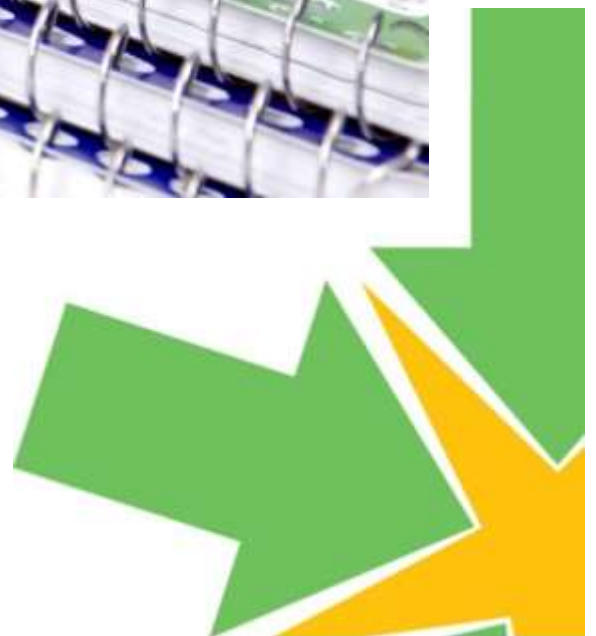


Mandatory Governor Training & Strategic Development Sessions



Spring 2015

*Strengthening Governance
to raise standards in South East Wales*



Here to Help

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Welcome

The Governor Support and Development Team have devised the Spring programme of sessions with the aim of 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 the 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.

Governing bodies are ultimately responsible for suspending and possibly disqualifying governors who do not attend the mandatory training. To support governing bodies through the process a protocol has been developed which will be circulated to Headteachers and Chairs of Governors in January. Governing bodies will also require an accurate, up to date record of attendance at training to facilitate this process. The EAS will continue to work with governing bodies to ensure their training records are up date, each school will receive a termly report on attendance.

Understandably the demand for mandatory courses is high, and places are available on a first come first served basis. The team have secured additional sessions for the Spring Term for each of the mandatory courses. Details on how to book can be found on page 10. We ask all governors to reserve a place and not to travel to training unless they have received an email reminder 5 days prior to the session.

It is suggested that governors aim to complete the mandatory sessions initially, following which additional strategic sessions aimed at giving governors the skills, knowledge and confidence to undertake their challenge and support role effectively are included in the programme and are recommended as the next stage of development. These sessions include: Strategic Governance, Governing Body Self Evaluation Workshops and Estyn Inspection for the Chair.

In addition to the Mandatory and Strategic Development programme the team have also developed individual Local Authority programmes 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.

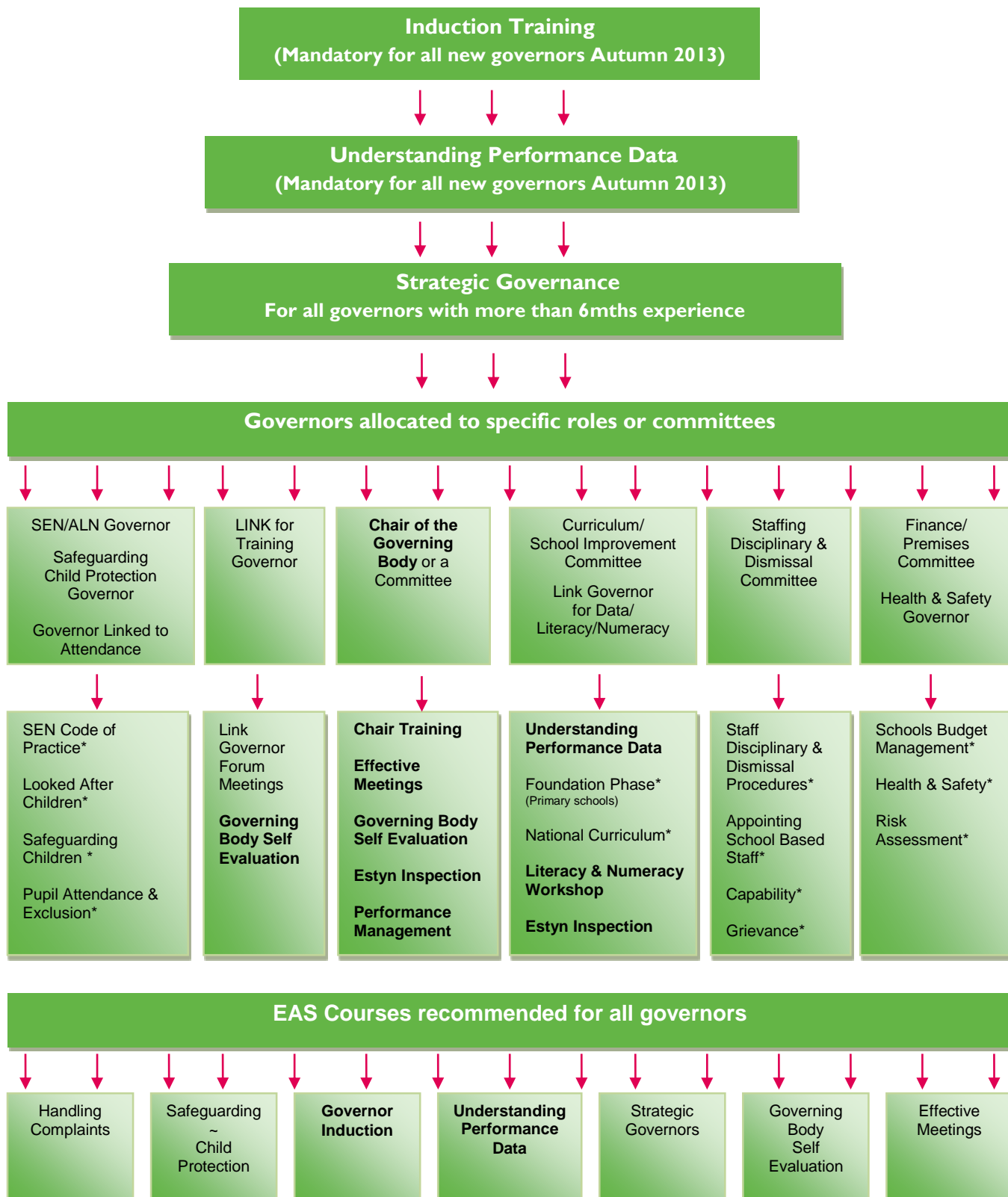


Clare Coff
Governor Training
& Development Officer

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 the Autumn Term 2014

Attendance at governor training has increased year on year. In 2013/14 over 1490 places were taken on sessions representing over 215 schools throughout South East Wales. This term has already seen over 730 governors trained, representing 223 Schools.

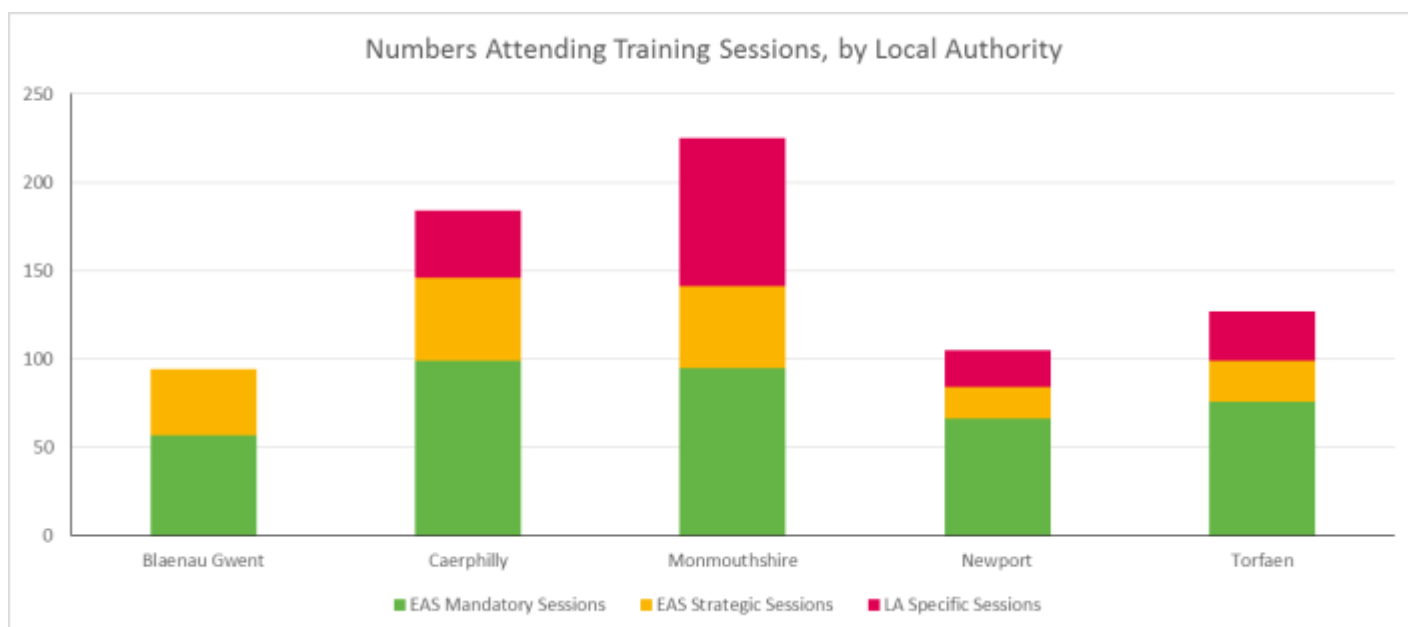
The following table provides a breakdown of the attendance at Mandatory Sessions. The demand for these sessions is currently high due to the sheer numbers of governors within the region that are required to attend. Attendance at future mandatory sessions will be purely dependent upon the turnover of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

Total number of Governors	Governor Induction				Chairs				Understanding Data				
	14/15 to date	13/14	12/13	11/12	14/15 to date	13/14	12/13	11/12	14/15 to date	13/14	12/13	11/12	
Blaenau Gwent	446	37	38	19	0	6	10	14	0	14	21	31	0
Caerphilly	1312	49	112	44	66	30	29	35	16	20	69	36	18
Monmouthshire	488	57	89	63	34	9	30	21	7	28	73	20	33
Newport	870	32	47	43	35	8	37	19	7	26	50	26	74
Torfaen	562	22	31	45	32	21	10	16	2	33	33	20	53
Total	3678	197	317	214	167	74	116	105	32	121	246	133	178

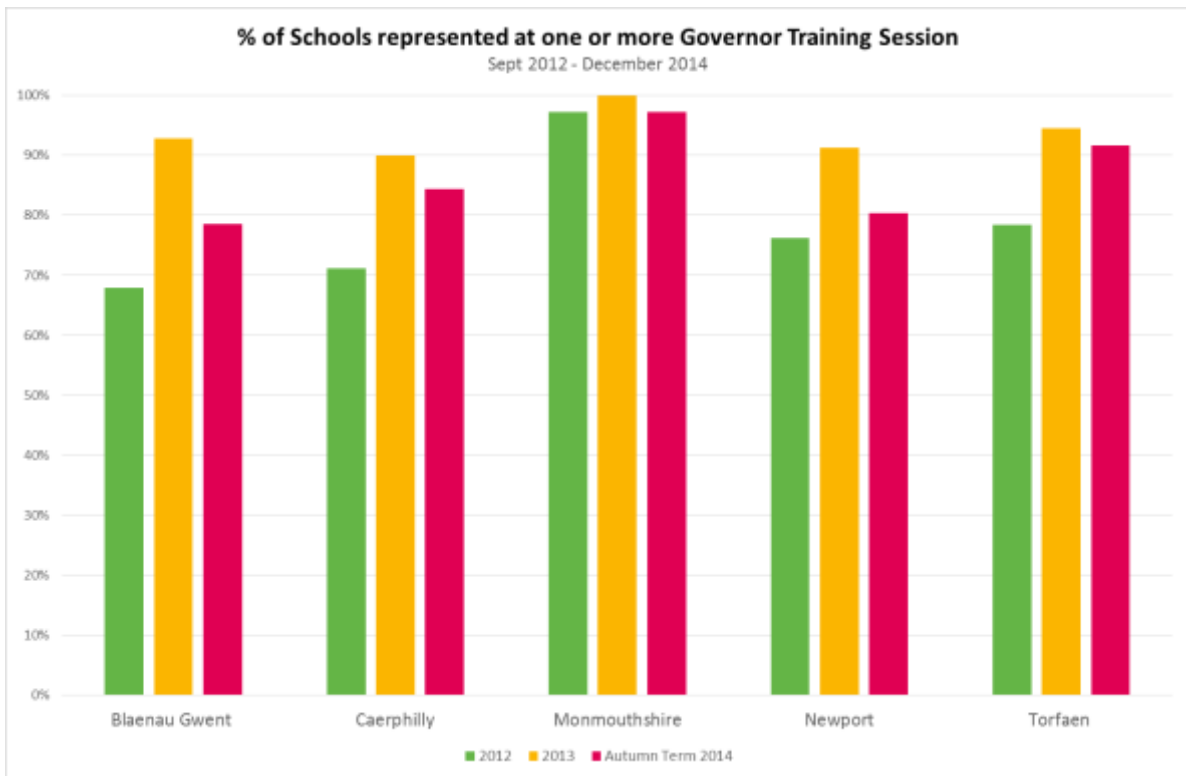
To ensure that governors have ample opportunity to attend mandatory courses the governor Induction session is now being provided twice per term within each Local Authority. Understanding Data will continue on its rolling programme throughout the region. In addition to the Mandatory Session Provided this terms programme has included sessions on the new Pay Policy, New National Model as well as LA specific sessions.

		EAS Strategic Sessions Pay Policy, Self Evaluation			LA Specific Sessions Safeguarding, Finance, SEN		
		14/15 to date	13/14	12/13	14/15 to date	13/14	12/13
Blaenau Gwent	446	37	79	19	0	5	2
Caerphilly	1312	47	272	84	38	58	102
Monmouthshire	488	46	120	45	84	97	97
Newport	870	18	135	29	21	24	59
Torfaen	562	23	126	70	28	139	88
Total	3678	171	732	207	171	323	348

Whilst attendance is rising and the feedback from all sessions is very good, governor attendance at training remains inconsistent throughout South East Wales.

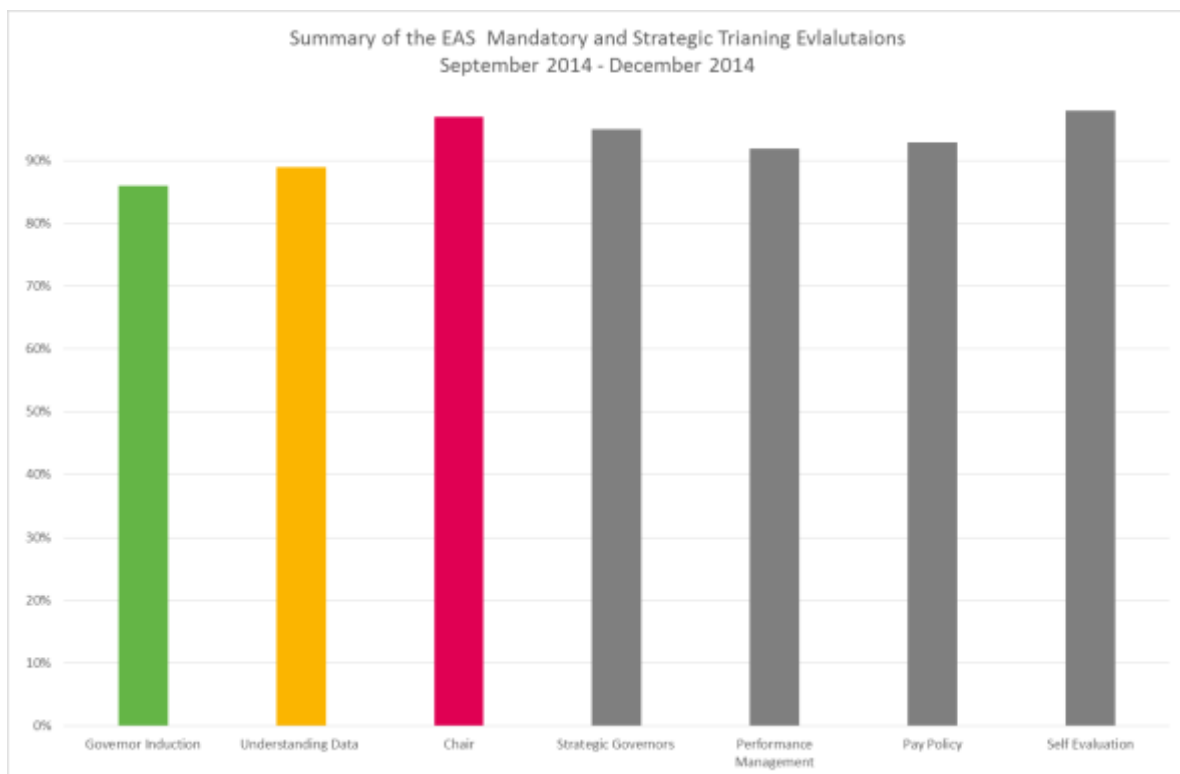


The graph below highlights the percentage of schools that have been represented by one or more governors at training sessions since September 2012.



Individual governing body attendance reports are provided termly via the agenda for full governors. For details on the attendance per school per Local Authority please refer to your relevant LA training programme.

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.



The average scores for the Mandatory sessions is above 85%, which reflects the mandatory content of the sessions (one size fits all), the team continue to develop the programme adding up to date local and national aspects of governance. The strategic development sessions are all above 90%.

The session dates, times and venues for this programme continue to be carefully considered to meet the needs and views of governors expressed over the last year. 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.

Reviewing individual and governing body training needs for the future

Governor Training is a standard item on every agenda for full governing body meetings. Governing bodies are being encouraged to:

- Ensure they meet the mandatory requirements
- Consider the training they have attended (Report of Attendance will be provided),
- Share the knowledge gained at sessions, (Share the knowledge form)
- Continue to identify the training they require to support them in monitoring and evaluating school information.

The next Training Needs Analysis Questionnaire will be circulated in the Summer Term, this will form the basis of the Training programme of September 2015. Until then 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.

January 2015 – March 2015

Title & Description	Date	Time	Venue	Facilitator
Estyn Training for Chairs This session is aimed at Chairs of Governors and outlines their role with in the Estyn Inspection Process.	Monday 26 January 2015	6pm	County Hall, Rhadyr, Usk NP15 1GA	Nicola Allen Principal Challenge Adviser
	Thursday 5 March 2015	5pm	Civic Centre Pontypool, NP4 6YB	Julian Doroszczuk Principal Challenge Adviser
	Tuesday 10 March 2015	5pm	Blaen-Y-Cwm Primary Brynmawr, NP23 4BR	Kirsty Bevan Principal Challenge Adviser
	Tuesday 24 March 2015	6pm	County Hall, Rhadyr, Usk NP15 1GA	Nicola Allen Principal Challenge Adviser
Governing Body Self Evaluation workshop This session is open to all governors who wish to take the lead for their governing body in carrying out self-evaluation.	Wednesday 4 February 2015	5pm	Willowtown Primary Ebbw Vale NP23 6NJ	Clare Coff David Hutchings
	Thursday 5 February 2015	6pm	County Hall, Rhadyr, Usk NP15 1GA	Clare Coff
Governor Induction/ The Role of the Governor This is a mandatory session for all new governors. The content of the session is provided by Welsh Government. The aim of the session is to introduce the main roles and responsibilities of school governor. It also includes the information of local and national issues facing education.	Tuesday 6 January 2015	5pm	Penallta House, Ystrad Mynach CF82 7PG	Elizabeth Everson David Hutchings
	Wednesday 21 January 2015	5pm	Croesyceiliog School Cwmbran NP44 2YB	Clare Coff
	Thursday 29 January 2015	12.30pm	Llanwern High Room3, Newport NP18 2YE	Clare Coff Chris James
	Thursday 29 January 2015	5pm	Llanwern High Room 3, Newport NP18 2YE	Clare Coff Vanessa Jones
	Tuesday 10 February 2015	10am	Civic Centre Pontypool, NP4 6YB	Stuart Foster Wendy Barnard
	Tuesday 24 February 2015	10am	Penallta House, Ystrad Mynach CF82 7PG	Elizabeth Everson Clare Coff
	Wednesday 25 February 2015	6pm	Monmouth Comprehensive Monmouth NP25 3YT	Wendy Barnard Clare Coff

	Thursday 26 February 2015	5pm	Willowtown Primary Ebbw Vale NP23 6NJ	Irene Jones David Hutchings
	Monday 9 March 2015	6pm	Rogiet Primary School Caldicot NP26 3SD	Wendy Barnard Deirdre Poulosom
	Monday 23 March 2015	5pm	Glanhowy Primary Tredegar NP22 4RW	David Hutchings Julie Parry
Role of the Chair This is a mandatory session, providing introduction to the role of the chair. The content is aimed at newly elected Chairs and has to be completed within 6 months of election.	Thursday 8 January 2015	5pm	Llanwern High, Room 2, Newport NP18 2YE	Elizabeth Everson
Strategic Governance - Providing Support & Challenge 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 knowledge and skills.	Thursday 12 February 2015	6pm	Venue within Monmouthshire to be confirmed	Clare Coff
	Thursday 5 March 2015	5pm	Abertillery Learning Action Centre. Comprehensive School Site NP13 1YL	Clare Coff
Understanding Performance Data for Primary Schools This is a mandatory introduction to understanding school performance data for primary schools.	Thursday 15 January 2015	5pm	Willowtown Primary Ebbw Vale NP23 6NJ	Ed Pryce Challenge Adviser
	Monday 19 January 2015	6pm	Deri View Primary School, Abergavenny NP7 6AR	Nicola Allen Principal Challenge Adviser
	Monday 2 February 2015	5pm	White Rose Primary Caerphilly NP24 6DF	Ed Pryce Challenge Adviser
	Wednesday 4 February 2015	6pm	Raglan Primary, Usk NP15 2EN	Nicola Allen Principal Challenge Adviser
	Monday 9 February 2015	5pm	Llanwern High Room 2, Newport NP18 2YE	Ed Pryce Challenge Adviser

	Wednesday 11 February 2015	5pm	Croesyceiliog School Cwmbran NP44 2YB	Julian Doroszczuk Principal Challenge Adviser
	Thursday 26 February 2015	5pm	Pontypool Active Living Centre, Pontypool Park NP4 8AT	Ed Pryce Challenge Adviser
	Monday 2 March 2015	6pm	County Hall, Rhadyr, Usk NP15 1GA	Nicola Allen Principal Challenge Adviser
	Tuesday 3 March 2015	5pm	Blaen-Y-Cwm Primary Brynmawr, NP23 4BR	Ed Pryce Challenge Adviser
	Wednesday 18 March 2015	6pm	Chepstow Comprehensive Learning Zone, Monmouthshire NP16 5LR	Nicola Allen Principal Challenge Adviser
<p>Welsh in an English Medium School</p> <p>This session is aimed at English medium school governors and provides an introduction to the Welsh Curriculum. By the end of the session governors should have a greater understanding of:</p> <ul style="list-style-type: none"> • the Welsh Curriculum, • Assessment/tests/examinations in place for • the expected levels of attainment are for each Phase • What questions should I be asking when we receive a progress report from the school • What support for Welsh provision provided by the EAS 	Monday 12 January 2015	5pm	Llanwern High Room 2, Newport NP18 2YE	Welsh Team
	Thursday 26 February 2015	5pm	Penallta House, Ystrad Mynach CF82 7PG	Welsh Team
	Wednesday 11 March 2015	6pm	County Hall, Rhadyr, Usk NP15 1GA	Welsh Team
	Wednesday 25 March 2015	5pm	Civic Centre Pontypool, NP4 6YB	Welsh team

Summer Term 2015

The following sessions will be available in the summer term:

- Complaints
- Performance Management
- Foundation Phase

How to make a booking

We are aware that current booking systems have been overloaded by the demand and the team are working on an online booking solution for September 2015. In the meantime the team are working hard to ensure all books are processed effectively.

Registration

To register on a session please email governor.support@sewaleseas.org.uk. Remember to include your name, school, Local Authority and contact details. Alternatively telephone 01443 863155 or 01633 415474

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.

Once a booking has been received you will be registered to attend and a reminder email will be sent to you 5 days prior to the session. If you do not receive confirmation or a reminder, please contact 01633 415474.

Please do not attend a session that you have not received a reminder email, 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 are regularly reviewed to ensure suitability and accessibility for training. Please check the schedule and your reminder 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 has been 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. 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 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 for Mandatory Sessions

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.

