



# Mandatory Governor Training & Strategic Development Sessions



## Autumn 2014

*Strengthening Governance to raise standards in South East Wales*



# Here to Help

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# Welcome

The role of the school governor in Wales has developed quite considerably over the last 2 years. The Governor Support and Development Team have put together a termly programme of sessions which aims at supporting school governors within their strategic role; to support and challenge schools in raising standards.

In September 2013 The Welsh Government introduced **mandatory training** for governors as part of The Government of Maintained Schools (Training Requirements for Governors) (Wales) Regulations 2013.

The criteria for attending mandatory sessions are outlined below:

**Chairs Training** - All Chairs elected after the 20 September 2013 and who have not attended chairs training in the last two years are required to attend Chairs training within 6 months of being elected as Chair.

**Induction Training** - Any new governor appointed or elected after 20 September 2013 or any existing governor who was first appointed/elected after 20 September 2011 AND has not attended induction training will be required to attend induction training by 20 September 2014 or within one year of appointment if after 20 September 2013. Governors who are re-appointed/re-elected or have served as a governor at another school prior to 20 September 2011 are not required to attend training.

**School Performance Data Training** - Any new governor appointed or elected after 20 September 2013 will be required to attend data training within 1 year of appointment/election. If governors are reappointed for a further term of office and have not completed training in the last year they will have to do so. Headteachers are exempt from all mandatory sessions.

**Safeguarding/Child Protection** - Although this is not a mandatory session, it is recommended that all governors should complete this session and renew their knowledge every 2-3 years. Each LA provides these sessions, please refer to your Local Authority calendars.

Following the completion of the mandatory sessions and to support governors further, the team has developed additional strategic sessions aimed at giving governors the skills, knowledge and confidence to undertake their challenge and support role effectively. These sessions include:

- Strategic Governance
- Performance Management
- Effective Meetings
- Pay Policy Seminar
- Governing Body Self Evaluation Workshops
- Estyn Inspection (Spring Term)

This term the programme includes a specific workshop on the **New National Model for School Improvement**. The purpose of the national model is to raise standards of pupil performance significantly through improving the quality of education provision at all levels. This session will look at the model and implications for governors, together with the annual school categorisation and what that means for your school.

In addition to the Mandatory and Strategic Development programme the team have developed individual Local Authority course calendars ensuring that governors across South East Wales have the opportunity to develop their skills and knowledge in all aspects of governance.

All sessions are designed to allow governors to progressively build up their knowledge and understanding of their role. To help ensure you are attending the most appropriate sessions during your time as a governor, over the page is the '**Planning Your Training Route**'. Please take the time to consider the training and development opportunities available and we look forward to seeing you at training.

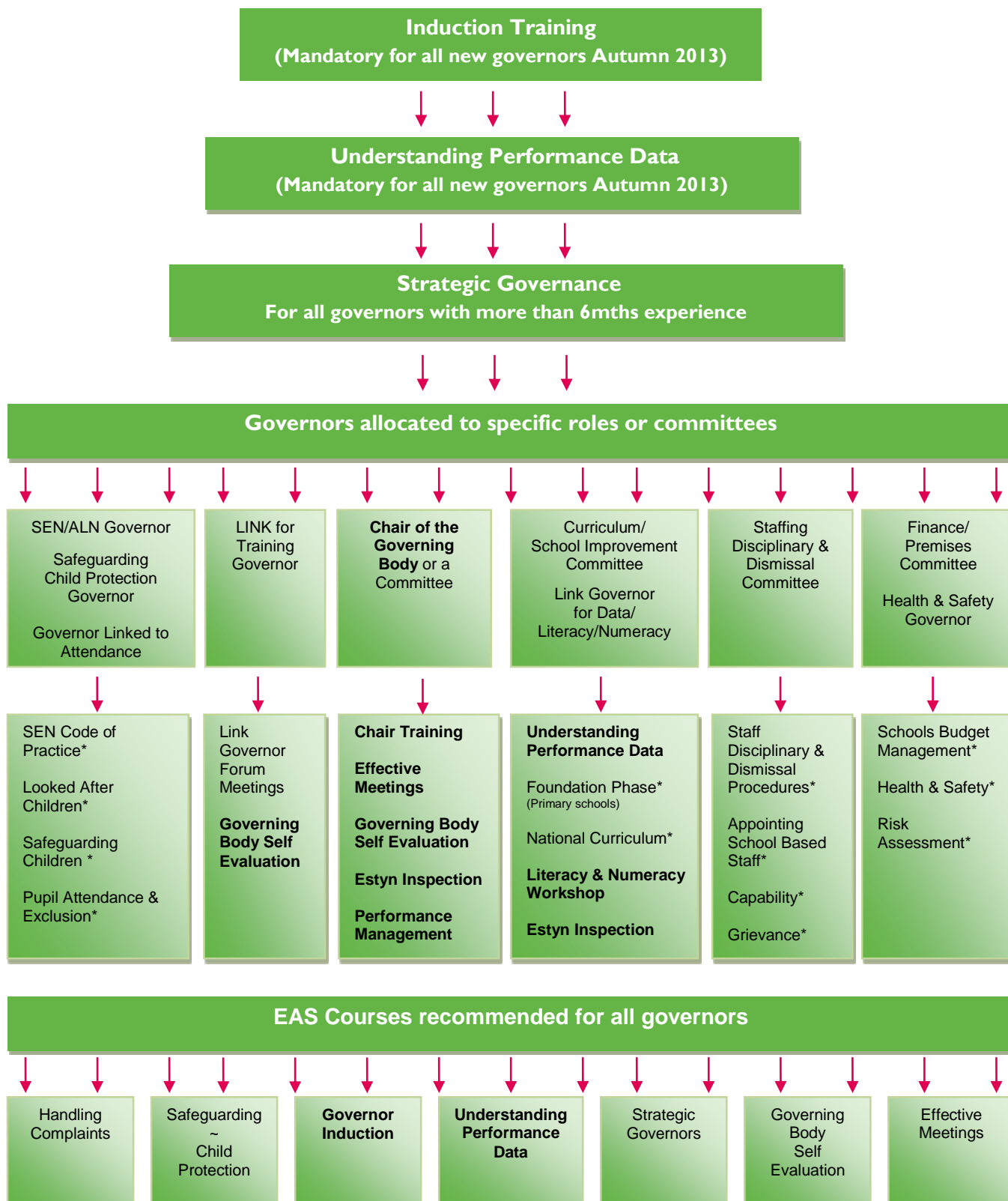


Clare Coff  
Governor Training  
& Development Officer

# Planning Your Training Route

Governors are not expected to be experts in all the activities of a governing body. Therefore Governor Support recommend that, as a governing body, you give consideration to the training undertaken by individuals to ensure best use of time.

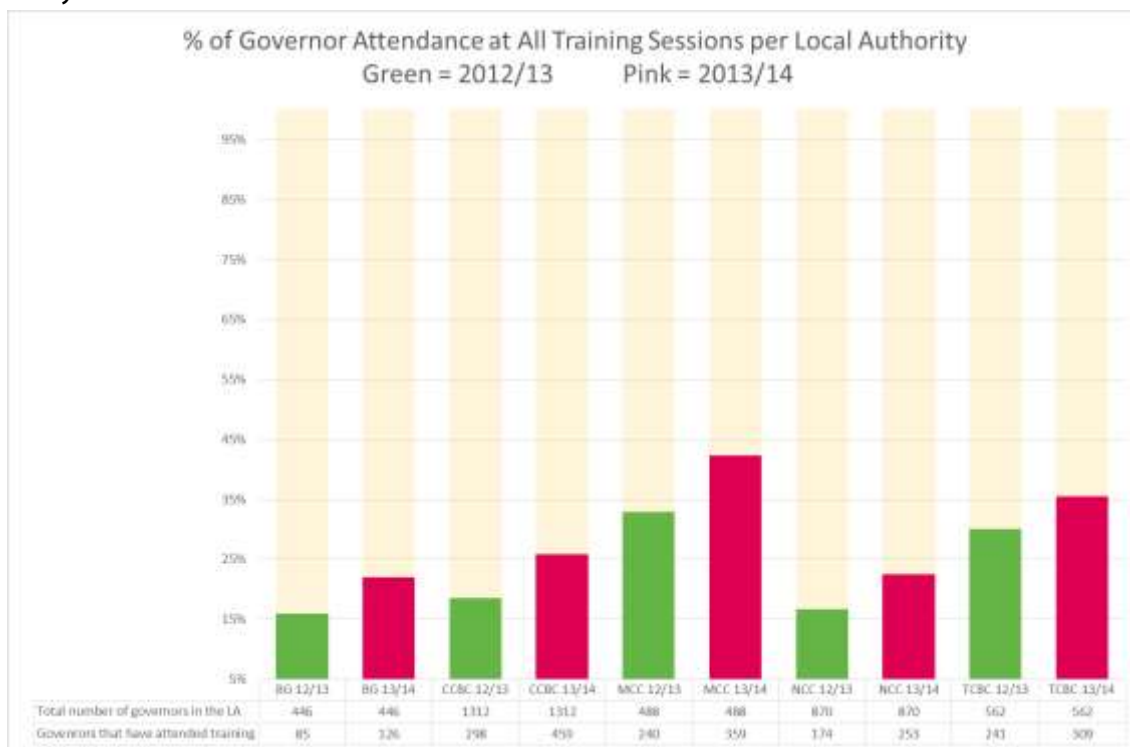
All new governors are required to attend the Introduction Session and the Understanding Data Sessions. Newly elected Chairs are required to attend The Role of the Chair Training. Below is a diagram providing an outline for your recommended training and development route.



\* These are LA specific issues, Governor Support can sign post you to the relevant officers/ guidance or training available

# Review of 2013 – 2014

Attendance at governor training has increased year on year. In 2012 over 1030 places were taken on sessions provided. In 2013/14 over **1490** places were taken on sessions representing over **215** schools throughout South East Wales. The EAS provided 57 mandatory and strategic development sessions together with over 24 Local Authority specific courses. The graph below highlights the increase in attendance across all authorities over the last 2 years.



The following table provides a breakdown of the attendance at Mandatory Sessions. The demand for these sessions is currently high due to the sheer numbers of governors within the region that are required to attend. Attendance at future mandatory sessions will be purely dependent upon the turnover of new governors.

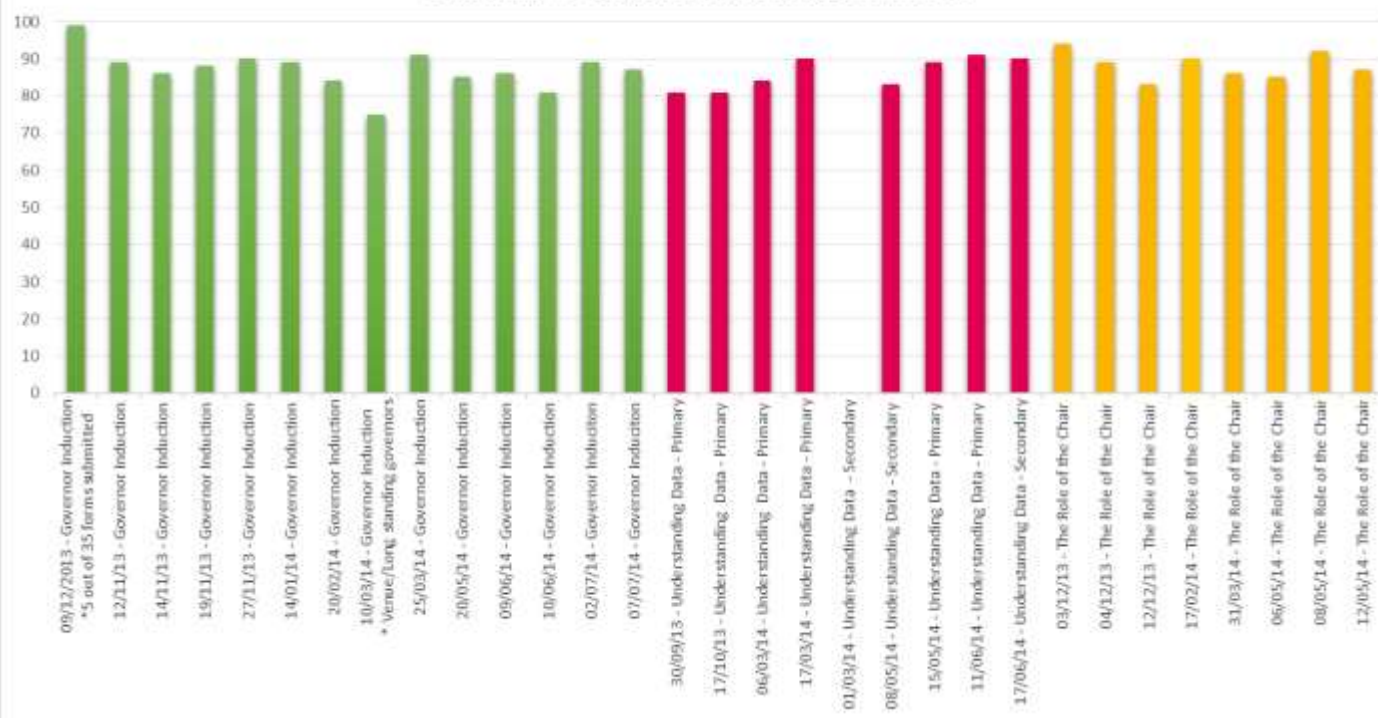
	Total no. Governors	Governor Induction			Understanding Performance Data			The Role of the Chair		
		13/14	12/13	11/12	13/14	12/13	11/12	13/14	12/13	11/12
<b>Blaenau Gwent</b>	446	<b>38</b>	<b>19</b>	Not available	<b>21</b>	<b>31</b>	Not available	<b>10</b>	<b>14</b>	Not available
<b>Caerphilly</b>	1312	<b>112</b>	<b>43</b>	66	<b>68</b>	<b>36</b>	18	<b>27</b>	<b>35</b>	16
<b>Monmouthshire</b>	488	<b>89</b>	<b>66</b>	34	<b>73</b>	<b>20</b>	33	<b>30</b>	<b>21</b>	7
<b>Newport</b>	870	<b>47</b>	<b>43</b>	35	<b>52</b>	<b>25</b>	74	<b>37</b>	<b>19</b>	7
<b>Torfaen</b>	562	<b>31</b>	<b>45</b>	32	<b>33</b>	<b>21</b>	53	<b>10</b>	<b>16</b>	2
<b>Total</b>	<b>3678</b>	<b>317</b>	<b>216</b>	167	<b>247</b>	<b>133</b>	178	<b>114</b>	<b>105</b>	32

To ensure that governors have ample opportunity to attend mandatory courses the governor Induction session is now being provided twice per term within each Local Authority. Understanding Data will continue on its rolling programme throughout the region.

After every training session evaluation sheets are analysed and scores are generated to rate the effectiveness of each session. Scores and comments are fed back to facilitators and senior management to ensure consistency and quality of training is maintained across the region. In all but one of the sessions over 80% of delegates consider the course to be very good or better. The aim for the Governor Support and Development Team will be to achieve scores of 90% and over in the coming years.

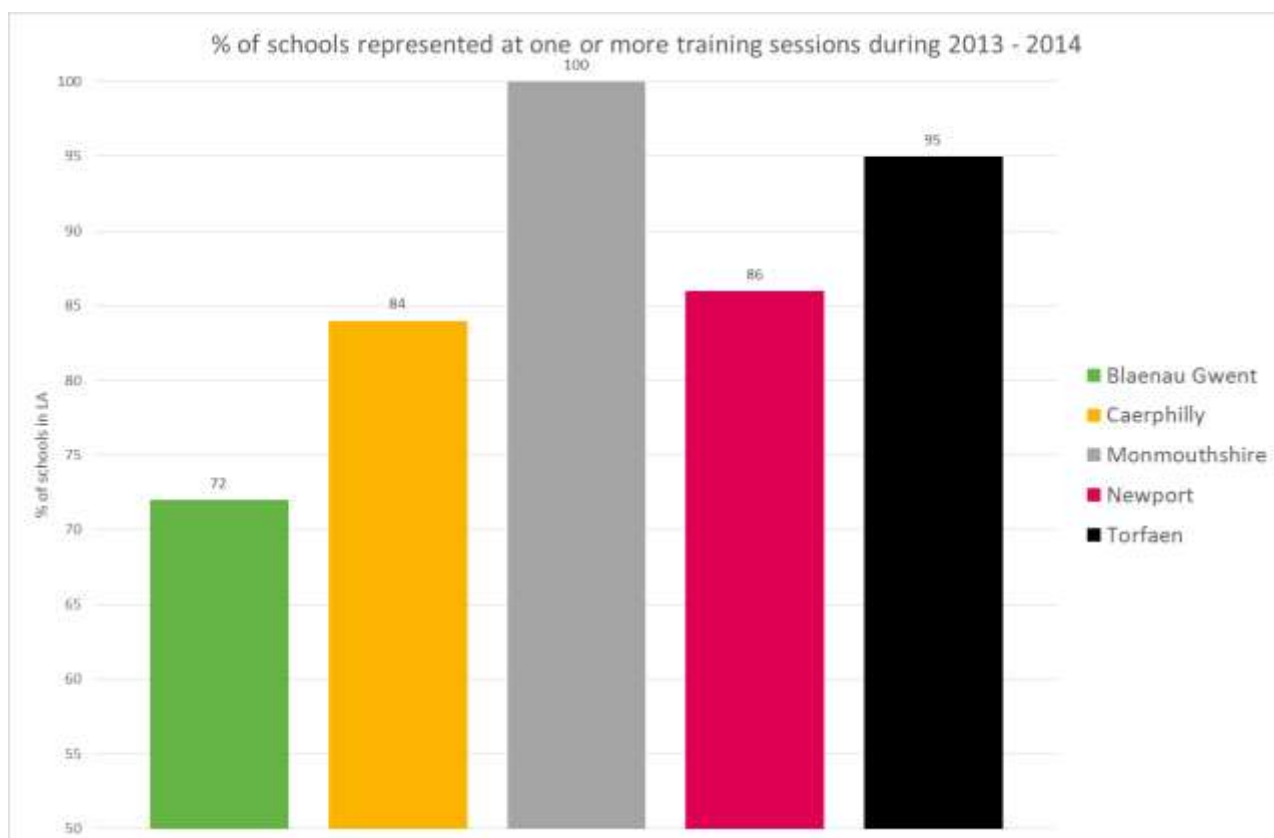


### September 2013 - July 2014 Summary of Mandatory Training Evaluations



The scores for the School Performance Data sessions reflect the nature of the subject. Data and statistics have been described by some as 'Marmite', many love it, many loathe it and some can even be intimidated by it. Following the session many governors felt it gave clarity to what they perceived to be a daunting subject. Many now feel "more confident to ask questions" in school and to positively question the data provided.

Whilst attendance is rising and the feedback from all sessions is very good, governor attendance at training remains inconsistent throughout South East Wales. The graph below highlights the percentage of schools that have been represented by one or more governors at training sessions throughout 2013-14.



The session dates, times and venues for this year's programme have been carefully considered to meet the needs and views of governors expressed over the last year through evaluation forms. If a particular session does not appear to be in the calendar for your area for this term this may be because it was held in your area last term or is due to be available next term. Any governor having specific difficulties in attending sessions, please do not hesitate to contact the team.

The Governor Support & Development Team will continue to work with governing bodies to help identify their training needs and access to the most appropriate training and resources. In 2012 a Training Needs Analysis was carried out which fed into both the EAS and LA Specific Programmes, a progress report can be viewed over the page. Looking forward to the Spring Term the programme will include sessions on the National Curriculum, The Governors Annual Report to Parents and the Headteacher and Deputy Headteacher Appointment Process. The next Training Needs Analysis will be carried out in December 2014 which will shape future Governor Training Programmes.

Whole Governing Body Self Evaluation ensures governing bodies can evaluate their effectiveness, identifying priorities for their own development and agree a process for deciding on how these needs could be met. The format of the session links directly to the Estyn Inspection Framework and the completed Evaluation and subsequent action plans form part of the evidence under Key Question 3 of the Schools Self Evaluation. Governor Support Officers provide the report for schools categorised as Red or Purple. A workshop is offered in the programme for governors who are interested in taking the lead for their governing body.

Governor Training is a standard item on every agenda for full governing body meetings. At the Annual General Meeting governing bodies will be asked to:

- consider the training they have attended (Report of Attendance will be provided),
- share the knowledge gained at sessions, (Share the knowledge form)
- and to continue to identify the training they require to support them in monitoring and evaluating school information.

The team will continue to work on engaging governing bodies throughout the region in Training and development, if there is anything you or your governing body would like to see in future programme please do not hesitate to contact us.

# Top requested Topics for Training

	All Governors	Training & Support planned 2014 - 2015	Training & Support provided 2013 - 2014	Blaenau Gwent	Caerphilly	Monmouthshire	Newport	Torfaen
1	Additional Learning Needs	EAS will work with LA's to ensure governors receive guidance & support	EAS will work with LA's to ensure governors receive guidance & support	National Curriculum	Additional Learning Needs	School Development Planning	Staff Capability	Staff Absences
2	National Curriculum	In the Spring 2015 Programme	Literacy & Numeracy Sessions provided	Additional Learning Needs	National Curriculum	National Curriculum	Curriculum Link Role	Curriculum Link Role
3	Staff Capability	LA HR Officers to provide training and support on a case by case basis	EAS will work with LA's to ensure governors receive guidance & support	Looked After Children	Pupil Exclusion	Pupil Exclusion	Complaints	National Curriculum
4	School Development Planning	In Programme as part of Strategic Governance provided every term	Strategic Governance Training in the current training programme	Understanding Data	Complaints	Complaints	School Development Planning	Understanding Data
5	Complaints	In Spring 2015 Programme	Complaints Training in the current training programme	Complaints	Staff Capability	Additional Learning needs	Welsh/ Bilingualism	Complaints
6	Pupil Exclusions	EAS will work with LA's to ensure governors receive guidance & support	EAS will work with LA's to ensure governors receive guidance & support	Staff Capability	Looked After Children	Looked After Children	Additional Learning Needs	School Development Planning
7	Curriculum Link Governor	In Programme as part of Strategic Governance provided every term	Strategic Governance training and EAS Guidance Document to be issued	Welsh/ Bilingualism	Welsh/ Bilingualism	Staff Capability	Pupil Exclusion	Monitoring & Evaluation
8	Looked After Children	EAS will work with LA's to ensure governors receive guidance & support	EAS will work with LA's to ensure governors receive guidance & support	Monitoring & Evaluation	Pay Review	Understanding Data	Pay Review	Performance Management
9	Staff Absences	EAS will work with LA's to ensure governors receive guidance & support	EAS will work with LA's to ensure governors receive guidance & support	Pupil Exclusion	School Development Planning	Curriculum Link Role	Staff Absences	Pay Review
10	Welsh/Bilingualism	Training available on request	Training available on request	Learner Voice	ESDGC	Monitoring & Evaluation	Looked After Children	Additional Learning Needs
11	Pay Review	In Autumn 2014 Programme	Common Policy will be circulated in the Autumn Term for consideration	ESDGC	Curriculum Link Role	Pay Review	Understanding Data	Pupil Exclusion
12	Understanding Data	Mandatory sessions provided every term	Mandatory	Behaviour & Attendance	Staff Absences	Finance Budgets	Behaviour & Attendance	Finance Budgets



# September 2014 – December 2014

Autumn 2014				
Title & Description	Date	Time	Venue	Facilitator
<b>Pay Policy Seminar</b> This session looks at the recent changes in the Pay Review process for teachers and is aimed at all governors on the Pay Review Committee.	Monday 8 September 2014	5pm	Abertillery LAC, Abertillery	Rhiannon Emms, HR Officer
	Thursday 11 September 2014	5pm	County Hall, Usk	Rhiannon Emms, HR Officer
<b>The Role of the Governor ~ Governor Induction</b> This is a mandatory session for all <u>new</u> governors.  The aim of the session is to introduce the main roles and responsibilities of school governors.	Monday 29 September 2014	5pm	Llanwern High School, Newport	Clare Coff & Paul Lambert
	Wednesday 1 October 2014	6pm	King Henry VIII, Abergavenny	Clare Coff & Wendy Barnard
	Tuesday 4 November 2014	5pm	Civic Centre, Pontypool	Stuart Foster & Liz Everson
	Monday 10 November 2014	5pm	Penallta House, Caerphilly	Sharon Bennett & Irene Jones
	Wednesday 19 November 2014	1pm	Ebbw Vale LAC Ebbw Vale	Clare Coff & David Hutchings
	Monday 24 November 2014	10am	Llanwern High School, Newport	Clare Coff & Chris James
	Thursday 27 November 2014	5pm	Brynmaur Foundation School, Ebbw Vale	David Hutchings & Julie Parry
	Monday 1 December 2014	12.30pm	Civic Centre, Pontypool	Clare Coff & Deirdre Poulson
	Monday 8 December 2014	10am	Penallta House, Caerphilly	Sharon Bennett & Irene Jones
	Thursday 11 December 2014	6pm	Caldicot School, Monmouthshire	Clare Coff & Wendy Barnard

<b>Understanding Data – Primary Schools</b> This is the mandatory introduction to understanding school performance data for primary schools	Tuesday 7 October 2014	5pm	Civic Centre, Pontypool	Ed Pryce, Challenge Adviser
	Tuesday 21 October 2014	5pm	Penallta House, Caerphilly	Ed Pryce, Challenge Adviser
	Tuesday 18 November 2014	5.30pm	County Hall, Usk	Ed Pryce, Challenge Adviser
<b>Understanding Data – Secondary Schools</b> This is the mandatory introduction to understanding school performance data for secondary schools	Tuesday 4 November 2014	5pm	Llanwern High, Newport	Ed Pryce, Challenge Adviser
	Tuesday 2 December 2014	5pm	Civic Centre, Pontypool	Ed Pryce, Challenge Adviser
<b>Understanding Data – Special School Specific</b> This is the mandatory introduction to understanding school performance data for special schools	Wednesday 15 October 2014	5.30pm	Crownbridge Special School, Cwmbran	Liz Jones, Challenge Adviser, Richard Drew, Crownbridge (Case Study) and Clare Coff
<b>Role of the Chair</b> This is the mandatory introduction to the Role of Chair. This session is aimed at newly elected Chairs and has to be completed within 6 months of being elected.	Wednesday 8 October 2014	5pm	Civic Centre, Pontypool	Clare Coff & Deirdre Poulson
	Monday 20 October 2014	5pm	Penallta House, Caerphilly	Stuart Foster & Sharon Bennett
	Monday 3 October 2014	5pm	Blaenycwm Primary, Brynmawr	David Hutchings & Julie Parry
	Thursday 20 November 2014	6pm	County Hall, Usk	Wendy Barnard & Liz Everson
	Wednesday 22 October 2014	5pm	Llanwern High School, Newport	Clare Coff & Vanessa Jones
<b>The New National Model</b> This session will look at the model and implications for governors, together with the annual school categorisation and what that means for your school.	Monday 13 October 2014	5pm	Llanwern High School, Newport	Hayley Davies-Edwards, Principal Challenge Adviser & Paul Martin, Challenge Adviser
	Thursday 16 October 2014	5pm	Trinity Fields School, Caerphilly	John Rawlings, Principal Challenge Adviser & Karen Godwin, Challenge Adviser
	Thursday 23 October 2014	5pm	Willowtown Primary, Ebbw Vale	Kirsty Bevan, Principal Challenge Adviser & Ed Price, Challenge Adviser
	Tuesday 25 November 2014	6pm	County Hall, Usk	Nicola Allen, Principal Challenge Adviser & Chris Cherry, Challenge Adviser

	Wednesday 26 November 2014	5pm	Civic Centre, Pontypool	Julian Doroszczuk Principal Challenge Adviser with Alexis Edwards, Trevor Cole & John Healy, Challenge Advisers
<b>Strategic Governance</b> This session looks at what, how and when governors should monitor and evaluate their school. It is aimed at governors who have completed the induction session and are looking to further develop their skills	Thursday 6 November 2014	5pm	Civic Centre, Pontypool	Clare Coff & Liz Everson
<b>Effective Meetings</b> This workshop looks into what makes governing body meetings effective. It is also an ideal opportunity to share good practice.	Thursday 13 November 2014	6pm	Usk Primary School, Monmouthshire	Wendy Barnard & Clare Coff
<b>Self-Evaluation Work Shop</b> This session is open to all governors who wish to take the lead for their governing body in carrying out a self-evaluation	Thursday 27 November 2014	5pm	Penallta House, Caerphilly	Clare Coff & Sharon Bennett
<b>Complaints</b> This session is open to all governors but is a priority for governors on the Complaints Committee.	Wednesday 17 December 2014	5pm	Llanwern High School, Newport	Clare Coff & Stuart Foster
<b>Performance Management</b> This session is for all governors on the Headteachers Performance Management Committee	Thursday 2 October 2014	6pm	County Hall, Usk	Nicola Allan, Principal Challenge Adviser & Chris Cherry, Challenge Adviser
	Monday 6 October 2014	5pm	Blaenycwm Primary, Brynmawr	Kirsty Bevan Principal, Challenge Adviser & Julie Coldrick Challenge Adviser
	Tuesday 14 October 2014	5pm	Llanwern High School, Newport	Hayley Davies Edwards, Principle Challenge Adviser & Liz Jones, Challenge Adviser
	Monday 17 November 2014	5pm	Penallta House, Caerphilly	John Rawlings, Principal Challenge Adviser & Emma Wilmott, Challenge Adviser
	Wednesday 19 November 2014	5pm	Civic Centre, Pontypool	Julian Doroszczuk, Principal Challenge Adviser & Rob Lewis, Challenge Adviser

Confirmation emails of bookings will contain the full address and map for each venue.

# How to make a booking

## Early booking is advisable

To register on a session please email [governor.support@sewaleseas.org.uk](mailto:governor.support@sewaleseas.org.uk)

Remember to include your name, school, Local Authority and contact details. Alternatively telephone 01633 415474

## Important note about registering for governor training courses

**Please ensure you register for all courses that you wish to attend.** Registration enables us to make all the necessary catering, seating and copying arrangements for each training session. It also ensures that we are able to contact all attendees in advance in the rare event that a course is postponed due to unforeseen circumstances.

## Attendance

Once a booking has been received you will be registered to attend and a confirmation email will be sent to you 5 days prior to the session. If you do not receive confirmation, please contact 01633 415474. Please do not attend a session that you have not received confirmation for, in case the venue, time, has been changed.

## Venues

You will see from the programme that the events will be held in several locations across the 5 Authorities. These will be reviewed from time to time to ensure they are suitable for training. Please check the schedule and your confirmation letter/email before you travel. A map and details regarding parking will be sent with the confirmation.

If you have particular access requirement please contact the team.

A rolling programme of venues within individual authorities is being developed to ensure governors have the maximum opportunity to attend a session within their area.



## Cancellations

If you are unable to attend a session please inform governor support as soon as possible, as we will then contact a governor from the reserve list.

We will make every effort to go ahead with training, however should we need to cancel due to unforeseen circumstances, we must be able to contact you. Therefore, please provide a telephone number and/or email address when making a booking.

If you require this programme in an alternative format please contact the team on 01633 415474



# Feedback

## Feedback for the facilitator:

At the end of each training session the facilitator will ask you to complete an evaluation sheet, please take a moment to do so. This will ensure that the feedback accurately reflects the session and will provide a firm base on which future provision can be developed.

The team always welcome governors input, so please email your feedback to [governor.support@sewaleseas.org.uk](mailto:governor.support@sewaleseas.org.uk) or telephone 01633 415474 to speak to a Governor Support Officer.

## Feedback to your Governing Body:

Once you have attended a training session please speak to your Chair of Governors or the LINK Governor for training to establish how the newly obtained information is to be shared with the whole governing body.

This could be a brief verbal update at the next meeting, you may wish to circulate any guidance documentation or useful website addresses. Alternatively Governor Support has a model feedback form that can be completed and distributed to the Governing Body as part of their next agenda.

When a governing body is well informed with up to date information, they are more likely to provide effective challenge and support.

## Certificates

At the training session governors will receive a Certificate of Training as recognition of their time and commitment to developing their skills and knowledge in raising standards in education.

Please keep the certificates from all the mandatory sessions you attend for your own records.

The Governor Support & Development Team will maintain a record of training attended by governors and will provide a report to the Governing Body at regular intervals to enable the governing body to effectively review their training needs.

