Training and Development Programme
2020 - 2021

FOR GOVERNORS AND GOVERNING BOARDS

www.lancashire.gov.uk/lpds

Lancashire
County
Council

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Contents

Introduction

Welcome to the 2020/21 Lancashire Governor Services Training and Development Programme. Our Training Brochure is produced annually to coincide with the start of the new academic year and to reflect priorities at a national level in school governance.

Governors attending our courses continue to tell us they appreciate the opportunity to meet, share experiences with and learn from other Governors. In the 2019/20 academic year, we have delivered training to over 3100 Governors in over 146 individual training sessions.

Due to the current climate we are working hard to offer some of our courses via online video conferencing, allowing you to improve your knowledge and skill set from the comfort of your own home. These have proved very popular and more courses are being added to the programme as demand dictates. These can be found by ticking the 'online' field when filtering the course programme on the LPDS website.

Attendance on any of the advertised courses is available to all Governors of schools subscribing to the 2020/21 Lancashire Governor Training and Development Service Level Agreement (SLA).

Governors of non-subscribing schools are welcome to attend courses on a 'pay as you use' basis.

The Tutor Team has a broad spectrum of Lancashire Officers, Teaching and Learning Consultants and Advisers; retired Headteachers; very experienced Chairs of Governors and National Leaders of Governance (NLGs). This brings a wealth of knowledge and experience to ensure that the Team provides up to date and relevant training to meet the needs of the school's development plan for individual Governors and Governing Boards.

In accordance with the Service Level Agreement, your school will be charged the appropriate rate for non-attendance at all courses. It is important that you let us know if you are unable to attend a course (even on the day of the course) and in addition, inform your School Business Manager/Bursar. Courses sometimes have reserve lists and we could offer your place to another Governor. In many cases, the quality of the training depends on the number of participants and course presenters need to know in advance of any changes to attendance.

We are always interested in your feedback and suggestions for course areas that we do not currently offer. Please email **lpds@lancashire.gov.uk** with your suggestions.

Courses Offered

(Countywide, School based and Cluster basis)

In January 2017, the Department for Education (DfE) released a non-statutory Competency Framework for effective governance setting out the principles, personal attributes, knowledge and skills that are required to be an effective governor. To support the use of the Competency Framework, we have identified below how attendance at each of our countywide and school based training courses will enable you to demonstrate competence against a particular area of the Framework.

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 1 – Effective Governance							
Are we an Effective Governing Board?	✓	✓	✓	✓	✓	✓	16
Governing Board Self Evaluation and Development	✓	✓	✓	✓	✓	✓	17
New Governor Induction	✓	✓	✓	✓	✓	✓	18
Smarter Governance	✓	✓	✓	✓	✓	✓	20
Marketing Your School	✓	✓	✓				17
Section 2 – Strategic Leadership							
Developing the Role of Chair of the Governing Board	✓	✓	✓	✓	✓	✓	22
Vision, Strategy and Values	✓	✓	✓	✓	✓	✓	23
Section 3 – Accountability							
Finance for Maintained Schools (including the Schools Financial Value Standard)	✓	✓	✓	✓	✓	✓	26
Understanding Schools' Data for Secondary School Governors	✓	✓	✓		✓	✓	27
Governor Skills Workshop: Effective School Visits and Challenging Questions	✓	✓		✓	✓	✓	28
Building an Effective Team	✓	✓	✓	✓	✓	✓	29

	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 4 – Compliance							
Appraisal and Pay Committees for Governors	✓		✓	✓	✓		32
Primary Curriculum for Governors	✓	✓	✓		✓	✓	33
Secondary Curriculum for Governors	✓	✓	✓		✓	✓	33
Handling Concerns and Complaints in School for Governors	✓	✓	✓	✓	✓	✓	34
Health and Safety Responsibilities for Governors	✓	✓			✓	✓	35
Conducting Investigations	✓	✓	✓	✓	✓	✓	36
Online Safety for Governors	✓	✓			✓	✓	37
Pupil Behaviour, Exclusions and Attendance for Governors	✓	✓			✓	✓	38
Safer Recruitment for Governors	✓	✓			✓	✓	39
Special Educational Needs and Disability for Governors	✓	✓			✓	✓	40
Staff Discipline, Grievance, Capability and Attendance for Governors	✓	✓			✓	✓	41
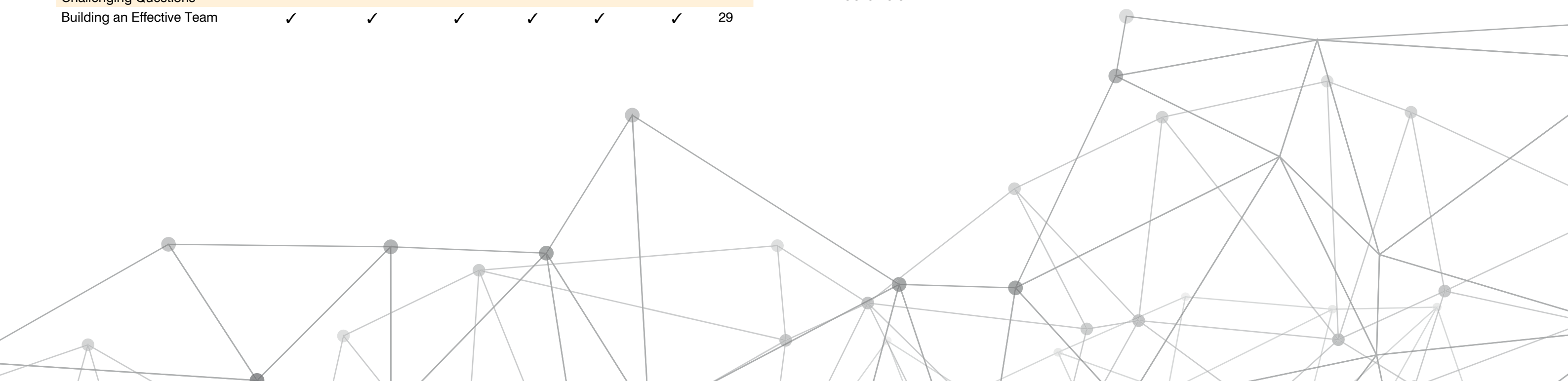
	Effective Governance	Strategic Leadership	Accountability	People	Compliance	Evaluation	Pg
Section 4 – Compliance							
WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors	✓	✓			✓		42
Child Protection and Safeguarding for Governors	✓	✓	✓		✓	✓	43
Governor Exclusion Panels (Discipline Committee)	✓	✓			✓	✓	44
Strive and Thrive – A Happy and Well School Community	✓	✓			✓	✓	45
Governor Skills Workshop – Making Difficult Decisions on Governor Panels	✓	✓	✓	✓	✓	✓	46
Section 5 – Evaluation							
Inspection – Understanding an OfSTED Inspection for Governors	✓	✓	✓		✓	✓	48

Applying for a Countywide Course

How do I book onto a Course?

The easiest way to book a Governor Training Course is to book online at **www.lancashire.gov.uk/lpds** This enables you to book courses in the evening and weekends at a time that is convenient for you.

To search for a course by keyword and/or subject area, please enter GOV in the 'Find a course' blue box. If you know the course code (for example GOV101) you can enter this in the box to direct you to that specific course, but please do not include the suffix.

Alternatively, please select Governor Training from the drop down list in the pink 'Browse subjects' box.

All current courses are listed on this page. The list automatically updates as new courses are added into the programme throughout the academic year.

In the left hand column under location you can select 'online' to filter the courses that are available to be undertaken from home via an online video conferencing platform.

Please select the course you wish to book from the list, click on 'Book it' to commence the application process and you will automatically be taken through to the course summary and booking page.

Course confirmation letters will also continue to be sent to the "My Schools Folder" within the Schools' Portal two to three weeks prior to a course. If you have not received a confirmation letter or email by that point, please contact the Customer Support Team on 01257 516100 or lpds@lancashire.gov.uk to check if your application is successful.

We have also designed a "Remember Me" function within the booking system. This means that if you tick this box, the system will remember your school and personal details and so for every online booking you make in the future, you will not need to re-enter your personal details.

If a course is cancelled, you will be given as much notice as possible and offered, where possible, an alternative training session.

Where can I find my Governing Board's Training Record?

It is important to remember that the most definitive record of your governors' training should be kept by the Training and Development Governor who should be updated when a governor has attended training.

We are able to provide confirmation of attendance on countywide courses by emailing **lpds@lancashire.gov.uk.**

Then, please select ONE from either:

Schools within Lancashire

The application form will request your Lancashire District and School Number. These can be obtained directly from your school and it is worth keeping a note of your District/School Number for future reference.

By selecting this option, the charge for attending the training will be billed directly to your school if your School DOES NOT buy into the Governor Service's Training and Development SLA.

Self-funded applications

By selecting this option, the charge will not be billed to your school and you will receive an invoice for the training.

As a result of your feedback, you can now tick to receive an email acceptance or rejection letter direct to your personal email address as well as course correspondence via the Schools' Portal. This email will be sent two to three weeks prior to the course date.

School Based and Cluster Courses

Many of our courses can be presented by a member of the Tutor Team at your school at a date and time to suit your Governing Board. These Courses can be bespoke to your Governing Board, using your school's own data and reports to focus on key areas or issues that are impacting upon your school.

How do I arrange School Based Training?

It is essential that the Training and Development Governor has selected suitable dates and times to ensure maximum attendance before contacting the Governor Training and Development Team. To deliver effective training, ideally a minimum of 8 governors should be present.

The Governor Training and Development Team should be contacted at least eight weeks prior to the preferred date(s) and time(s) to discuss the school's requirements

Contact the training team on:
Tel: 01257 516100
Email: lpds@lancashire.gov.uk

What happens next?

Once the date(s) and time(s) have been agreed, the Training and Development Governor and Headteacher will receive written confirmation from the Governor Training and Development Team and will be asked to inform the whole Governing Board of the session. It is essential that the venue has been confirmed, including arrangements for refreshments and/or presenter equipment.

Prior to the course, the Tutor will be in contact with the Training and Development Governor (or nominated governor) to discuss the individual requirements of the Governing Board and finalise arrangements for the event.

How do I arrange Cluster Training?

During the booking process for your course, please inform the Training and Development Team if you are planning to invite the governors from other local schools to the session. This is very important for the planning and the provision of sufficient course materials.

Should any of the schools participating in the cluster training not purchase the Governor Training and Development SLA, a 'pay as you use' charge will be made to that school.

Dependant on the nature of the course, a cluster training session may not be appropriate as you may wish to maintain the confidentiality of your school's data for example. In this instance, consideration of the countywide course programme for governors may be more appropriate.

E-Learning for Governors (NGA Learning Link)

Schools that purchase the Lancashire Governor Training and Development Service Level Agreement (SLA) are entitled to free access to the National Governance Association (NGA) e-learning platform. This is called 'Learning Link'. It provides over 50 interactive and engaging modules for your entire board to use. For schools that do not purchase the Lancashire SLA, the individual annual subscription to the NGA for this service is currently £165.

Governors should register to access the e-learning at: https://nga.vc-enable.co.uk/Register

For ease, the modules have been split into core areas that cover:
• Structures, Roles and Responsibilities
• Good Governance
• Vision, Ethos and Strategic Direction
• Pupil Success and Wellbeing
• Collaborating with Partners
• Executive Leaders
• The Best Use of Resources
• Compliance
• Clerking
• MATs

If governors have any problems registering, please call the NGA team:
Tel: 0121 237 3780 (option 3)
Email: learninglink@nga.org.uk

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learninglink

Section 1 - Effective Governance

Governing Board Self Evaluation and Development

✗ Countywide
✓ School Based
✗ Cluster
✓ Video Conferencing

Course Description

This course normally follows on from the 'Are we an Effective Governing Board?' course to help the Governing Board manage and prioritise its own development. The Governing Board examines in detail its roles and responsibilities, and, with the aid of an experienced Tutor, to audit current practice and effectiveness. We advise a gap of at least two terms between the courses. The aim is to develop an agreed action plan that the Governing Board is committed to achieving.

Marketing Your School

✗ Countywide
✓ School Based
✗ Cluster
✓ Video Conferencing

Course Description

On an individual basis the course considers:
- different drivers for different schools;
- what the school is promoting;
- to whom is your 'pitch' aimed at;
- what strategies or techniques fit the bill; and
- what happens afterwards and assessing effectiveness.

Are we an Effective Governing Board?

✗ Countywide
✓ School Based
✗ Cluster
✓ Video Conferencing

Course Description

By the end of the session governors will:

- know the skills and experiences that Boards/Trusts require to effectively carry out their duties;
- understand the roles of the Governing Board and the senior leadership team;
- know what sources of information are available to help them know the school well;
- understand the characteristics of an effective Governing Board; and
- identify future actions to develop the effectiveness of the Governing Board/Trust.

New Governor Induction

Course Description

To support new governors in developing the skills and knowledge to become effective members of the Governing Board by:
- understanding where Governing Boards sit in the education system;
- understanding the role of the individual governor/trustee and the corporate responsibility of the Governing Board; and
- understanding how an effective Governing Board manages its work and responsibilities.

✓	**Countywide**
✗	**School Based**
✗	**Cluster**
✓	**Video Conferencing**

Course Activity Reference	Date / Time	Venue
GOV116i	Monday 5 October 2020, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116j	Friday 16 October 2020, 9:30am - 12:00pm	Ribby Hall Village, Nr. Kirkham
GOV116k	Tuesday 3 November 2020, 1:30pm - 4:30pm	Burnley Football Club
GOV116l	Friday 6 November 2020, 1:30pm - 4:00pm	West Lancashire Investment Centre, Skelmersdale
GOV116m	Saturday 7 November 2020, 10:00am - 12:30pm	Hallmark Hotel, Leyland
GOV116p	Friday 20 November 2020, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV116n	Thursday 26 November 2020, 9:30am - 12:00pm	Burnley Football Club
GOV116r	Thursday 14 January 2021, 6:30pm - 9:00pm	Burnley Football Club
GOV116q	Saturday 16 January 2021, 10:00am - 12:30pm	Farington Lodge, Leyland
GOV116s	Wednesday 20 January 2021, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV116t	Friday 29 January 2021, 9:30am - 12:00pm	Burnley Football Club
GOV116u	Saturday 6 February 2021, 10:00am - 12:30pm	Hallmark Hotel, Leyland
GOV116v	Thursday 25 February 2021, 6:30pm - 9:00pm	West Lancashire Investment Centre, Skelmersdale
GOV116a	Thursday 22 April 2021, 6:30pm - 9:00pm	Burnley Football Club
GOV116b	Thursday 6 May 2021, 6:30pm - 9:00pm	Ribby Hall Village, Nr. Kirkham
GOV116c	Wednesday 19 May 2021, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV116d	Saturday 3 July 2021, 10:00am - 12:30pm	Burnley Football Club
GOV116e	Thursday 8 July 2021, 9:30am - 12:00pm	West Lancashire Investment Centre, Skelmersdale

New Governor Induction – Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV137f	Monday 3 August 2020, 6:30pm – 8:30pm and Wednesday 5 August 2020, 6:30pm – 8:30pm	Online Video Conferencing
GOV137g	Thursday 13 August 2020, 2:00pm – 4:00pm and Friday 14 August 2020, 10:00am – 12:00pm	Online Video Conferencing
GOV137h	Tuesday 18 August 2020, 2:00pm – 4:00pm and Wednesday 19 August 2020, 2:00pm – 4:00pm	Online Video Conferencing
GOV137i	Tuesday 25 August 2020, 10:00am – 12:00pm and Thursday 27 August 2020, 2:00pm – 4:00pm	Online Video Conferencing
GOV137k	Tuesday 8 September 2020, 6:30pm – 8:30pm and Thursday 10 September 2020, 10:00am – 12:00pm	Online Video Conferencing
GOV137j	Tuesday 15 September 2020, 6:30pm - 8:30pm and Thursday 17 September 2020 2:00pm – 4:00pm	Online Video Conferencing

Smarter Governance

A Refresher Course for Established Governors

✓	Countywide
✓	School Based
✓	Cluster
✓	Video Conferencing

Course Description

The aims of the course are to:
- encourage empower and spread good practice;
- re-visit the core purpose and processes of governance;
- review terminology and systems of governance and compliance with the law;
- help governors to know their school better; and
- share experience and strengthen Boards.

This course looks to enthuse and refresh a governor's confidence in carrying out their role. There is an opportunity to talk, to share experiences and learn from others. There have been significant legislative changes and in addition terminology has changed or evolved and this course seeks to bring governors up to date.

Course Activity Reference	Date / Time	Venue
GOV128p	Monday 23 November 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV128q	Wednesday 27 January 2021, 1:30pm - 4:00pm	West Lancashire Investment Centre, Skelmersdale
GOV128r	Saturday 1 May 2021, 10:00am - 12:30pm	Burnley Football Club

Smarter Governance

A Refresher Course for Established Governors – Video Conferencing

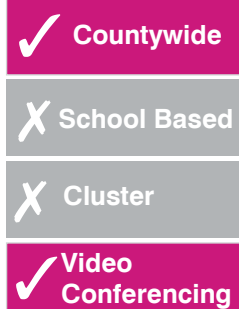| Course Activity Reference	Date / Time	Venue
GOV143c	Tuesday 4 August 2020, 10:00am – 12:00pm	Online Video Conferencing
GOV143d	Thursday 20 August 2020, 6:30pm – 8:30pm	Online Video Conferencing

Section 2 - Strategic Leadership

Developing the Role of Chair of the Governing Board

✓	**Countywide**
✗	School Based
✗	Cluster
✓	**Video Conferencing**

Course Description

During this course delegates will:
- review the core competencies for governors, specifically those of the Chair, and all governors as relevant;
- give an overview of the main areas of responsibility of the Chair;
- reference other courses which will give more detail on some of the areas raised and discussed; and
- reflect on any areas which might be included in their GB/T Development Plan.

Course Activity Reference	Date / Time	Venue
GOV102k	Wednesday 2 December 2020, 6:30pm - 9:00pm	Ribby Hall Village, Nr. Kirkham
GOV102l	Wednesday 13 January 2021, 1:30pm - 4:00pm	Forrest Hills, Lancaster
GOV102m	Monday 1 February 2021, 9:00am - 12:00pm	Jack McLaughlin Centre, Corpus Christi High School, Preston
GOV102n	Thursday 4 February 2021, 6:30pm - 9:00pm	Burnley Football Club
GOV102o	Saturday 22 May 2021, 10:00am - 12:30pm	West Lancashire Investment Centre, Skelmersdale
GOV102p	Friday 2 July 2021, 1:30pm - 4:00pm	Burnley Football Club

## Developing the Role of Chair of the Governing Board – Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV138b	Tuesday 25 August 2020, 6:00pm – 9:00pm	Online Video Conferencing

Vision, Strategy and Values

✓	**Countywide**
✓	**School Based**
✓	**Cluster**
✓	**Video Conferencing**

Course Description

The course will explore:
- why do schools need a vision?
- what should a vision statement say?
- whose vision should it be?
- how do we get started?
- from vision to strategy; and
- living our values on the journey.
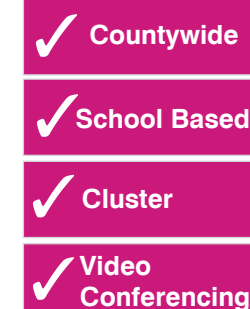
Course Activity Reference	Date / Time	Venue
GOV109h	Tuesday 3 November 2020, 6:30pm - 9:00pm	West Lancashire Investment Centre, Skelmersdale
GOV109g	Wednesday 2 December 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV109i	Thursday 29 April 2021, 6:30pm - 9:00pm	Burnley Football Club
GOV109j	Tuesday 1 June 2021, 6:30pm - 9:00pm	Hallmark Hotel, Leyland

Vision, Strategy and Values – Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV142d	Wednesday 19 August 2020, 2:00pm – 4:00pm	Online Video Conferencing

Section 3 - Accountability

Finance for Maintained Schools (including the Schools Financial Value Standard)

✓	Countywide
✓	School Based
✓	Cluster
✗	Video Conferencing

Course Description

By the end of the session delegates should understand:
- the respective roles and responsibilities of the Governing Board, school staff and Local Authority (LA) relating to finance;
- the principles and sources of school funding;
- the key elements of budget setting and budget monitoring linked to school improvement;
- the requirements of the Schools Financial Value Standard (SFVS); and
- the principles of good financial management and value for money in schools.
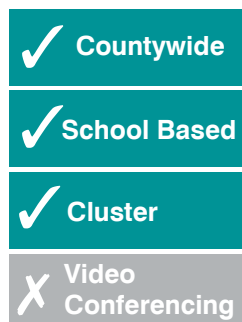
Course Activity Reference	Date / Time	Venue
GOV118v	Tuesday 13 October 2020, 6:30pm - 9:00pm	County Hall, Preston
GOV118w	Wednesday 11 November 2020, 9:30am - 12:00pm	Forrest Hills, Lancaster
GOV118x	Tuesday 17 November 2020, 6:30pm - 9:00pm	Oswaldtwistle Mills, Accrington
GOV118y	Monday 23 November 2020, 9:30am - 12:00pm	Hallmark Hotel, Leyland

Understanding Schools' Data for Secondary School Governors

✓	Countywide
✓	School Based
✗	Cluster
✗	Video Conferencing

Course Description

- To consider how the Analyse School Performance (ASP) website and the Inspection Data Summary Report (IDSR) can support governors in their support and challenge of their school.
- To provide an overview of the Inspection Data Summary Report.
- To clarify the terms and ideas used in data analysis.
- To give governors the chance to consider their own school's data.
- To outline governors' responsibilities and what "good governance" means in practice.
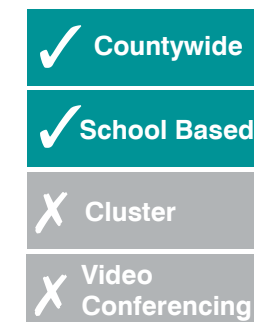
Please bring a hard colour copy of your IDSR and school LSIP to the session which is available from your headteacher.

Understanding a school's strengths and weaknesses from its data set is critical to governors working effectively to hold the senior leadership to account. At the same time, data is technical and can be complex for education lay-people to grasp and remember. This course will equip governors with the skills to interrogate and understand the critical aspects of their own school's data.

During the session participants will then have the opportunity to interrogate their own reports, conduct analysis and interpret data and design questions for their own school leaders. Governors will consider exactly what their data means for their own school and what this may mean in terms of school improvement.

This course is ideal for all secondary phase governors who wish to develop a strong understanding of the headline messages of what their school data means.

Course Activity Reference	Date / Time	Venue
GOV222f	Tuesday 26 January 2021, 6:30pm - 9:00pm	Ribby Hall Village, Nr. Kirkham

Governor Skills Workshop: Effective School Visits and Challenging Questions

✓	Countywide
✓	School Based
✓	Cluster
✓	Video Conferencing

Course Description

This course will:
- clarify the purpose of visits and challenging questions;
- review the Code of Conduct, policies and procedures, and best practice for visits;
- ensure visits are focussed on priorities and improvement plans;
- practice skills of preparation, visits and feedback;
- focus on challenging questions that hold leaders to account;
- practice questioning techniques for different situations; and
- reinforce links between insights gained and robust accountability and challenge.
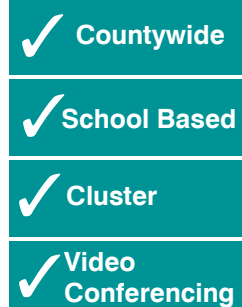
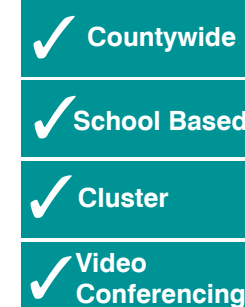| Course Activity Reference	Date / Time	Venue
GOV106m	Thursday 1 October 2020, 9:30am - 12:00pm	Forrest Hills, Lancaster
GOV106n	Monday 19 October 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV106o	Monday 16 November 2020, 9:00am - 12:00pm	Hallmark Hotel, Leyland
GOV106p	Monday 11 January 2021, 6:30pm - 9:00pm	County Hall, Preston
GOV106q	Wednesday 10 February 2021, 9:30am - 12:00pm	Ribby Hall Village, Nr. Kirkham
GOV106r	Thursday 4 March 2021, 9:30am - 12:00pm	Burnley Football Club
GOV106s	Thursday 13 May 2021, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV106t	Friday 11 June 2021, 9:30am - 12:00pm	West Lancashire Investment Centre, Skelmersdale
GOV106u	Friday 18 June 2021, 9:30am - 12:00pm	Burnley Football Club

Governor Skills Workshop: Effective School Visits and Challenging Questions - Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV134d	Saturday 8 August 2020, 10:00am – 12:00pm	Online video conferencing
GOV134e	Friday 4 September 2020, 2:00pm - 4:00pm	Online video conferencing

Building an Effective Team

✓	Countywide
✓	School Based
✓	Cluster
✓	Video Conferencing

Course Description

- Understanding the role of Governing Boards/Trusts (GB/Ts).
- Creating an effective team of governors.
- Understanding the importance of positive working relationships with all stakeholders.
- Understanding the importance of recruitment strategies, training and succession planning.
- Reviewing and evaluating the work of the team.

Course Activity Reference	Date / Time	Venue
GOV110g	Thursday 26 November 2020, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV110h	Saturday 23 January 2021, 10:00am - 12:30pm	Oswaldtwistle Mills, Accrington

Building an Effective Team -

Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV139c	Saturday 15 August 2020, 10:00am – 12:00pm	Online Video Conferencing

Section 4 - Compliance

Appraisal and Pay Committees for Governors

✓ Countywide
✗ School Based
✗ Cluster
✗ Video Conferencing

Course Description

In respect of pay and appraisal, to provide governors with an understanding of:
* Governing Board roles and responsibilities;
* what teacher and Headteacher appraisal involves;
* the link between appraisal and pay;
* staff pay terminology and pay structures;
* what to consider when making pay decisions; and
* Ofsted expectations in relation to performance management and pay decisions.

Course Activity Reference	Date / Time	Venue
GOV101o	Wednesday 7 October 2020, 6:00pm - 8:30pm	Farington Lodge, Leyland
GOV101p	Wednesday 25 November 2020, 6:00pm - 8:30pm	Ribby Hall Village, Nr. Kirkham
GOV101q	Wednesday 27 January 2021, 9:30am - 12:00pm	Burnley Football Club
GOV101r	Wednesday 3 March 2021, 6:00pm - 8:30pm	Farington Lodge, Leyland
GOV101s	Thursday 6 May 2021, 9:00am - 12:00pm	County Hall, Preston
GOV101t	Thursday 24 June 2021, 6:00pm - 8:30pm	Ribby Hall Village, Nr. Kirkham

Primary Curriculum for Governors

✓ Countywide
✗ School Based
✗ Cluster
✗ Video Conferencing

Course Description

The course will explore:
* what is the curriculum?
* what is the place of curriculum in the Ofsted Inspection Framework?
* what are the responsibilities of the Governing Board?

Course Activity Reference	Date / Time	Venue
GOV104e	Thursday 5 November 2020, 9:30am - 12:00pm	Hallmark Hotel, Leyland
GOV104f	Tuesday 2 March 2021, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV104a	Thursday 6 May 2021, 9:30am - 12:00pm	Burnley Football Club

Secondary Curriculum for Governors

✓ Countywide
✗ School Based
✗ Cluster
✗ Video Conferencing

Course Description

* What do we mean by the secondary school curriculum and what does it contain?
* What are the statutory elements of the curriculum?
* What are the requirements of the Education Inspection Framework?
* What are the implications for school leaders and governors?

Course Activity Reference	Date / Time	Venue
GOV204a	Tuesday 19 January 2021, 6:30pm - 9:00pm	Farington Lodge, Leyland

Handling Concerns and Complaints in School for Governors

✓	Countywide
✗	School Based
✗	Cluster
✗	Video Conferencing

Course Description

This course aims to:
- examine the Governing Board's legal responsibility;
- consider the processes and procedures that need to be in place;
- consider good practice in handling complaints; accurate reporting and retention of records; and
- consider the legal implications if the approved and published policy and procedures are not followed.

Course Activity Reference	Date / Time	Venue
GOV105i	Tuesday 2 March 2021, 6:30pm - 9:00pm	County Hall, Preston
GOV105j	Tuesday 8 June 2021, 6:30pm - 9:00pm	County Hall, Preston

Health and Safety Responsibilities for Governors

✓	Countywide
✗	School Based
✗	Cluster
✗	Video Conferencing

Course Description

Health and Safety:
- the legal requirements;
- the duties and responsibilities of the Governing Board;
- the implementation of good safety practice; and
- the health and safety policy, its operation, management and monitoring.

Premises:
- the relative roles of all partners in providing suitable school premises;
- the responsibilities and duties of the Governing Board; and
- sources of funding and support.

Course Activity Reference	Date / Time	Venue
GOV119h	Thursday 21 January 2021, 6:30pm - 9:00pm **and** Thursday 28 January 2021, 6:30pm - 9:00pm	Farington Lodge, Leyland
GOV119i	Thursday 4 March 2021, 9:30am - 4:00pm	Burnley Football Club
GOV119a	Thursday 10 June 2021, 6:30pm – 9:00pm **and** Thursday 17 June 2021, 6:30pm – 9:00pm	Forrest Hills, Lancaster

Conducting Investigations
Course Description

✓	**Countywide**
✗	School Based
✗	Cluster
✗	Video Conferencing

The aims of the course are for governors to:
- understand the importance of a fair and thorough investigation;
- know how to plan and organise an investigation effectively;
- know how to gather and evaluate evidence objectively, balancing conflicting and corroborating information;
- decide what is sufficient evidence;
- know how to interview complainants, witnesses and respondents;
- deal with issues such as confidentiality, anonymity and second hand evidence; and
- know how to evaluate and present your findings.

Course Activity Reference	Date / Time	Venue
GOV108d	Friday 16 October 2020, 10:00am - 3:30pm	Oswaldtwistle Mills, Accrington
GOV108a	Friday 23 April 2021, 10:00am - 3:30pm	Forrest Hills, Lancaster
GOV108b	Friday 11 June 2021, 10:00am - 3:30pm	Hallmark Hotel, Leyland

Online Safety for Governors

✓	**Countywide**
✓	**School Based**
✓	**Cluster**
✓	**Video Conferencing**

Course Description

Technological developments and the increased availability of web-enabled devices have brought many benefits and opportunities for children and schools. However, the increased access to the Internet has also brought safeguarding implications for schools to consider and deal with.

This course provides an up-to-date overview of online safety for primary schools. It looks at the range of online safety risks that affect pupils and school staff. It will also look at key safeguarding documents, Ofsted recommendations, online safety policy development and ways that schools can support both pupils and parents/carers in this area of safeguarding.

The content of this course will include:
- current news and discussion of key documents, Ofsted recommendations, research and statistics relating to online safety;
- key features of evaluating online safety policies;
- online safety risks to pupils including grooming, fake news, self-harm and gaming;
- professional reputation and staff professional development; and
- online safety resources specifically created to support governors.

Course Activity Reference	Date / Time	Venue
GOV121p	Monday 9 November 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV121q	Thursday 28 January 2021, 6:30pm - 9:00pm	Farington Lodge, Leyland
GOV121r	Thursday 6 May 2021, 9:30am - 12:00pm	Ribby Hall Village, Nr. Kirkham

Online Safety for Governors -
Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV122a	Thursday 17 September 2020, 6:30pm - 8:30pm	Online video conferencing

Pupil Behaviour, Exclusions and Attendance for Governors

✓	Countywide
✗	School Based
✗	Cluster
✗	Video Conferencing

Course Objectives

- To understand the statutory guidelines for school attendance.
- To develop an understanding of school accountability for attendance.
- To explore good practice and key questions with regard to school attendance policy and practice.

Course Activity Reference	Date / Time	Venue
GOV111g	Thursday 28 January 2021, 9:30am - 3:30pm	Jack McLaughlin Centre, Corpus Christi High School, Preston

Safer Recruitment for Governors
Course Description

✓	Countywide
✗	School Based
✗	Cluster
✗	Video Conferencing

Based on an understanding of offender behaviour to:
- identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people;
- consider policies and practice that minimise opportunities for abuse or ensure its prompt reporting;
- help participants begin to review their policies and practice in recruitment with a view to creating a safer culture; and
- check that participants have achieved an appropriate level of understanding.

Only the Lead Governor for Safeguarding and Child Protection should attend this Course. It is not a requirement that all Governors are trained in Safeguarding and Child Protection.

Lead Governors for Child Protection and Safeguarding must read parts one and two of the Keeping Children Safe in Education 2020 (KCSIE) before they attend the training session.

Course Activity Reference	Date / Time	Venue
GOV112q	Wednesday 14 October 2020, 9:00am - 4:00pm	Hallmark Hotel, Leyland
GOV112n	Wednesday 11 November 2020, 9:30am - 4:00pm	Ribby Hall Village, Nr. Kirkham
GOV112r	Thursday 4 February 2021, 9:00am - 4:00pm	Burnley Football Club
GOV112o	Wednesday 24 February 2021, 9:30am - 4:00pm	County Hall, Preston
GOV112s	Saturday 24 April 2021, 9:00am - 4:00pm	Farington Lodge, Leyland
GOV112p	Wednesday 12 May 2021, 9:30am - 4:00pm	Oswaldtwistle Mills, Accrington
GOV112t	Wednesday 9 June 2021, 9:00am - 4:00pm	Forrest Hills, Lancaster

Special Educational Needs and Disability for Governors

✓ Countywide
✓ School Based
✗ Cluster
✗ Video Conferencing

Course Description

- To explain the background to the provision for special educational needs and disability in schools.
- To outline the implications of recent reforms to SEND.
- To help you understand the respective roles and responsibilities of governors and school staff.
- To provide you with the knowledge to challenge and support school leaders in their actions in relation to SEND.
- To enable you to make more effective contributions to the development of school based provision for pupils with SEND.
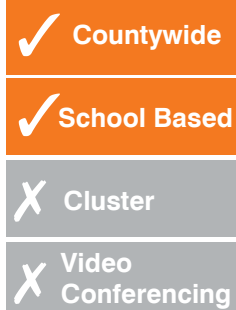
Course Activity Reference	Date / Time	Venue
GOV113h	Tuesday 10 November 2020, 9:30am - 12:30pm	Ribby Hall Village, Nr. Kirkham
GOV113i	Tuesday 12 January 2021, 9:30am - 12:30pm	Lancashire Football Association, Leyland
GOV113a	Wednesday 16 June 2021, 9:00am - 12:30pm	Oswaldtwistle Mills, Accrington

Staff Discipline, Grievance, Capability and Attendance for Governors

✓ Countywide
✗ School Based
✗ Cluster
✗ Video Conferencing

Course Description

In respect of staff discipline, capability, grievance and absence management, to provide governors with an understanding of:

- the key aspects of the policies and procedures;
- the role and responsibilities of the Chair of Governors in managing cases involving the Headteacher;
- the roles and responsibilities of other members of the Governing Board; and
- the role of the Occupational Health Unit in advising on sickness absence cases.

This course examines the legal requirements of the County Council's HR policies for staff employed in schools (teaching and non-teaching). It considers the duties and responsibilities of the Governing Board as an employer.

The key stages of discipline, grievance, capability and attendance will be considered and governors will understand their role in the effective management of HR policies and procedures in schools.
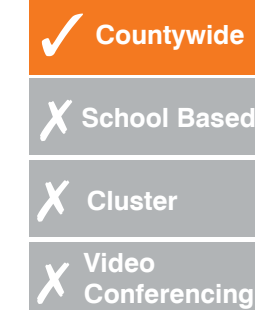
Course Activity Reference	Date / Time	Venue
GOV117e	Wednesday 4 November 2020, 6:00pm - 8:30pm	County Hall, Preston
GOV117f	Thursday 11 February 2021, 9:00am - 12:00pm	Burnley Football Club
GOV117g	Wednesday 9 June 2021, 6:00pm - 8:30pm	Ribby Hall Village, Nr. Kirkham

WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors

✓	Countywide
✗	School Based
✗	Cluster
✓	Video Conferencing

Course Description

The aims of this WRAP Workshop are to:
* raise awareness of the PREVENT Strategy;
* using existing safeguarding processes to recognise vulnerable individuals that may need support;
* raise awareness of the current threat;
* the use of the internet to promote terrorist ideologies; and
* the referral process.

Course Activity Reference	Date / Time	Venue
GOV127x	Thursday 21 January 2021, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV127y	Thursday 25 February 2021, 6:30pm - 9:00pm	Burnley Football Club
GOV127z	Wednesday 12 May 2021, 6:30pm - 9:00pm	Forrest Hills, Lancaster

WRAP (Workshop to Raise Awareness of PREVENT) and the Current Threat for Governors – Video Conferencing

Course Activity Reference	Date / Time	Venue
GOV133b	Thursday 17 September 2020, 6:30pm - 8:30pm	Online video conferencing

Child Protection and Safeguarding for Governors

✓	Countywide
✗	School Based
✗	Cluster
✗	Video Conferencing

Course Description

* To understand your role as a governor in relation to Safeguarding.
* To be aware of key documents and guidance.
* To reflect on training requirements for all staff in school.
* To be aware and understand thresholds in Lancashire and when a case would need to be escalated or equally managed at Early Help and what that means as a Governor.

Only the Lead Governor for Safeguarding and Child Protection should attend this Course.
It is not a requirement that all Governors are trained in Safeguarding and Child Protection.

Lead Governors for Child Protection and Safeguarding must read parts one and two of the Keeping Children Safe in Education 2020 (KCSIE) before they attend the training session.

Course Activity Reference	Date / Time	Venue
GOV103w	Saturday 17 October 2020, 9:30am – 12:00pm	Hallmark Hotel, Leyland
GOV103x	Wednesday 11 November 2020, 6:30pm – 9:00pm	Burnley Football Club
GOV103y	Saturday 16 January 2021, 9:30am – 12:00pm	Ribby Hall Village, Nr Kirkham
GOV103z	Wednesday 24 February 2021, 6:30pm – 9:00pm	Lancashire Football Association, Leyland
GOV103a	Thursday 18 March 2021, 6:30pm – 9:00pm	Burnley Football Club
GOV103b	Tuesday 18 May 2021, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV103c	Monday 21 June 2021, 6:30pm - 9:00pm	Hallmark Hotel, Leyland

Governor Exclusion Panels (Discipline Committees)

✓	Countywide
✗	School Based
✗	Cluster
✗	Video Conferencing

Course Description

This course will:
- explore the legal processes around the exclusion of pupils from schools/academies;
- review the Governing Board's legal obligations around exclusions, particularly for a child/student at risk of permanent exclusion;
- examine and explain the guidance around exclusion from school;
- provide advice and guidance on the probing questions the Governors Appeal Committee need to ask before, during and after the discipline meetings to ensure that school/the academy have provided sufficient support prior to the exclusion; and
- explore good practice to highlight the range of interventions and reasonable adjustments that may be used to prevent exclusion.
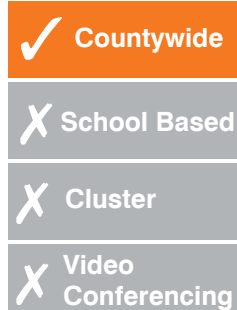
Course Activity Reference	Date / Time	Venue
GOV131a	Thursday 28 January 2021, 6:30pm - 9:00pm	Jack McLaughlin Centre, Corpus Christi High School, Preston

Strive and Thrive - A Happy and Well School Community

| ✓	Countywide
✓	School Based
✓	Cluster
✗	Video Conferencing

Course Description

Staff sickness and failure to retain staff is an enormous threat to school stability, including financially. This course seeks to ensure that Governors consider the happiness and well being of all school staff even within a challenging climate of increased expectations and financial restraints. A happy and thriving school community ensures success for all!

The course will cover:
- how to achieve good well being;
- understanding the pressures within school and how to support;
- considerations over workload;
- dealing with stress;
- ideas to improve general well being;
- building relationships between the Governing Board and the school leadership team; and
- understanding the pressures of headship and how to support.

Delegates will leave with:
- a checklist for staff well being for Headteachers;
- a list of tips and tricks to monitor well being; and
- a structure for conversations with the Headteacher about their own well being.
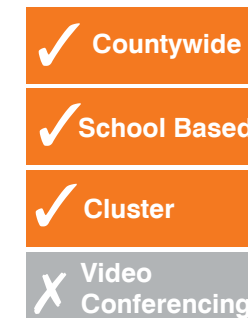
Course Activity Reference	Date / Time	Venue
GOV130i	Monday 12 October 2020, 6:30pm - 9:00pm	Forrest Hills, Lancaster
GOV130j	Monday 23 November 2020, 6:30pm - 9:00pm	Oswaldtwistle Mills, Accrington
GOV130k	Monday 11 January 2021, 6:30pm - 9:00pm	Hallmark Hotel, Leyland
GOV130l	Monday 17 May 2021, 6:30pm – 9:00pm	Hallmark Hotel, Leyland

Governor Skills Workshop: Making Difficult Decisions on Governor Panels

✓	Countywide
✓	School Based
✓	Cluster
✓	Video Conferencing

Course Description

- Identify types and functions of Governor panels.
- Outline basic principles and procedures followed.
- Explain the role of the Chair of the panel.
- Explain the role of the Clerk and other Advisers.
- Practise skills of listening to presentations and asking questions.
- Outline processes for making decisions, recording rationale and delivering outcomes.
- Practise decision making skills using case studies.

Governors are asked to sit on a wide range of occasional committees or panels with a decision-making role including Pupil Discipline, Staff Discipline, Staff Grievance, Disciplinary Appeals, Parental Complaints, Pay Appeals, etc.

All of these have common features and approaches but, because these committees tend to meet infrequently, governors may have little knowledge or experience of having to make difficult decisions in sometimes challenging cases.

Using case studies, exercises and discussion, this workshop will develop governors' knowledge and skills around the procedures used and the processes for reaching fair, reasonable and defensible decisions.

Course Activity Reference	Date / Time	Venue
GOV132l	Thursday 15 October 2020, 6:30pm - 9:00pm	Burnley Football Club
GOV132m	Monday 23 November 2020, 9:30am - 12:00pm	Farington Lodge, Leyland
GOV132n	Tuesday 27 April 2021, 6:30pm - 9:00pm	County Hall, Preston
GOV132o	Thursday 8 July 2021, 1:30pm - 4:00pm	Jack McLaughlin Centre, Corpus Christi High School, Preston

Section 5 - Evaluation

Inspection - Understanding an Ofsted Inspection for Governors

✓	Countywide
✓	School Based
✓	Cluster
✓	Video Conferencing

Course Description

- To understand the Ofsted Framework.
- Clarify the process of OFSTED inspections.
- Clarify the role and responsibilities of governors.
- Explore each of the new grade descriptors.
- Understand what "good" governance looks like.

Course Activity Reference	Date / Time	Venue
GOV107j	Thursday 24 September 2020, 6:30pm - 9:00pm	Farington Lodge, Leyland
GOV107k	Thursday 15 October 2020, 6:30pm - 9:00pm	West Lancashire Investment Centre, Skelmersdale
GOV107o	Thursday 15 October 2020, 6:30pm - 9:00pm	Oswaldtwistle Mills, Accrington
GOV107l	Thursday 26 November 2020, 9:30am - 12:00pm	Ribby Hall Village, Nr. Kirkham
GOV107m	Thursday 4 February 2021, 6:30pm - 9:00pm	Farington Lodge, Leyland
GOV107p	Thursday 25 March 2021, 6:30pm - 9:00pm	Oswaldtwistle Mills, Accrington
GOV107n	Thursday 29 April 2021 6:00pm - 9:00pm	Forrest Hills, Lancaster

VIDEO CONFERENCING – COMING SOON

Important note – Covid-19

In consideration of Covid-19 please note that venues may be subject to change. Some courses may take place online if it is not deemed safe to hold them in person. Please ensure you have a letter confirming your booking and have double checked the venue. Please do not arrive at a venue without a confirmed booking as you will be turned away due to social distancing rules. This is all subject to change as more guidance for venues and group meetings is released.

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Venues

1 **Ribby Hall Village**

Ribby Road
Wrea Green
Preston
PR4 2PR
Tel: 01772 685858

2 **County Hall**

(Pitt Street Entrance)
Fishergate
Preston
PR1 8XJ
Tel: 01772 533330

3 **Farington Lodge**

Stanifield Lane
Farington
Leyland
PR25 4QR
Tel: 01772 421321

4 **Oswaldtwistle Mills**

Clifton Mill
Pickup Street
Accrington
BB5 0EY
Tel: 01254 871025

5 **Burnley Football Club**

Turf Moor
Harry Potts Way
Burnley
BB10 4BX
TEL: 01282 700008

6 **Forrest Hills**

Banton House Farm
Hazelrigg Lane
Ellel
Lancaster
LA2 0PL
Tel: 01524 592444

7 **Hallmark Hotel Leyland**

Leyland Way
Leyland
PR25 4JX
Tel: 0330 028 3420
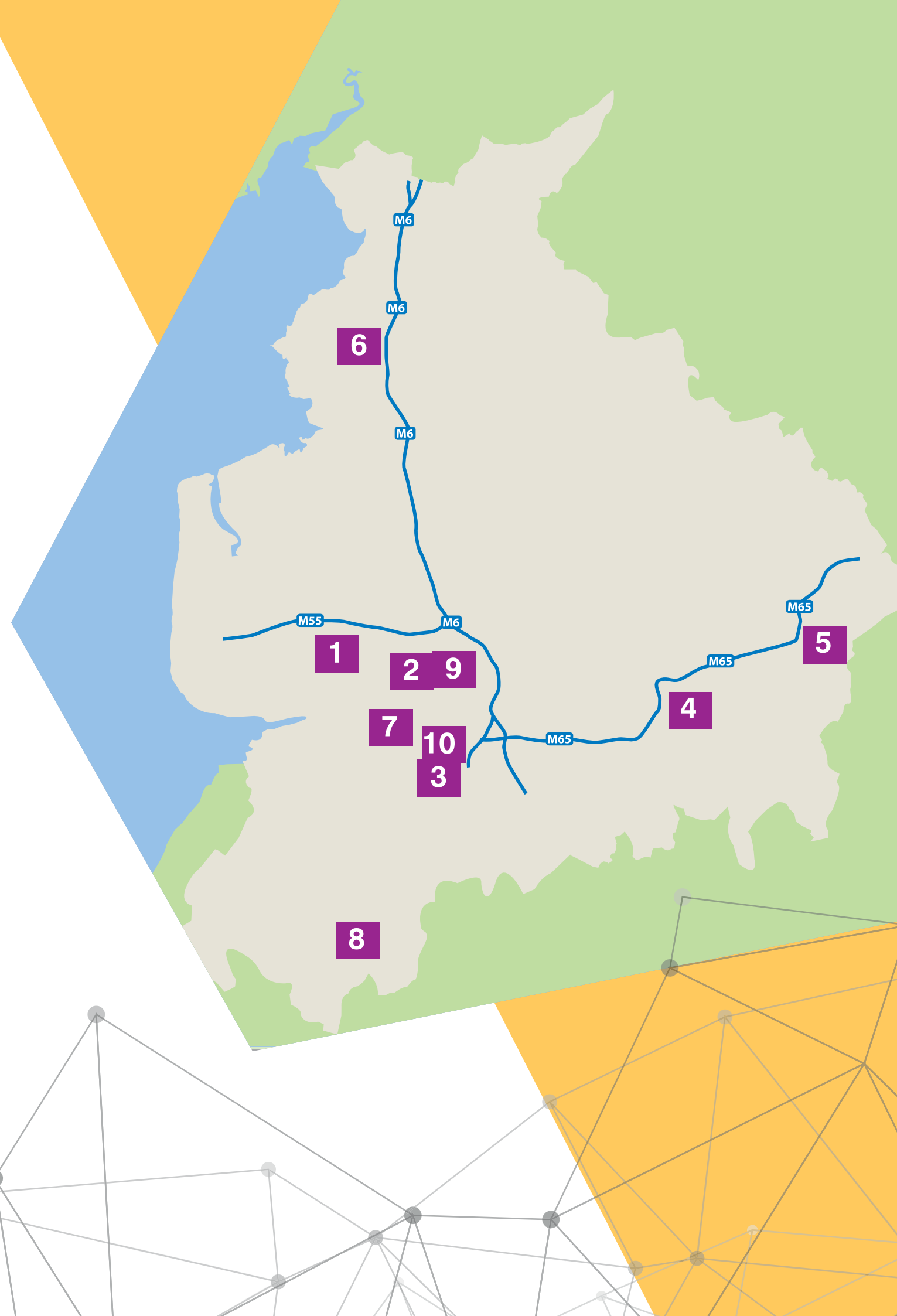
8 **West Lancashire Investment Centre**

White Moss Business Park
Maple View
Skelmersdale
WN8 9TG
Tel: 01695 712600

9 **Jack McLaughlin Centre**

Corpus Christi High School
St Vincent's Road
Fulwood
Preston
PR2 8QY
Tel: 01772 779136

10 **Lancashire Football Association**

County Ground
Thurston Road
Leyland
PR25 2LF
Tel: 01772 624000

Lancashire Governor Services

Training and Development Programme
2020 - 2021

FOR GOVERNORS AND
GOVERNING BOARDS

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lpds@lancashire.gov.uk