

Training and Development Programme for School Governors 2009-10



Enabling world-class education

Contents

Welcome	1
Governance Consultancy	2
Service Level Agreements 2009/10	3
How to Book a Course	6
VT Four S Course Booking Terms and Conditions	7
Additional Development/Special events	8
Events in Alphabetical Order	11
Events in Date Order	13 - 17
Course Details	19
List of Venues	63
Booking Form	66

Welcome

Dear Governor

As I write this letter to you, I am still awaiting the outcome of the deliberations of the government working party on the review of governance which has been taking place since the summer of last year. The early focus of the review was mainly concerned with the number of governors on a governing body, however, this focus seems to have shifted to a skills audit of governors and the need for all governors to be appropriately trained. Indeed there have been suggestions that induction training should become mandatory and that all newly appointed chairmen should undertake appropriate training. Considerable weight is also being given to the importance of the role of the clerk to governors with respect not only to induction training but also continued professional development to ensure clerks are aware of all new government regulations and initiatives.

It is gratifying that the programme prepared for you in this directory totally supports the underlying, albeit unpublished, general findings of the review. There are a number of induction courses for newly appointed governors, made available across the county, and briefings are being devised to support new chairmen of governors on a termly basis.

The programme also contains induction for new clerks and termly briefing meetings with a development session to enhance the knowledge and skills of clerks.

For the first time the programme also includes a course entitled "Am I an effective governor?" which provides an opportunity for governors who have served more than one full term of office, to revisit their knowledge and understanding of best practice in governance and gain an insight into their effectiveness against expectations of their role.

This directory contains full details of all the courses in this year's programme and information about the service level agreements offered which reflect demand and were developed using our local and national experience, feedback from governors and the requirements of statutory regulations to ensure that the packages offered are tailored to governors' needs.

The courses are set out in alphabetical order and there is also a date order index. Details of each event, along with customised booking forms, can be found on the VT Four S course website – www.vtfours.co.uk/courses.

Over 200 schools participated in a "whole governing body session" last year and evaluations of these sessions prove how effective they can be to a school, as it is targeted specifically to the school's needs and development. Although the directory lists the sessions we currently offer, the team are always happy to work with your school to produce a course which is most appropriate to meet your requirements.

Please do not hesitate to contact any member of the team for advice and support in fulfilling your training needs.



Sue Boustead
Governance Consultancy Manager

Governance Consultancy

The framework for Ofsted inspections, which came into force from September 2005, makes it imperative that governing bodies understand the self-evaluation process and that they are secure in the knowledge of their school's strengths and areas for development. Additionally, governing bodies will need to demonstrate their key roles of:

- providing a Strategic view
- acting as a Critical Friend (challenge and support)
- ensuring Accountability.

Our support and training for governing bodies is aimed at providing the tools that will enable them to fulfil their statutory and strategic roles and meet the Ofsted criteria on effectiveness. We want all governing bodies in Surrey to be judged good in being effective in raising the standards of achievement in their schools.

Our Policy

We aim to:

- enable governors to be effective members of their governing body and to encourage a sense of teamwork through the development of skills and the valuing of individual contributions;
- assess the needs of governors and governing bodies and offer access to high quality, relevant training and other events on appropriate subjects;
- ensure that particular groups, i.e. new and specialist governors, are offered support in appropriate ways, enabling them to fulfil their duties;
- encourage governing bodies to evaluate their own effectiveness, and to help plan appropriate programmes of development in relation to assuring performance and raising standards of achievement.

VT Four S Website

Details of all training courses offered by VT Four S are on the website (www.vtfours.co.uk). Governors can search using the course code, course title or, alternatively, use the 'target audience' search to view the Governance training programme for the full year. Where there is demand, Governance Consultancy will endeavour to put on additional sessions to those offered in this directory; please email or telephone Janice Beach janice.beach@vtplc.com (0800 0734444 Ext 834385).

The website, which has become an important tool by which to disseminate information and best practice, has recently been completely overhauled. In order to gain access to the governance information and the additional information provided to governors at schools with an SLA (eg the Good Governance Guides, a School-Based Welcome Pack, Model Standing Orders and other training materials that have been developed through the SLAs with schools etc) customers are required to have registered with VT Four S. If you need any support or advice regarding registration please contact Governance Consultancy.

VT FOUR S

Telephone: 0800 073 4444 x 834385
Email: janice.beach@vtplc.com

The VT Four S Governance Consultancy team will provide training and development services, as specified below, within the cost of the Service Level Agreement. Additional commissioned services are also available from VT Four S as detailed in the final section.

A free telephone/email consultancy service for governors, clerks and headteachers is available to all schools.

Level 1

- Access for governors, associate members and/or clerks to Induction and all published training courses (to a maximum attendance at any training session of 4 governors from any individual school)
- Attendance at 3 Clerks Briefing Meetings and Development Sessions per annum
- Attendance each term at training and development sessions (Hot Topics)
- Attendance at Governor Workshops offered during the year
- Access to training and development materials on registration to www.vtfours.co.uk website (e.g. Good Governance Guides, School based Welcome Pack, Training Skills Audit etc)
- Attendance at the Nursery, Secondary or Special phase network meetings (as appropriate)

The Effective Governance in the 21st Century Toolkit will be supplied to any school buying into the Governance SLA for the first time.

Level 2

As for Level 1 PLUS

- A whole governing body development session (see topics overleaf)

The cost is based upon a maximum no of 24 attendees – an additional charge may be levied dependent on the numbers attending

Commissioned Services

Whole Governing Body Development

There is a strong case for school based training for individual governing bodies, particularly in the areas of preparation for Ofsted, school improvement and self-evaluation.

The VT Four S – Governance Consultancy team are able to work with you to provide a training session or programme tailored to meet the needs of your governing body. Some of the most popular sessions are:

- Being Part of a Successful Team
- Community Cohesion
- Developing a Strategic Plan
- Effective Governance in the 21st Century
- Every Child Matters
- Extended Schools
- Finance – Introduction to Financial Management Standards in Schools (FMSiS)
- How Do I Know My School is Effective?
- Improving Partnerships with Parents, Other Schools and the Community
- Ofsted – Ready for Re-inspection?
- Self-evaluation for Governing Bodies
- Safeguarding (Child Protection)
- Succession Planning
- Sustainable Schools
- Using RAISEonline
- Visiting the School

The Whole Governing Body Training & Development Programme is available to download from the website (after registering for access), emailed on request or posted out from Governance Consultancy.

Confederations/Group Development/Shared Training

The VT Four S Governance Consultancy team recognise that many schools are now working in clusters and/or confederations and would be pleased to deliver effective training opportunities to these.

A portfolio of workshops/sessions relevant to Confederations which can be tailored to meet the individual needs of the cluster or group will be sent to all Confederation Co-ordinators.

Costs are based on the number of attendees and facilitators required.

The Local Authority's statutory and strategic functions provide the following for ALL governors, associate members, clerks and headteachers at no charge:

<ul style="list-style-type: none"> ■ DCSF Statutory Instruments 	<ul style="list-style-type: none"> ■ Surrey Governor (Bi-annual Information Report)
<ul style="list-style-type: none"> ■ Provision of training opportunities 	<ul style="list-style-type: none"> ■ Telephone and email advice and support helpline
<ul style="list-style-type: none"> ■ Chairmen of Governors meetings 	<ul style="list-style-type: none"> ■ Database maintenance and development
<ul style="list-style-type: none"> ■ Clerks Welcome Pack 	<ul style="list-style-type: none"> ■ Advanced Skills Governor programme
<ul style="list-style-type: none"> ■ Clerks Model Agenda and Briefing papers 	<ul style="list-style-type: none"> ■ Link Governor/Training updates
<ul style="list-style-type: none"> ■ Recruitment and Retention support 	<ul style="list-style-type: none"> ■ LA Governor appointments
<ul style="list-style-type: none"> ■ New Governor welcome packs 	<ul style="list-style-type: none"> ■ Celebration of Governance event

Prices:

Governance				
		Level 1	All phases	£ £505
		Level 2	All phases	£ £770
		Commisioned Sessions	All phases	£ £425

GOVERNANCE CONSULTANCY TEAM

Governance Consultancy Manager – Sue Boustead

Training Co-ordinator – Janice Beach

Clerking Manager – Vicki Cobb

How to Book a Course

Online Booking

Online booking will be implemented in April 2009. This will allow the entire booking to be completed online making the process much speedier and more convenient. To find out more about how the booking process works, or for personal support, please contact a member of the course booking team via:

Email: coursebookings@vtplc.com Telephone: 0800 0734444 ext 835008.

To book a place on a course you will need to complete a governors course booking form **or book online**. Booking forms can be found on the VT Four S course website www.vtfours.co.uk/courses. On receipt of your completed booking form the VT Four S course bookings team will allocate you a place on the basis of availability on the date the booking is received. Please post, fax or email your completed booking form to:

Course Bookings, VT Four S Head Office, Bay Tree Avenue, Kingston Road, Leatherhead, Surrey, KT22 7UE.
F 01372 834443 T 0800 0734444 ext 835008 E coursebookings@vtplc.com

Whilst it is the preferred method for VT Four S to receive online or written bookings for a place on a course, the course bookings team will accept governor bookings only over the telephone. A VT Four S member of staff will complete and sign a course booking form on behalf of governors booking in this way.

All bookings received will be deemed to agree to VT Four S Terms and Conditions outlined below and available at www.vtfours.co.uk/courses. The VT Four S Course Management System will collect personal information, such as your correspondence address, in order for delegate booking to be confirmed in writing. Your details will be held in accordance with VT Four S Privacy Policy (available at www.vtfours.co.uk/privacy).

The last date for course booking is normally 5 days prior to the date of the course to enable written confirmation and a map of the venue to be sent. However, it may be possible to make a booking at shorter notice subject to availability. On these occasions it is advisable to **email** or **telephone** the VT Four S course booking team in order to confirm availability.

Confirmation

A confirmation letter, together with venue details and map, will be sent to the address indicated on the booking form. Reminder letters will **not** normally be sent to delegates.

Charges

The charges quoted for each course are for governors whose governing body has **not** bought into a VT Four S Governance Service Level Agreement (SLA). In these circumstances an invoice will be sent direct to the school on a monthly basis.

For governing bodies that have bought into a VT Four S Governance SLA there is **no charge** for the Induction, Introduction and Developmental courses. Special Events will indicate what is being offered as part of the SLA, e.g. '2 free places'.

Whether a cost is incurred or not, please advise your school's bursar when booking to attend a course. This will enable your bursar to keep a record of training undertaken. This record will be useful when making a 'value for money' judgement on training costs. It is recommended that 3 photocopies of a completed booking form be kept, one for your own records, one for the link governor and one for the bursar.

Attending a course without booking, or failing to attend having booked, directly affects the level and quality of training that we can offer. For instance, failing to attend having booked may prevent other governors from attending. A charge will be made in these circumstances in order to discourage this, and assist us in offering effective training.

VT Four S Course Booking Terms and Conditions and Quality Standards (under review)

A full copy of our Terms and Conditions is available at www.vtfours.co.uk/courses however you may find the following key points a useful reference.

VT Four S will:

- within 10 working days of receipt of completed course booking form send confirmation, receipt of payment, and map of venue to participant
- ensure correspondence goes to a governor's preferred address (home, business or school)
- if a course is already full, send a 'waiting list' letter within 10 working days of receipt of the completed course booking form
- if course materials are required prior to an event, send course materials to delegates in good time.

Cancellation and Refunds

- Delegate cancellations must always be in writing (via fax or e-mail), giving seven working days notice.
- Any cancellation received after the above time limit will attract no refund (if a chargeable course).
- At any time schools can arrange for another delegate to attend in place of the original booking, notifying course bookings of any change via fax or e-mail.
- If VT Four S has to cancel a course, delegates will be notified by telephone, an email and cancellation letters will be sent to the school and delegates the same day. Delegates will be offered the chance to transfer to an alternative course. If this is not suitable a full refund will be issued (if appropriate).
- Delegate transfer – delegates who wish to transfer from one course to another must give 7 working days notice via fax, email or post.

Administration Charges

- A £25 administration charge (plus the price of the course) will apply to any delegate that attends a course without prior booking.
- A £30 administration charge will apply for a delegate who books on a non-chargeable course and does not attend, and has not previously cancelled the course according to the above cancellation and refund guidance.

Refreshments

Course delegates will receive refreshments on arrival at all VT Four S courses, this is in addition to those provided mid session (where appropriate). The cost of refreshments is included in the course fee.

Customer Care

VT Four S takes customer satisfaction very seriously and we endeavour to provide a consistently high quality level of service and training experience. Course delegates wishing to offer suggestions or make a complaint with regard to course booking arrangements should address them, in the first instance, with the Customer Care team by emailing: customercare@vtplc.com

Our course tutors make every effort to ensure that the expectations of participants are met at the time of delivery. Where course participants may have a concern about the quality of course provision please inform the tutor as soon as possible on the day and/or contact the Governance Consultancy training team. For any further help and advice regarding our governance courses please contact:

Janice Beach, Governance Consultancy
VT Four S Head Office, Bay Tree Avenue
Kingston Road, Leatherhead, Surrey KT22 7UE
T 0800 0734444 ext 834385
E janice.beach@vtplc.com

Kathy Dean, Course Bookings Team Leader
VT Four S Head Office, Bay Tree Avenue
Kingston Road, Leatherhead, Surrey KT22 7UE
T 0800 0734444 ext 834240
E kathy.dean@vtplc.com

Additional Development/Special Events

Additional Skills Governors

Governance Consultancy has a register of Additional Skills Governors (ASGs) who can be deployed in a variety of ways to support governing bodies in their development to:

- mentor an inexperienced governing body
- be temporarily appointed, or act as a consultant, to a governing body for schools causing concern
- to act as a chairman of a temporary governing body undertaking an amalgamation
- support and advise on the development of effective practices
- deliver whole governing body training sessions.

Should you wish to be considered for the programme please contact Sue Boustead for an informal discussion (0800 0734444 ext 834388).

Confederations

All the courses in this directory are also available to all confederations. The VT Four S Governance Consultancy team recognise that many schools are now working in clusters and/or confederations and would be pleased to deliver effective training opportunities to these. A portfolio of workshops/sessions relevant to Confederations and which can be tailored to meet the individual needs of the cluster or group has been sent to all Confederation Co-ordinators. Your Confederation Co-ordinator may wish to consider arranging such provision for your confederation as a collective (either for all or for specialist groups of staff across the confederation). If you wish to take advantage of this opportunity please contact Janice Beach.

Website (www.vtfours.co.uk)

Governance Consultancy makes available training and development materials that have been developed through the SLAs with schools on the VT Four S website. In order to gain access to the additional information provided to governors at schools with an SLA, customers are required to have registered with VT Four S to receive an individual password for the site. Materials available to download include all the Good Governance Guides, the school-based welcome pack for new governors etc.

Whole Governing Body Training

A portfolio of the most popular programmes is available to download from the website or on request. Governing bodies that have bought into the Level 2 package receive a 2 hour session within their entitlement; should you wish to upgrade your SLA to access this or discuss a commissioned delivery please contact Janice Beach. Some of the most popular sessions are listed on page 4.

Publications

Clerk to Governors' Guidance

Statutory information is provided at no charge to schools and can be downloaded from the Governance website but the above guidance, prepared by Governance Consultancy, is designed to be an easy to use reference guide which includes handy hints, links to further resources and an appendix which incorporates regularly used templates, proformas etc. Schools have had the option of purchasing this guidance rather than the cost being included in, and therefore increasing the cost of, the Governance SLA across the board. The Clerk to Governors' Guidance forms part of the Clerking Induction course materials and will be provided to all attendees.

❑ **Effective Governance in the 21st Century**

This VT Four S toolkit is a compilation of resources that governing bodies can utilise to focus their thinking on ways of working that reflect the current and future climate in which schools operate. The kit contains ten governance tools which come with full guidance on their use and, where applicable, blank forms and templates for use by individual governing bodies. Copies were sent free of charge to all chairmen at schools with an SLA in Autumn 2007 is available to all other schools at the 2009/2010 price.

❑ **Good Governance Guides**

13 "best practice" guides covering a range of topics listed below can be accessed via the website for schools with an SLA or are available to purchase

- So you want to be a Governor?
- Induction
- How to be a specialist governor 1) Link Governor 2) SEN Governor 3) Subject Governor
- The Effective Governing Body
- Effective Committees
- Creating Committee Terms of Reference
- Headteacher's Report to Governors
- Young People as Governors
- Associate members
- How to be an effective Staff Governor
- Effective Minute Taking

❑ **School-based New Governor Welcome Pack and Induction Programme**

This useful resource for use with, and by, newly appointed governors in your school is intended to be one that schools personalise for their own use. Our recommendation is that new governors are sent this pack as soon as they are elected or appointed, together with the personal letter from the chairman of governors. The tool kit is available to purchase as a CD-ROM or download from the website for schools with a SLA.

Please contact any member of the Governance team for details of the current prices of the above publications should you wish to purchase them.

Events in Alphabetical Order

Title	Page
Am I an Effective Governor?	19
Briefing for New Chairmen of Governors and Headteachers	20
Bullying & Discrimination - How Does My School Tackle Them?	21
Chairing Skills	22
Clerking Development Programme: Exclusions	23
Clerking Development Programme: Induction	24
Clerks' Briefings and Development Sessions - Summer 2009	25
Clerks' Briefings and Development Sessions - Autumn 2009	26
Clerks' Briefings and Development Sessions - Spring 2010	27
Community Cohesion - What Do Governors Know?	28
Curriculum Monitoring for Governors	29
Every Child Matters (ECM) - How Do Governors Know?	30
Exclusions for Governors	31
Extended Schools - What Governors Need to Know	32
Finance - Introduction to Financial Management Standards in Schools (FMSiS)	33
Finance - Introduction to School Finances	34
Financial Monitoring - What Do Governors Need to Know?	35
Gifted and Talented	36
Growing Tomorrow's Leaders - Succession planning in schools	37
Health & Safety	38
Hot Topics for Governors	39
How Do I Know My School is Effective?	40
Induction for New Governors Part 1 - The Strategic Role - Summer 2009	41
Induction for New Governors Part 2 - Accountability - Summer 2009	42
Induction for New Governors Part 1 - The Strategic Role - Autumn 2009	43
Induction for New Governors Part 2 - Accountability - Autumn 2009	44
Induction for New Governors Part 1 - The Strategic Role – Spring 2010	45
Induction for New Governors Part 2 - Accountability Spring 2010	46
Induction for New Governors Parts 1 & 2 - The Strategic Role and Accountability	47
Link Governor - Understanding Your Role	48

Looked After Children - Do Governors Know?	49
Mentoring New Governors	50
Ofsted - The New Framework for Inspecting Schools	51
Parent or Staff Governor - Understanding Your Role	52
Performance Management - The Headteacher's Review	53
Recruitment and Interviewing Skills	54
Safeguarding Children - The Role of the Governing Body	55
Safer Recruitment	56
Secondary Schools - Phase Network Meeting	57
Special Educational Needs (SEN) - What the SEN Governor needs to know	58
Strategic Governance for 2010 and Beyond	59
Sustainable Schools - What Is Your School Doing?	60
Using RAISEonline	61
Views of Learners, Parents/Carers, Community and Other Stakeholders	62

Events in Date Order

SUMMER TERM 2009

Date	Event	Code	Page
23-Apr-09	Clerks' Briefing and Development Session	09T/7530	25
24-Apr-09	Clerks' Briefing and Development Session	09T/7531	25
28-Apr-09	Clerks' Briefing and Development Session	09T/7532	25
28-Apr-09	Clerks' Briefing and Development Session	09T/7533	25
29-Apr-09	Clerks' Briefing and Development Session	09T/7535	25
30-Apr-09	Clerks' Briefing and Development Session	09T/7536	25
30-Apr-09	Clerks' Briefing and Development Session	09T/7824	25
30-Apr-09	Clerks' Briefing and Development Session	09T/7980	25
05-May-09	Bullying & Discrimination - How Does My School Tackle them?	09T/7522	21
07-May-09	Recruitment & Interviewing Skills	09T/7709	54
13-May-09	Looked After Children - Do Governors Know?	09T/7657	49
13-May-09	Finance - Introduction to Financial Management Standards in Schools (FMSiS)	09T/7564	33
14-May-09	Hot Topics	09T/7581	39
14-May-09	Clerking Development Programme - Induction Day 1	09T/7596	24
19-May-09	Finance - Introduction to School Finances	09T/7567	34
19-May-09	Hot Topics for Governors	09T/7582	39
20-May-09	Safer Recruitment	09T/7667	56
20-May-09	Briefing for New Chairmen of Governors & Headteachers	09T/7712	20
21-May-09	Clerking Development Programme - Induction Part 2	09T/7596	24
02-Jun-09	Induction for New Governors Part 1 – The Strategic Role	09T/7606	41
03-Jun-09	Hot Topics for New Governors	09T/7586	39
08-Jun-09	Performance Management – The Headteacher's Review	09T/7663	53
09-Jun-09	How Do I Know My School is Effective?	09T/7593	40
09-Jun-09	Growing Tomorrows Leaders – Succession Planning in schools	09T/7673	37
10-Jun-09	Induction for New Governors Part 1 - The Strategic Role	09T/7610	41
11-Jun-09	Induction for New Governors Part 1 - The Strategic Role	09T/7607	41
15-Jun-09	Induction for New Governors Part 1 - The Strategic Role	09T/7624	41
16-Jun-09	Induction for New Governors Part 2 - Accountability	09T/7633	42
17-Jun-09	Mentoring New Governors	09T/7658	50
23-Jun-09	Safeguarding Children – The Role of the Governing Body	09T/7687	55
24-Jun-09	Strategic Governance for 2010 and Beyond	09T/7718	59
24-Jun-09	Induction for New Governors Part 2 - Accountability	09T/7636	42

25-Jun-09	Induction for New Governors Part 2 - Accountability	09T/7634	42
25-Jun-09	Community Cohesion – What Do Governors Know?	09T/7603	28
29-Jun-09	Induction for New Governors Part 2 - Accountability	09T/7825	42
01-Jul-09	Secondary Schools - Phase Network Meeting	09T/7669	57
01-Jul-09	Am I An Effective Governor?	09T/7691	19
07-Jul-09	Ofsted - The New Framework	09T/7683	51

AUTUMN TERM 2009

Date	Event	Code	Page
09-Sep-09	Clerks' Briefing and Development Session	09T/7537	26
10-Sep-09	Clerks' Briefing and Development Session	09T/7538	26
11-Sep-09	Clerks' Briefing and Development Session	09T/7539	26
14-Sep-09	Clerks' Briefing and Development Session	09T/7601	26
14-Sep-09	Hot Topics for New Governors	09T/7589	39
15-Sep-09	Clerks' Briefing and Development Session	09T/7541	26
15-Sep-09	Clerks' Briefing and Development Session	09T/7540	26
17-Sep-09	Clerks' Briefing and Development Session	09T/7542	26
17-Sep-09	Hot Topics for Governors	09T/7587	39
18-Sep-09	Clerks' Briefing and Development Session	09T/7543	26
21-Sep-09	Community Cohesion	09T/7525	28
22-Sep-09	Clerking Development Programme - Induction Day 1	09T/7598	24
23-Sep-09	Performance Management – The Headteacher's Review	09T/7664	53
28-Sep-09	Clerking Development Programme - Exclusions	09T/7528	23
29-Sep-09	Clerking Development Programme - Induction Part 2	09T/7598	24
30-Sep-09	Hot Topics for Governors	09T/7588	39
05-Oct-09	Performance Management – The Headteacher's Review	09T/7705	53
06-Oct-09	Induction for New Governors Part 1 – The Strategic Role	09T/7625	43
06-Oct-09	How Do I Know My School is Effective?	09T/7594	40
07-Oct-09	Financial Monitoring – What Governors Need to Know?	09T/7573	35
08-Oct-09	Induction for New Governors Part 1 – The Strategic Role	09T/7611	43
08-Oct-09	Strategic Governance for 2010 and beyond	09T/7688	59
12-Oct-09	Finance – Introduction to Financial Management in Schools (FMSIS)	09T/7827	33
12-Oct-09	Health & Safety	09T/7579	38
14-Oct-09	Curriculum Monitoring For Governors	09T/7554	29
14-Oct-09	Secondary Schools - Phase Network Meeting	09T/7670	57

15-Oct-09	Finance - Introduction to School Finances	09T/7570	34
15-Oct-09	Mentoring New Governors	09T/7659	50
20-Oct-09	Induction for New Governors Part 2 - Accountability	09T/7639	44
20-Oct-09	Ofsted- The New Framework for Inspecting Schools	09T/7684	51
21-Oct-09	Finance - Introduction to School Finances	09T/7571	34
22-Oct-09	Exclusions For Governors	09T/7559	31
22-Oct-09	Induction for New Governors Part 2 - Accountability	09T/7640	44
02-Nov-09	Clerking Development Programme - Induction – Day 1	09T/7953	24
03-Nov-09	Bullying & Discrimination – How Does My School Tackle Them?	09T/7523	21
03-Nov-09	Induction for New Governors Part 1 – The Strategic Role	09T/7627	43
04-Nov-09	Induction for New Governors Part 1 – The Strategic Role	09T/7940	43
07-Nov-09	Induction for New Governors Parts 1 & 2 – Strategic & Accountability	09T/7654	47
09-Nov-09	Clerking Development Programme - Induction Part 2	09T/7953	24
09-Nov-09	Views of Learners, Parents/Carers, Community and Other Stakeholders	09T/7678	62
10-Nov-09	Induction for New Governors Part 1 – The Strategic Role	09T/7613	43
11-Nov-09	Curriculum Monitoring for Governors	09T/7555	29
12-Nov-09	Induction for New Governors Part 1 – The Strategic Role	09T/7626	43
12-Nov-09	Induction for New Governors Part 1 – The Strategic Role	09T/7615	43
12-Nov-09	Recruitment & Interviewing Skills	09T/7708	54
16-Nov-09	Extended Schools – What Governors Need to Know	09T/7560	32
16-Nov-09	Induction for New Governors Part 1 – The Strategic Role	09T/7616	43
17-Nov-09	Induction for New Governors Part 2 - Accountability	09T/7642	44
17-Nov-09	Performance Management – The Headteacher's Review	09T/7665	53
18-Nov-09	Induction for New Governors Part 2 - Accountability	09T/7641	44
18-Nov-09	Special Educational Needs (SEN) - What Governors Need To Know	09T/7690	58
19-Nov-09	Link Governor – Understanding Your Role	09T/7656	48
19-Nov-09	Sustainable Schools – What is Your School Doing?	09T/7675	60
23-Nov-09	Chairing Skills	09T/7524	22
24-Nov-09	Induction for New Governors Part 2 - Accountability	09T/7638	44
25-Nov-09	Using RAISEonline	09T/7677	61
26-Nov-09	Induction for New Governors Part 2 - Accountability	09T/7637	44
26-Nov-09	Induction for New Governors Part 2 - Accountability	09T/7643	44
30-Nov-09	Induction for New Governors Part 2 - Accountability	09T/7644	44
30-Nov-09	Briefing for New Chairmen of Governors & Headteachers	09T/8028	20
01-Dec-09	Am I An Effective Governor?	09T/7692	19

SPRING TERM 2010

Date	Event	Code	Page
08-Jan-10	Clerks' Briefing and Development Session	09T/7544	27
11-Jan-10	Clerks' Briefing and Development Session	09T/7602	27
12-Jan-10	Clerks' Briefing and Development Session	09T/7549	27
12-Jan-10	Clerks' Briefing and Development Session	09T/7551	27
13-Jan-10	Clerks' Briefing and Development Session	09T/7744	27
14-Jan-10	Clerks' Briefing and Development Session	09T/7552	27
14-Jan-10	Parent or Staff Governor – Understanding Your Role	09T/7662	52
15-Jan-10	Clerks' Briefing and Development Session	09T/7746	27
19-Jan-10	Financial Monitoring – What Do Governors Need to Know?	09T/7574	35
20-Jan-10	Extended Schools – What Governors Need to Know	09T/7561	32
21-Jan-10	Hot Topics for Governors	09T/7590	39
21-Jan-10	Safeguarding Children – The Role of the Governing Body	09T/7686	55
25-Jan-10	Link Governor - Understanding Your Role	09T/7838	48
26-Jan-10	Induction For New Governors Part 1 – The Strategic Role	09T/7617	45
26-Jan-10	Hot Topics for Governors	09T/7591	39
27-Jan-10	Induction For New Governors Part 1 – The Strategic Role	09T/7629	45
28-Jan-10	Clerking Development Programme – Induction Part 1	09T/7599	24
28-Jan-10	Finance - Introduction to Financial Management Standards in Schools (FMSiS)	09T/7565	33
02-Feb-10	How Do I Know My School is Effective?	09T/7595	40
03-Feb-10	Health & Safety	09T/7580	38
03-Feb-10	Hot Topics for Governors	09T/7592	39
04-Feb-10	Clerking Development Programme – Induction Day 2	09T/7599	24
08-Feb-10	Finance - Introduction to School Finances	09T/7572	34
09-Feb-10	Induction For New Governors Part 2 – Accountability	09T/7645	46
10-Feb-10	Induction For New Governors Part 2 – Accountability	09T/7646	46
11-Feb-10	Ofsted – The New Framework for Inspecting Schools	09T/7685	51
11-Feb-10	Safer Recruitment	09T/7668	56
23-Feb-10	Induction For New Governors Part 1 – The Strategic Role	09T/7622	45
24-Feb-10	Induction For New Governors Part 1 – The Strategic Role	09T/7619	45
25-Feb-10	Gifted & Talented	09T/7575	36
25-Feb-10	Induction For New Governors Part 1 – The Strategic Role	09T/7630	45
01-Mar-10	Induction For New Governors Part 1 – The Strategic Role	09T/7620	45
02-Mar-10	Curriculum Monitoring for Governors	09T/7556	29

02-Mar-10	Induction For New Governors Part 1 – The Strategic Role	09T/7621	45
03-Mar-10	Induction For New Governors Part 1 – The Strategic Role	09T/7623	45
04-Mar-10	Sustainable Schools – What Is Your School Doing?	09T/7703	60
04-Mar-10	Growing Tomorrows Leaders – Succession Planning in Schools	09T/7674	37
06-Mar-10	Induction for New Governors Parts 1 & 2 – The Strategic Role & Accountability	09T/7653	47
09-Mar-10	Induction For New Governors Part 2 – Accountability	09T/7651	46
10-Mar-10	Briefing for New Chairmen of Governors & Headteachers	09T/7714	20
10-Mar-10	Induction For New Governors Part 2 – Accountability	09T/7647	46
11-Mar-10	Induction For New Governors Part 2 – Accountability	09T/7649	46
15-Mar-10	Induction For New Governors Part 2 – Accountability	09T/7648	46
16-Mar-10	Induction For New Governors Part 2 – Accountability	09T/7650	46
16-Mar-10	Secondary Phase Network Meeting	09T/7671	57
17-Mar-10	Induction For New Governors Part 2 – Accountability	09T/7652	46
23-Mar-10	Strategic Governance for 2010 and beyond	09T/7689	59
25-Mar-10	Every Child Matters (ECM) – How Do Governors Know?	09T/7558	30
30-Mar-10	Clerking Development Programme - Exclusions	09T/7527	23

Am I an Effective Governor?

Outline Programme

This session provides governors with an opportunity to explore issues relating to their effectiveness as individual governors. It will enable them to reflect on their own practice as well as that of their governing body.

Intended Outcomes

Course participants will gain:

- knowledge and understanding of best practice in governance
- an insight into their effectiveness against expectations of their role
- a range of practical best practice ideas to share with colleagues back in their own school.

Requirements or Follow up

None

Designed for: All governors, but specifically those governors who have been in post for a year or more and want to update their learning.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7691	01/07/2009	10:00 - 12:00	VT Four S Development Centre, Cobham
09T/7692	01/12/2009	19:00 - 21:00	VT Four S Development Centre, Cobham

Briefing for New Chairmen of Governors and Headteachers

Outline Programme

The role can often appear very daunting to the newly appointed chairman. This termly briefing is intended for new chairmen and their headteacher to both attend, and will provide an opportunity to explore together the role of the chairman and the expectations each has of the other in establishing a working relationship.

Intended Outcomes

Course participants will gain:

- an understanding of the role and responsibilities of the chairman
- the opportunity to consider the expectations headteachers have of their chairman
- knowledge of best practice in jointly leading the strategic direction of their school.

Requirements or Follow up

Lunch is included

Designed for: New Chairmen of Governors and Headteachers.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£94.00 (£108.10 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7712	20/05/2009	10:00 - 14:30	VT Four S Development Centre, Cobham
09T/8028	30/11/2009	10:00 - 14:30	VT Four S Development Centre, Cobham
09T/7714	10/03/2010	10:00 - 14:30	VT Four S Development Centre, Cobham

Bullying & Discrimination - How Does My School Tackle Them?

Outline Programme

Governing bodies have a statutory duty to combat bullying in schools and must have specific policies and procedures in place. This course will provide governors with information on what constitutes bullying and how schools tackle the problem when it arises.

Intended Outcomes

Course participants will gain:

- an understanding of what bullying is
- knowledge of how schools promote anti-bullying to children and young people
- an understanding of links with the Every Child Matters Agenda
- advice on how governors should monitor this aspect of the schools work.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7522	05/05/2009	19:00 - 21:00	South Farnham School, Farnham
09T/7523	03/11/2009	19:00 - 21:00	VT Four S Development Centre, Cobham

Chairing Skills

Outline Programme

This session is designed for committee chairmen, deputies and future chairmen of governing bodies. This course provides governors with an overview of the role of the chairman and practical advice and guidance on how to effectively chair meetings and ensure effective governance.

Intended Outcomes

Course participants will gain:

- a clear understanding of the role of the chairman
- an appreciation of how the chairman can effectively lead a meeting
- an understanding of how governors' meetings can be more effective and contribute to school improvement.

Requirements or Follow up

None

Designed for: Committee chairmen, vice-chairmen and future chairmen of governors'.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7524	23/11/2009	19:00 - 21:00	The Holiday Inn, Guildford

Clerking Development Programme: Exclusions

Outline Programme

This session builds on the skills gained in technical, administrative and statutory procedures outlined during the 'Clerking Development Programme: Induction' course. It will introduce the legal framework as outlined in the DCSF Exclusions Guidance 2006 and any subsequent updates, highlight the duties of clerks, and consider potential problem areas. This course is co-delivered by a solicitor from Surrey's Legal Services department and a member of the Governance training team.

Intended Outcomes

Course participants will gain:

- an understanding of the administrative, legal and practical aspects of the exclusion process
- knowledge of the legal framework for exclusions
- the opportunity to discuss the role of the clerk to a Pupil Discipline Committee
- information about other resources and support.

Requirements or Follow up

None

Designed for: All clerks.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£94.00 (£108.10 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7528	28/09/2009	09:30 - 12:30	VT Four S Development Centre, Cobham
09T/7527	30/03/2010	09:30 - 12:30	VT Four S Development Centre, Cobham

Clerking Development Programme: Induction

Outline Programme

This one and a half-day introductory module of the 'Clerking Development Programme' will focus on the procedures that a clerk must follow in order to provide efficient support that will be pivotal in contributing to the effectiveness of the governing body. The first day will focus on how governing bodies work - in particular on the agenda and minutes of full governing body meetings. The follow-up half-day session will provide additional information and concentrate on the clerking skills that a new clerk requires.

Intended Outcomes

Course participants will gain:

- a comprehensive understanding of the role of the clerk in their statutory and strategic responsibilities
- an opportunity to network and share problems and solutions.

Requirements or Follow up

It is requested that all attendees bring a copy of the school's Instrument of Government and Consultation (issued by Governance Consultancy on appointment). The Governance Consultancy Clerks' Guidance will form part of the course materials and will be distributed at the training. 'Clerking Development Programme: Exclusions' course may be taken as a follow up.

Designed for: New clerks and those clerks who wish to refresh their skills.

Course Organiser: Janice Beach

Group Size: 12

Cost: **£224.00 (£257.60 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7596	14/05/2009	09:30 - 15:30	VT Four S Development Centre, Cobham
	21/05/2009	09:30 - 12:30	VT Four S Development Centre, Cobham
09T/7598	22/09/2009	09:30 - 15:30	Reigate Baptist Church, Reigate
	29/09/2009	09:30 - 12:30	Reigate Baptist Church, Reigate
09T/7953	02/11/2009	09:30 - 15:30	The Runnymede Centre, Addlestone
	09/11/2009	09:30 - 12:30	The Runnymede Centre, Addlestone
09T/7599	28/01/2010	09:30 - 15:30	VT Four S Development Centre, Cobham
	04/02/2010	09:30 - 12:30	VT Four S Development Centre, Cobham

Clerks' Briefings and Development Sessions - Summer 2009

Outline Programme

These briefing meetings are an opportunity for clerks to receive up to date statutory and legislative information and to consider the yearly model agenda and other paperwork distributed to all clerks at the start of each term by Governance Consultancy. The sessions provide a forum for clerks to share best practice and network with each other and incorporate a development session aimed at enhancing clerks' knowledge and understanding of legislative requirements and strategic best practice.

Intended Outcomes

Course participants will gain:

- up to date information on current issues and best practice
- opportunities to network and share problems and solutions.

Requirements or Follow up

It is essential that clerks bring with them the yearly model agenda, termly briefing pack that they receive prior to the briefing meeting and the Surrey Governor (April and September only).

Designed for: Clerks to governing bodies.

Course Organiser: Janice Beach

Group Size: 30

Cost: **£94.00 (£108.10 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7530	23/04/2009	09:30 - 11:30	Gatton Hall (RA&A School), Reigate
09T/7531	24/04/2009	09:30 - 11:30	South Farnham School, Farnham
09T/7532	28/04/2009	09:30 - 11:30	Bourne Hall, Ewell
09T/7533	28/04/2009	13:30 - 15:30	Kings International College, Camberley
09T/7535	29/04/2009	09:30 - 11:30	The Runnymede Centre, Addlestone
09T/7824	30/04/2009	13:30 - 15:30	Loseley Fields Children's Centre, Godalming
09T/7536	30/04/2009	09:30 - 11:30	Reigate Baptist Church, Reigate
09T/7980	30/4/2009	09:30 - 11:30	VT Four S Development Centre, Cobham

Clerks' Briefings and Development Sessions - Autumn 2009

Outline Programme

These briefing meetings are an opportunity for clerks to receive up to date statutory and legislative information and to consider the yearly model agenda and other paperwork distributed to all clerks at the start of each term by Governance Consultancy. The sessions provide a forum for clerks to share best practice and network with each other and incorporate a development session aimed at enhancing clerks' knowledge and understanding of legislative requirements and strategic best practice.

Intended Outcomes

Course participants will gain:

- up to date information on current issues and best practice
- opportunities to network and share problems and solutions.

Requirements or Follow up

It is essential that clerks bring with them the yearly model agenda, termly briefing pack that they receive prior to the briefing meeting and the Surrey Governor (April and September only).

Designed for: Clerks to governing bodies.

Course Organiser: Janice Beach

Group Size: 30

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7537	09/09/2009	09:30 - 11:30	The Runnymede Centre, Addlestone
09T/7538	10/09/2009	09:30 - 11:30	Gatton Hall (RA&A School), Reigate
09T/7539	11/09/2009	09:30 - 11:30	South Farnham School, Farnham
09T/7601	14/09/2009	13:30 - 15:30	Loseley Fields Children's Centre, Godalming
09T/7540	15/09/2009	13:30 - 15:30	Kings International College, Camberley
09T/7541	15/09/2009	09:30 - 11:30	Bourne Hall, Ewell
09T/7542	17/09/2009	09:30 - 11:30	VT Four S Development Centre, Cobham
09T/7543	18/09/2009	09:30 - 11:30	Reigate Baptist Church, Reigate

Clerks' Briefings and Development Sessions - Spring 2010

Outline Programme

These briefing meetings are an opportunity for clerks to receive up to date statutory and legislative information and to consider the yearly model agenda and other paperwork distributed to all clerks at the start of each term by Governance Consultancy. The sessions provide a forum for clerks to share best practice and network with each other and incorporate a development session aimed at enhancing clerks' knowledge and understanding of legislative requirements and strategic best practice.

Intended Outcomes

Course participants will gain:

- up to date information on current issues and best practice
- opportunities to network and share problems and solutions.

Requirements or Follow up

It is essential that clerks bring with them the yearly model agenda, termly briefing pack that they receive prior to the briefing meeting and the Surrey Governor (April and September only).

Designed for: Clerks to governing bodies.

Course Organiser: Janice Beach

Group Size: 30

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7544	08/01/2010	09:30 - 11:30	Gatton Hall (RA&A School), Reigate
09T/7602	11/01/2010	13:30 - 15:30	Loseley Fields Children's Centre, Godalming
09T/7549	12/01/2010	09:30 - 11:30	Bourne Hall, Ewell
09T/7551	12/01/2010	13:30 - 15:30	Kings International College, Camberley
09T/7744	13/01/2010	09:30 - 11:30	The Runnymede Centre, Addlestone
09T/7552	14/01/2010	13:30 - 15:30	VT Four S Development Centre, Cobham
09T/7746	15/01/2010	09:30 - 11:30	Reigate Baptist Church, Reigate
09T/8093	15/01/2010	13:30 - 15:30	South Farnham School, Farnham

Community Cohesion - What Do Governors Know?

Outline Programme

This course provides governors with an overview of this new statutory duty that came into effect in September 2007 and should be impacting on the way in which all governing bodies work. From September 2008, Ofsted will be monitoring and judging the effectiveness of schools in promoting community cohesion.

Intended Outcomes

Course participants will gain:

- knowledge of what community cohesion is
- knowledge of the school's statutory duties with regard to promoting community cohesion
- the opportunity to reflect on best practice in their monitoring of this aspect of their school's work
- information about how Ofsted will be inspecting Community Cohesion from September 2008.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7603	25/06/2009	10:00 - 12:00	VT Four S Development Centre, Cobham
09T/7525	21/09/2009	19:00 - 21:00	Bagshot Infant School, Bagshot

Curriculum Monitoring for Governors

Outline Programme

This course will provide an overview of the legal framework for the curriculum and what governors need to know about it; discussion of strategies for governor monitoring of the curriculum; how to make classroom visits by governors effective and how this fits within the self-evaluation Ofsted framework.

Intended Outcomes

Course participants will gain:

- an understanding of the whole school curriculum
- knowledge of the duties and responsibilities of governors
- suggestions on how to monitor the school's curriculum
- an understanding of how the curriculum fits within the self-evaluation role of schools.

Requirements or Follow up

This is an ideal course for governors who have completed 'Induction for New Governors Parts 1 and 2' and who want to build on their knowledge.

Designed for: All governors. It may be of particular interest to governors who wish to update their knowledge of their role in the curriculum committee.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7554	14/10/2009	10:00 - 12:00	VT Four S Development Centre, Cobham
09T/7555	11/11/2009	19:00 - 21:00	Holmesdale Community Infant School, Reigate
09T/7556	02/03/2010	19:00 - 21:00	The Holiday Inn, Guildford

Every Child Matters (ECM) - How Do Governors Know?

Outline Programme

This session focuses on this vitally important aspect of government policy and its impact on the way in which all schools and governing bodies work. Schools and other providers of children's services have a statutory duty to ensure that they are enabling children and young people to achieve. Governing bodies now have a statutory duty to promote the well-being of their pupils. Schools should be monitoring performance against the ECM outcomes as part of self-evaluation and this course provides practical suggestions for governing bodies to ensure that they know that every child does matter in their school.

Intended Outcomes

Course participants will gain:

- a detailed understanding of the Every Child Matters (ECM) agenda
- a knowledge of how ECM should be reflected in self-evaluation
- the opportunity to reflect on how the governing body reflects ECM outcomes in its work.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7558	25/03/2010	10:00 - 12:00	VT Four S Development Centre, Cobham

Exclusions for Governors

Outline Programme

This session will provide information and advice on exclusion to enable disciplinary committees of governing bodies to reach decisions on exclusion with confidence. It will make clear the legal requirements for exclusion, the role and responsibilities of governors in meetings of the disciplinary committee and the wider concept of social inclusion that underlies recent legislation. The tutor will highlight for governors the key criteria for exclusion laid out in Circulars 10/99 and 11/99, as well as the salient points in subsequent documentation from the DCSF.

Intended Outcomes

Course participants will gain:

- an understanding of the role and responsibilities of the disciplinary committee
- guidance on the key areas for clarification at meetings
- an understanding of the administrative legal and practical aspects of the exclusion process.

Requirements or Follow up

None. A separate session is offered to clerks of governing bodies to gain an understanding of their role in an exclusion hearing.

Designed for: All governors, especially those serving as members of a Disciplinary Committee considering fixed term and permanent exclusions and clerks.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7559	22/10/2009	19:00 - 21:00	VT Four S Development Centre, Cobham

Extended Schools - What Governors Need to Know

Outline Programme

This session provides governors with an opportunity to develop an understanding of extended services delivered through confederations and consider the impact this provision has on schools and their communities. It will enable governors to consider practical governance issues within their own schools and how the work of confederations is supporting multi agency practice and addressing the Every Child Matters outcomes. There will be opportunities to explore local and national best practice.

Intended Outcomes

Course participants will gain:

- knowledge and understanding of the extended service core offer and implications for schools within confederations
- a broader understanding of the issues relating to the governance of extended services
- an understanding of strategies that governors can use to monitor the impact of extended services.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7560	16/11/2009	10:00 - 12:00	VT Four S Development Centre, Cobham
09T/7561	20/01/2010	19:00 - 21:00	The Holiday Inn, Guildford

Finance - Introduction to Financial Management Standards in Schools (FMSiS)

Outline Programme

This course introduces governors to the DCSF Financial Management Standards in Schools - the toolkit to support the standards and the self-evaluation tool for governors. It is now a statutory requirement that all schools meet the standard by 2010. This session provides governors with guidance on their role in taking this forward.

Intended Outcomes

Course participants will gain:

- an overview of the financial standard
- the opportunity to explore elements of the self-evaluation toolkit
- awareness of the accreditation process.

Requirements or Follow up

A basic knowledge of School Finance would be desirable - it is recommended that governors have attended 'Introduction to School Finances' before attending this course.

Designed for: Those governors on Finance/Resources Committees and any governor who wishes to develop their awareness of this important new initiative.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7564	13/05/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7827	12/10/2009	19:00 - 21:00	Holmesdale Community Infant School, Reigate
09T/7565	28/01/2010	19:00 - 21:00	The Holiday Inn, Guildford

Finance - Introduction to School Finances

Outline Programme

This course provides governors with an overview of school finances, how schools are funded and strategies that governors can use in monitoring expenditure and ensuring that available funding is used to meet the needs of the school's pupils.

Intended Outcomes

Course participants will gain:

- an understanding of where school finance fits within the statutory roles and responsibilities of the governing body
- knowledge of how schools are funded
- strategies for monitoring and evaluating school financial decisions.

Requirements or Follow up

'Financial Monitoring - What Do Governors Need to Know?' is a recommended follow up for governors on the finance/resources committee.

Designed for: All newly appointed governors, and those governors who are members of the finance/resources committee.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7567	19/05/2009	19:00 - 21:00	Bagshot Infant School, Bagshot
09T/7570	15/10/2009	10:00 - 12:00	Reigate Baptist Church, Reigate
09T/7571	21/10/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7572	08/02/2010	19:00 - 21:00	The Holiday Inn, Guildford

Financial Monitoring - What Do Governors Need to Know?

Outline Programme

This course provides governors with an understanding of how they should be monitoring their school's finances. The governor's role is a mainly strategic one and this course will outline how best this can be achieved with regard to the school's finances. The course will also explore how governors can bring challenge to their role in order to obtain an informed view of effective financial leadership and management within their school.

Intended Outcomes

Course participants will gain:

- an understanding of their school's Financial Monitoring Report
- knowledge of how their school can benchmark its financial data
- an appreciation of the role of the Financial Management Standards in Schools (FMSIS) toolkit in monitoring and evaluating financial performance.

Requirements or Follow up

It is essential that governors have attended 'Introduction to School Finances' before attending this course. 'Introduction to Financial Management Standards in Schools' is a complementary course.

Designed for: Governors involved in monitoring the school's finances.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7573	07/10/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7574	19/01/2010	19:00 - 21:00	VT Four S Development Centre, Cobham

Gifted and Talented

Outline Programme

This course will address a range of topics: Who are the most gifted pupils? What provision should be available in schools? What classroom strategies make improved provision for the gifted? What is my role as a governor in ensuring the needs of the gifted and able child are met?

Intended Outcomes

Course participants will gain:

- information on able children learning
- consideration of a policy for working with the gifted child
- a clear idea of their role as governors concerning the gifted and talented child.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7575	25/02/2010	19:00 - 21:00	VT Four S Development Centre, Cobham

Growing Tomorrow's Leaders - Succession planning in schools

Outline Programme

This session will explore some of the main issues impacting on the shortage of headteachers in our schools. Governors will learn of strategies that governing bodies should be considering to ensure that they have sustainable flows of school leaders and governors in place for the future.

Intended Outcomes

Course participants will gain:

- an understanding of succession planning and why schools must engage in it
- opportunities to share good practice and concerns
- an overview of materials available from the National College for School Leadership and National Coordinators of Governor Services.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7673	09/06/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7674	04/03/2010	10:00 - 12:00	Loseley Fields Children's Centre, Godalming

Health & Safety

Outline Programme

Is your school a healthy, safe environment in which to work and play? Attending this session will enable governors to find out not only the answer to that question, but also what to do if it is not.

Intended Outcomes

Course participants will gain:

- a greater knowledge of health and safety law and its relevance within educational establishments
- the ability to identify good health and safety management practices and clarify the need for individual organisation, responsibilities and arrangements
- an understanding of their role and responsibility regarding health and safety within their establishment
- an understanding of the range of relevant information, instruction and specialist input available to schools.

Requirements or Follow up

None

Designed for: All governors particularly those on the resources, premises or health and safety committee.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7579	12/10/2009	18:30 - 21:30	VT Four S Development Centre, Cobham
09T/7580	03/02/2010	18:30 - 21:30	Princess Alice Conference Centre, Esher

Hot Topics for Governors

Outline Programme

Governors are increasingly required to respond to and embrace new initiatives and comply with new statutory requirements placed upon them. This session will cover a range of new "hot" topics each term, ensuring governors and clerks are kept abreast of the latest developments in education. Details of the specific content of each term's session will be sent to link governors and clerks at the beginning of each term.

Intended Outcomes

Course participants will gain:

- awareness of new statutory duties
- knowledge of new government initiatives
- the opportunity to consider the impact of these initiatives on schools and on the way governors work
- strategies for implementation.

Requirements or Follow up

None

Designed for: All governors and clerks.

Course Organiser: Janice Beach

Group Size: 30

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7581	14/05/2009	19:00 - 21:00	The Runnymede Centre, Addlestone
09T/7582	19/05/2009	10:00 - 12:00	Reigate Baptist Church, Reigate
09T/7586	03/06/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7589	14/09/2009	10:00 - 12:00	VT Four S Development Centre, Cobham
09T/7587	17/09/2009	19:00 - 21:00	Sayes Court Junior School, Addlestone
09T/7588	30/09/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7590	21/01/2010	19:00 - 21:00	The Holiday Inn, Guildford
09T/7591	26/01/2010	10:00 - 12:00	Princess Alice Conference Centre, Esher
09T/7592	03/02/2010	19:00 - 21:00	Holmesdale Community Infant School, Reigate

How Do I Know My School is Effective?

Outline Programme

The session will explore how governors can become more effective in the challenge and support aspects of their critical friend role. Self-evaluation is the cornerstone of the current Ofsted framework and this session will put this into context for governors of all schools. Self-evaluation directly shapes school improvement and governors will be encouraged to consider how they can improve the quality of challenge that they bring to schools.

Intended Outcomes

Course participants will gain:

- an understanding of self-review and evaluation processes
- guidance on when and how to ask challenging questions
- an understanding of how to ensure governor monitoring reflects school improvement priorities.

Requirements or Follow up

'Strategic Governance for 2010 and beyond' is a complementary course.

Designed for: All governors who wish to develop their statutory roles.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7593	09/06/2009	10:00 - 12:00	The Runnymede Centre, Addlestone
09T/7594	06/10/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7595	02/02/2010	19:00 - 21:00	Reigate Baptist Church, Reigate

Induction for New Governors Part 1 - The Strategic Role - Summer 2009

Outline Programme

This two-part course will provide governors with an understanding of their role and main responsibilities. The first session will focus on the strategic role of governors and begin to explore monitoring and evaluation, which will be further developed in Part 2 of the course.

Intended Outcomes

Course participants will gain:

- an introduction to the governor's role and an insight into effective governance
- an understanding of the importance of strategic governance
- insight into monitoring and evaluation.

Requirements or Follow up

'Induction for New Governors Part 2' is an essential follow-up to this course.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7606	02/06/2009	19:00 - 21:30	Bagshot Infant School, Bagshot
09T/7610	10/06/2009	10:00 - 12:30	Reigate Baptist Church, Reigate
09T/7607	11/06/2009	19:00 - 21:30	The Holiday Inn, Guildford
09T/7624	15/06/2009	19:00 - 21:30	Saint Ignatius Catholic Primary School, Sunbury on Thames

Induction for New Governors Part 2 - Accountability - Summer 2009

Outline Programme

This course follows 'Induction for New Governors Part 1' and further explores the key roles and responsibilities of governing bodies in achieving effective schools. Building on knowledge gained from Part 1, the session will focus on developing good practice in monitoring and evaluation including using the Headteacher's report, classroom visits and curriculum monitoring.

Intended Outcomes

Course participants will gain:

- confidence in their ability to contribute to the effectiveness of the governing body
- a detailed understanding of both passive and active monitoring and evaluation strategies.

Requirements or Follow up

'Induction for New Governors - Part 1' is an essential prerequisite to this course. New governors are strongly recommended to attend 'Finance - Introduction to School Finances' as a follow up to Parts 1 and 2 of the Induction programme. 'Strategic Governance for 2010 and beyond' and 'How do I know my School is Effective?' are complementary sessions which are also recommended.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7633	16/06/2009	19:00 - 21:30	Bagshot Infant School, Bagshot
09T/7636	24/06/2009	10:00 - 12:30	Reigate Baptist Church, Reigate
09T/7634	25/06/2009	19:00 - 21:30	The Holiday Inn, Guildford
09T/7825	29/06/2009	19:00 - 21:30	Saint Ignatius Catholic Primary School, Sunbury on Thames

Induction for New Governors Part 1 - The Strategic Role - Autumn 2009

Outline Programme

This two-part course will provide governors with an understanding of their new role and main responsibilities. The first session will focus on the strategic role of governors and begin to explore monitoring and evaluation, which will be further developed in Part 2 of the course.

Intended Outcomes

Course participants will gain:

- an introduction to the governor's role and an insight into effective governance
- an understanding of the importance of strategic governance
- insight into monitoring and evaluation.

Requirements or Follow up

'Induction for New Governors Part 2' is an essential follow-up to this course.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7625	06/10/2009	10:00 - 12:30	Loseley Fields Children's Centre, Godalming
09T/7611	08/10/2009	19:00 - 21:30	Holmesdale Community Infant School, Reigate
09T/7627	03/11/2009	19:00 - 21:30	Godstone Village School, Godstone
09T/7940	04/11/2009	19:00 - 21:30	The Holiday Inn, Guildford
09T/7614	10/11/2009	19:00 - 21:30	Bagshot Infant School, Bagshot
09T/7615	12/11/2009	10:00 - 12:30	VT Four S Development Centre, Cobham
09T/7626	12/11/2009	19:00 - 21:30	Banstead Infant School, Banstead
09T/7616	16/11/2009	19:00 - 21:30	South Farnham School, Farnham

Induction for New Governors Part 2 - Accountability - Autumn 2009

Outline Programme

This course follows 'Induction for New Governors Part 1' and explores the key roles and responsibilities of governing bodies in achieving effective schools. Building on knowledge gained from Part 1, the session will focus on developing good practice in monitoring and evaluation, including using the Headteacher's report, classroom visits and curriculum monitoring.

Intended Outcomes

Course participants will gain:

- confidence in their ability to contribute to the effectiveness of the governing body
- a detailed understanding of both passive and active monitoring, and evaluation strategies.

Requirements or Follow up

'Induction for New Governors - Part 1' is an essential prerequisite to this course. New governors are strongly recommended to attend 'Finance - Introduction to School Finances' as a follow up to Parts 1 and 2 of the Induction programme. 'Strategic Governance for 2010 and beyond' and 'How do I know my School is Effective?' are complementary sessions which are also recommended.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7639	20/10/2009	10:00 - 12:30	Loseley Fields Children's Centre, Godalming
09T/7640	22/10/2009	19:00 - 21:30	Holmesdale Community Infant School, Reigate
09T/7642	17/11/2009	19:00 - 21:30	Godstone Village School, Godstone
09T/7641	18/11/2009	19:00 - 21:30	The Holiday Inn, Guildford
09T/7638	24/11/2009	19:00 - 21:30	Bagshot Infant School, Bagshot
09T/7643	26/11/2009	10:00 - 12:30	VT Four S Development Centre, Cobham
09T/7637	26/11/2009	19:00 - 21:30	Banstead Infant School, Banstead
09T/7644	30/11/2009	19:00 - 21:30	South Farnham School, Farnham

Induction for New Governors Part 1 - The Strategic Role - Spring 2010

Outline Programme

This two-part course will provide governors with an understanding of their role and main responsibilities. The first session will focus on the role of governors and begin to explore monitoring and evaluation, which will be further developed in Part 2 of the course.

Intended Outcomes

Course participants will gain:

- an introduction to the governor's role and an insight into effective governance
- an understanding of the importance of strategic governance
- insight into monitoring and evaluation.

Requirements or Follow up

'Induction for New Governors Part 2' is an essential follow-up to this course.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7617	26/01/2010	19:00 - 21:30	The Holiday Inn, Guildford
09T/7629	27/01/2010	19:00 - 21:30	Banstead Infant School, Banstead
09T/7622	23/02/2010	19:00 - 21:30	The Matthew Arnold School, Staines
09T/7619	24/02/2010	19:00 - 21:30	Sayes Court Junior School, Addlestone
09T/7630	25/02/2010	19:00 - 21:30	Godstone Village School, Godstone
09T/7620	01/03/2010	19:00 - 21:30	South Farnham School, Farnham
09T/7621	02/03/2010	10:00 - 12:30	Reigate Baptist Church, Reigate
09T/7623	03/03/2010	19:00 - 21:30	VT Four S Development Centre, Cobham

Induction for New Governors Part 2 - Accountability Spring 2010

Outline Programme

This course follows 'Induction for New Governors Part 1' and explores the key roles and responsibilities of governing bodies in achieving effective schools. Building on knowledge gained from Part 1, the session will focus on developing good practice in monitoring and evaluation, including using the Headteacher's report, classroom visits and curriculum monitoring.

Intended Outcomes

Course participants will gain:

- confidence in their ability to contribute to the effectiveness of the governing body
- a detailed understanding of both passive and active monitoring, and evaluation strategies.

Requirements or Follow up

'Induction for New Governors - Part 1' is an essential prerequisite to this course. New governors are strongly recommended to attend 'Finance - Introduction to School Finances' as a follow up to Parts 1 and 2 of the Induction programme. 'Strategic Governance for 2010 and beyond' and 'How do I know my School is Effective?' are complementary sessions which are also recommended.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7645	09/02/2010	19:00 - 21:30	The Holiday Inn, Guildford
09T/7646	10/02/2010	19:00 - 21:30	Banstead Infant School, Banstead
09T/7651	09/03/2010	19:00 - 21:30	The Matthew Arnold School, Staines
09T/7647	10/03/2010	19:00 - 21:30	Sayes Court Junior School, Addlestone
09T/7649	11/03/2010	19:00 - 21:30	Godstone Village School, Godstone
09T/7648	15/03/2010	19:00 - 21:30	South Farnham School, Farnham
09T/7650	16/03/2010	10:00 - 12:30	Reigate Baptist Church, Reigate
09T/7652	17/03/2010	19:00 - 21:30	VT Four S Development Centre, Cobham

Induction for New Governors Parts 1 & 2 The Strategic Role and Accountability

Outline Programme

This one-day course will provide governors with an understanding of their role and main responsibilities. The session will focus on the strategic role of governors and on developing good practice in monitoring and evaluation including using the Headteacher's report, classroom visits and curriculum monitoring.

Intended Outcomes

Course participants will gain:

- an introduction to the governor's role and an insight into effective governance
- an understanding of the importance of strategic governance
- confidence in their ability to contribute to the effectiveness of the governing body
- a detailed understanding of both passive and active monitoring and evaluation strategies.

Requirements or Follow up

New governors are strongly recommended to attend 'Finance -Introduction to School Finances' as a follow up to 'Induction'. 'Strategic Governance for 2010 and beyond' and 'How do I know my School is Effective?' are complementary sessions which are also recommended.

Designed for: All new governors and those who want to clarify their roles and responsibilities.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£130.00 (£149.50 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S. Lunch is included.

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7654	Saturday 07/11/2009	10:00 - 15:30	Princess Alice Conference Centre, Esher
09T/7653	Saturday 06/03/2010	10:00 - 15:30	VT Four S Development Centre, Cobham

Link Governor - Understanding Your Role

Outline Programme

The link governor's role is to have an oversight of all matters relating to training and development for individual governors and the whole governing body, to evaluate and co-ordinate training and development, and to act as a liaison between the governing body and VT Four S Governance Consultancy. This session will help to identify the role of the link governor, communicate best practice in engaging all governors in training and offer you the opportunity to network and share ideas and good practice.

Intended Outcomes

Course participants will gain:

- knowledge of the role of link governor
- knowledge of the Surrey training and development programme for governors
- strategies to raise the practice of governor training
- the opportunity to network, share ideas and consider best practice.

Requirements or Follow up

Designed for: All governors new to the role of link governor.

Course Organiser: Janice Beach

Group Size: 24

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7656	19/11/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7838	25/01/2010	19:00 - 21:00	VT Four S Development Centre, Cobham

Looked After Children - Do Governors Know?

Outline Programme

This course provides governors with an overview of why looked after children and young people are such a vulnerable group and why this makes them the focus of Ofsted inspections and Local Authority monitoring. Governors will also be given advice on how to monitor their school's support for looked after children and young people.

Intended Outcomes

Course participants will gain:

- knowledge of why looked after children are considered a vulnerable group
- an understanding of what the school's statutory duties are with regard to this group of pupils
- knowledge of their specific responsibilities towards looked after children
- strategies for monitoring the practice of their schools in this vital aspect of their work.

Requirements or Follow up

None

Designed for: All governors, particularly those who are nominated governors for looked after children.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7657	13/05/2009	10:00 - 12:00	VT Four S Development Centre, Cobham

Mentoring New Governors

Outline Programme

New governors need to be fully equipped to embrace their role as quickly as possible. By appointing experienced governors to mentor new colleagues, governing bodies can ensure all governors effectively contribute. This session will equip potential mentors with the tools to undertake this role.

Intended Outcomes

Course participants will gain:

- an understanding of why it is vital that new governors are effectively introduced into governance at their individual school
- a knowledge of practical mentoring support strategies that could be offered to new governors.

Requirements or Follow up

None

Designed for: The session is aimed at governors who wish to act as mentors or set up mentoring schemes in their school.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7658	17/06/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7659	15/10/2009	19:00 - 21:00	VT Four S Development Centre, Cobham

Ofsted - The New Framework for Inspecting Schools

Outline Programme

This session provides governors with an overview of the new (September 2009) framework. It will enable them to understand the key changes from the previous framework and ensure they are aware of what they should do to ensure that their schools are fully prepared for inspection.

Intended Outcomes

Course participants will gain:

- essential knowledge and understanding of the new changes in the inspection framework
- insight into how judgements are made under the new framework
- strategies for governors in preparing for meeting inspectors, during the inspection.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7683	07/07/2009	10:00 - 12:00	Reigate Baptist Church, Reigate
09T/7684	20/10/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7685	11/02/2010	19:00 - 21:00	VT Four S Development Centre, Cobham

Parent or Staff Governor - Understanding Your Role

Outline Programme

Being a parent or a member of staff means that you can have a special perspective on the school when it comes to being a governor. What particular insights do parents and staff have that are of particular value to the school and governing body? What potential difficulties and conflicts could there be? Who do you represent, and how do you ensure your effectiveness in your governor role? This course will be a practical discussion-based workshop for staff and parent governors to explore the strengths and constraints of their role. This event will also be suitable for chairman of governing bodies who wish to discuss the staff and parent roles within the governing body.

Intended Outcomes

Course participants will gain:

- a clear understanding of the role and contribution that can be made by parent and staff governors on the governing body
- knowledge of how parent and staff governors can fairly and effectively act as a representative parent or member of staff
- strategies for dealing with potential conflicts of interests
- a better understanding of how to be an effective parent or staff governor in the context of the governor roles of critical friend, providing a strategic view and ensuring accountability.

Requirements or Follow up

This course is not a substitute for parent or staff governor attendance at induction courses and will assume knowledge gained from these sessions.

Designed for: Any governor wanting a clear understanding of the role and contribution that can be made by parent and staff governors - particularly staff, parent and chairmen of governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7662	14/01/2010	19:00 - 21:00	VT Four S Development Centre, Cobham

Performance Management - The Headteacher's Review

Outline Programme

This session will focus on the role of those governors who serve on the headteacher's performance management review panel. They will learn about the wider context of performance management, their specific role in the process and the support that they receive in conducting the review and planning meeting from the school improvement partner (SIP).

Intended Outcomes

Course participants will gain:

- an insight into how the setting of targets for the headteacher should contribute towards school improvement
- knowledge of various strategies for monitoring performance against the set objectives
- an understanding that the headteacher's PM review is a continual process rather than a once-a-year responsibility.

Requirements or Follow up

None

Designed for: It is an expectation that governors newly appointed to the Headteacher performance review panel should attend; and governors who wish to reacquaint themselves with the recommended procedures and good practice.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7663	08/06/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7664	23/09/2009	10:00 - 12:00	VT Four S Development Centre, Cobham
09T/7705	05/10/2009	19:00 - 21:00	Bagshot Infant School, Bagshot
09T/7665	17/11/2009	19:00 - 21:00	Sayes Court Junior School, Addlestone

Recruitment and Interviewing Skills

Outline Programme

This course will outline the aspects to be considered throughout the whole leadership recruitment process, then focus on the preparation required and techniques governors can employ to promote an effective recruitment interview. The session will also look at how to use the information gained in the interview to make the final decision and suggestions for debriefing candidates. A question-planning workshop is included.

Intended Outcomes

Course participants will gain:

- advance considerations before advertising a vacancy
- how to plan and conduct the selection procedure
- ideas for effective question formulation
- knowledge of aspects to consider in reaching a final decision
- knowledge of post interview procedures.

Requirements or Follow up

There are no particular requirements, although to gain maximum benefit it is ideal to attend before advertising a leadership vacancy. 'Safer Recruitment' is a complementary course, dealing in much greater detail with associated safeguarding issues.

Designed for: Any governor, particularly those involved in recruitment and interviewing.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7709	07/05/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7708	12/11/2009	19:00 - 21:00	The Holiday Inn, Guildford

Safeguarding Children - The Role of the Governing Body

Outline Programme

This session will provide governors with an overview of safeguarding issues in schools and also a clear understanding of their statutory duties.

Intended Outcomes

Course participants will gain:

- an understanding of their responsibilities with regard to the safeguarding of children
- strategies to monitor the effectiveness of safeguarding procedures within their school, on behalf of the governing body
- an understanding of the role and requirements of the Independent Safeguarding Authority.

Requirements or Follow up

None

Designed for: All governors including those with specific responsibility for safeguarding.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7687	23/06/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7686	21/01/2010	10:00 - 12:00	VT Four S Development Centre, Cobham

Safer Recruitment

Outline Programme

Governing bodies have statutory responsibilities relating to safeguarding of children in their schools. This course will ensure governors are aware of their duties relating to the recruitment of staff and the procedures that need to be in place which help safeguard children.

Intended Outcomes

Course participants will gain:

- an understanding of what Safer Recruitment is
- an appreciation of the statutory duties relating to schools
- best practice advice for governors on how to monitor this vital aspect of ensuring children and young people are 'Staying Safe' (ref Every Child Matters) in our schools
- practical advice on safer recruitment practices.

Requirements or Follow up

'Recruitment and Interviewing Skills' is a complementary course.

Designed for: Any governor, particularly those involved in recruitment and interviewing or those serving on Resources/Personnel committees.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7667	20/05/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7668	11/02/2010	10:00 - 12:00	Princess Alice Conference Centre, Esher

Secondary Schools - Phase Network Meeting

Outline Programme

The secondary phase network meetings are opportunities to share information and best practice with headteacher and governor colleagues from the same phase of education. Each meeting has its own theme and usually focuses on a topical issue that may have specific implications for secondary schools. Each phase network is coordinated by an associate trainer who has extensive experience of governance in the secondary phase. The theme for each meeting is determined in consultation with the schools and information is sent directly to chairmen of governors and headteachers confirming the specific focus for each meeting.

Intended Outcomes

Course participants will gain:

- up to date information on current issues specific to the secondary phase
- opportunities to network and share best practice.

Requirements or Follow up

None

Designed for: All secondary school governors and headteachers.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7669	01/07/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7670	14/10/2009	19:00 - 21:00	VT Four S Development Centre, Cobham
09T/7671	16/03/2010	19:00 - 21:00	VT Four S Development Centre, Cobham

Special Educational Needs (SEN) - What the SEN Governor needs to know

Outline Programme

This session is intended for governors with a responsibility for SEN in their school, but provides a valuable insight into SEN in general for all governors. Governors will gain an understanding of SEN provision in schools and what it entails and also practical support and guidance on how as governors linked to this vital aspect of all schools' work, they can ensure that the school meets the needs of pupils with special educational needs.

Intended Outcomes

Course participants will gain:

- an understanding of SEN
- knowledge of the role of the SEN governor
- opportunities to share good practice and concerns
- an insight into how they can provide challenge to the school.

Requirements or Follow up

None

Designed for: Governors with responsibility for SEN and all those interested in this aspect of the school's work.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7690	18/11/2009	19:00 - 21:00	VT Four S Development Centre, Cobham

Strategic Governance for 2010 and Beyond

Outline Programme

This session will develop governors' understanding of their key role in providing strategic leadership in schools. Improving the standards of education and care should be the focus for governors' work in schools and the session will explore a variety of strategies that governing bodies can employ to improve their strategic role.

Intended Outcomes

Course participants will gain:

- an understanding of their statutory role in school improvement
- strategies for focusing on strategic priorities
- an appreciation of strategic planning
- knowledge of where and what information is available to governors.

Requirements or Follow up

'How Do I Know My School is Effective?' is a recommended complementary course.

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7718	24/06/2009	19:00 - 21:00	Holmesdale Community Infant School, Reigate
09T/7688	08/10/2009	19:00 - 21:00	The Holiday Inn, Guildford
09T/7689	23/03/2010	10:00 - 12:00	VT Four S Development Centre, Cobham

Sustainable Schools - What Is Your School Doing?

Outline Programme

The government has a framework for all schools to become sustainable models of development in their communities. Schools are being asked to consider ways of exploring sustainable development issues in the curriculum and incorporating environmental projects in their buildings and grounds. This session will ensure governors know what their schools can and should be doing to confront some of these issues and how they should be monitoring what their schools are doing and its impact on their school community.

Intended Outcomes

Course participants will gain:

- an understanding of what sustainable development is in schools
- a knowledge of strategies that schools can adopt in order to move towards sustainability
- the opportunity to network and share best practice
- an awareness of what support materials are available to governors and their schools.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7675	19/11/2009	10:00 - 12:00	Reigate Baptist Church, Reigate
09T/7703	04/03/2010	19:00 - 21:00	The Holiday Inn, Guildford

Using RAISEonline

Outline Programme

The RAISEonline report, produced by Ofsted/DCSF every year for all maintained schools, is one of the key sources of performance data available to schools and provides invaluable information on standards and value added. It is a vital tool for governors to use in understanding standards and progress within their school. The new report provides information very differently to how it has previously been supplied and this session will ensure governors understand the key pieces of information available and how to use them with regard to improvement priorities in their own schools. The session uses a variety of tutor input and interactive training methods and is an opportunity to share ideas.

Intended Outcomes

Course participants will gain:

- an understanding of how the RAISEonline report is compiled
- knowledge of the key information it contains
- an understanding of how to interpret key data
- an appreciation of how to use this report to inform school self-evaluation and improvement priorities.

Requirements or Follow up

None

Designed for: All governors.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**

There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7677	25/11/2009	19:00 - 21:00	The Holiday Inn, Guildford

Views of Learners, Parents/Carers, Community and Other Stakeholders

Outline Programme

The Self Evaluation Form (SEF) asks schools to reflect on how they elicit the views of stakeholder groups and how they respond to them through their actions. This course raises governors' awareness of strategies that schools can use to seek, value and act upon the views of stakeholders and provides them with the opportunity to consider what evidence should be reflected in their SEF.

Intended Outcomes

Course participants will gain:

- an understanding of why effective partnerships are essential to improving outcomes for children and young people
- strategies to monitor this vital aspect of their school's work
- the opportunity to raise concerns and share good practice with colleagues.

Requirements or Follow up

None

Designed for: All governors, especially those wishing to develop this aspect of their work in order to reflect it in their school self evaluation.

Course Organiser: Janice Beach

Group Size: 20

Cost: **£79.00 (£90.85 inc VAT)**
There is no charge for schools that have a Level 1 or 2 Governance Service Level Agreement with VT Four S

Dates, Venues and Repeat Courses

Course Code	Date	Time	Venue
09T/7678	09/11/2009	19:00 - 21:00	VT Four S Development Centre, Cobham

Governance Consultancy quality standards for all venues are:

- full disabled access and facilities
- parking
- tea/coffee/water/biscuits available on arrival
- good signage for governors on arrival.

Confirmation and a map of the venue are sent once registered. For late bookings governors can get postcode and multimap directions via the VT Four S Website www.vtfours.co.uk by clicking on the Course and Event Directory: search: keywords – type the course code or course title and click on the venue.

LIST OF VENUES

VENUE NAME	VENUE ADDRESS	VENUE TELEPHONE
Bagshot Infant School	School Lane, Bagshot, GU19 5BP	01276 473385
Banstead Infant School	The Horseshoe, Banstead, SM7 2BQ	01737 354816
Bourne Hall	Spring Street, Ewell, KT17 1UF	0208 3939571
VT Four S Cobham	St. Andrew's C of E Primary, Lockhart Road, Cobham, KT11 2AX	01372 834261
Godstone Village School	Ivy Mill Lane, Godstone, RH9 8NH	01883 742326
Holmesdale Infant School	Alma Road, Reigate, RH2 0BY	01737 243678
Kings International College	Watchetts Drive, Camberley, GU15 2PQ	01276 683539
Loseley Fields Children's Centre	Green Lane, Binscombe, Godalming, GU7 3TB	01483 419325
Princess Alice Hospice	West End Lane, Esher, KT10 8NA	01372 461844
Reigate Baptist Church	Sycamore Walk, Reigate, RH2 7LR	01737 248258
Royal Alexandra & Albert	(Gatton Hall), Gatton Park, Reigate, RH2 0TD	01737 649000
Sayes Court Junior	Sayes Court Farm Drive, Addlestone, KT15 1NB	01932 845093
South Farnham School	Menin Way, Farnham, GU9 8DY	01252 716155
St. Ignatius Roman Catholic Primary School	Green Street, Sunbury-on-Thames, TW16 6GQ	01932 785396
The Holiday Inn	Egerton Road, Guildford, KT15 2EP	0870 4009036
The Matthew Arnold School	Kingston Road, Staines, TW18 1PF	01784 457275
The Runnymede Centre	Chertsey Road, Addlestone, KT15 2EP	01932 794000

GOVERNANCE COURSE BOOKING FORM

– Multiple delegates booking form for one event

To book a course please complete the details below, using block capitals, and return it **WITH THE RELEVANT PAYMENT**. Please note that bookings can not be processed until payment is received.

Course Bookings
VT Four S Head Office Development Centre
Bay Tree Avenue, Kingston Road
Leatherhead, Surrey, KT22 7UE

T: 0800 0734444 ext 835008
F: 01372 834443
E: coursebookings@vtplc.com
W: www.fours.co.uk/courses

Delegate Details (BLOCK CAPITALS PLEASE)											
Title	First Name	Last Name	Job Title and Position in Organisation (Tick One)								
			Governor	Headteacher							

Organisation Details (BLOCK CAPITALS PLEASE)		Correspondence address for Governors Only
Organisation Name		
Organisation address (inc. full postcode)		
Contact Telephone Number		
Contact email		

Event Details			
Event Code			
Event Title			
Event Price	Event Date	Event Venue	

Please tick if delegates are from a Surrey maintained school.

If a meal is provided as part of this course, please tick the box if you would prefer a vegetarian meal.

Should any delegates have any Special Needs (e.g. wheelchair access) please tick the box, we will contact you to discuss your requirements.

Other (eg Gluten free): please specify.

Application Approval			
Name		Position	
Signature		Date	

There is no charge for schools that have a Level 1 or Level 2 Governance Service Level Agreement

Event charges: please note that all event prices are exclusive of VAT. There are three options for payment:

Payment by Cheque: For all events paid for by cheque please include VAT on top of the amount of the course. An invoice will be provided to allow you to claim back the VAT. Cheques should be made payable to **VT Four S**

Payment by Invoice after booking (for external organisations only): Once you have received confirmation of your booking, an invoice will follow and you will have 30 days to submit payment

Surrey County Council Journal Payments: Please complete details of objective and subjective codes below. For all courses paid by this method, Surrey County Council will account for the VAT centrally.

Objective Code		Subjective Code	
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