic Abuse
- 12 Private Fostering
- 13 Managing Allegations
- 14 Roles and Responsibilities
- 15 Framework for Action
- 16 Assessment and Evaluation

Navigation

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➤ [Print Course Certificate](#)

➤ [How to get help](#)

➤ [Terms and Conditions](#)

Once finished, you'll be able to access your certificate.

After completion, you can log in anytime and access the certificate from here.

Produced by Adam Austin (Bolton Council, Safeguarding in Education Administrator) and Angela Bogle (Headteacher at Mytham Primary School and Chair of "Staying Safe")



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