

USP - MAKING REMARKABLE CHANGE HAPPEN



USP GOVERNOR TRAINING PROGRAMME

2020/21

“When Governance improves, there will be less have-nots and more haves”

– Kiran Bedi



Welcome to the Training Programme for Unity Governors for the academic year 2020/21. This programme has been developed to use the expertise we have in the Trust, supplemented with that of Schools' Choice, to provide a comprehensive suite of courses to support governance in USP. You will see that Governors can still access termly Governor meetings facilitated by Schools Choice but these are limited to the ones detailed in the programme. We will also be purchasing a limited number of Whole Governing Body sessions. If you would like to book one of these please contact me so that these can be publicised across the Trust.

We have learnt from recent experience that the “virtual platforms” now available to us have increased our capacity to reach a wider audience, so we are looking to provide a blend of these and face-to-face sessions over the next year. In addition, we are developing a number of short “In conversation with.....” videos which are intended to support and stimulate discussions at your Local Governing Body meetings. At the end of the programme you will find information about their content and suggestions of when these might be used through the year. They will be developed through the year and made available on Governor Hub so can be accessed at any time.

This an exciting development within the Trust and your feedback on any aspect would be appreciated.

A handwritten signature in black ink that reads "Becky". The signature is written in a cursive, flowing style.

Becky Poynter – Unity Schools Partnership Governance Advisor

National Leader of Governance

Bpoynter@unitysp.co.uk

Tel: 07889 501636

FACILITATOR	COURSES and CONTENT	TARGET AUDIENCE	DATE/TIME/PLACE
	INDUCTION FOR USP GOVERNORS		
Becky Poynter and Tim Coulson	<i>Open to all new governors and to those who would like a refresher on governance in USP. We will be looking in detail at key governance documents including the Scheme of Delegation.</i>	New and continuing governors	
	Course Code: GOV001a Booking link: https://www.eventbrite.co.uk/Induction Autumn		Tuesday 15 th September 2020 6.00pm via Zoom
	Course Code: GOV001b Booking link: https://www.eventbrite.co.uk/Induction Spring		Monday 22 nd February 2021 6.00pm via Zoom
	Course Code: GOV001c Booking link: https://www.eventbrite.co.uk/Induction Summer		Thursday 28 th April 2021 6.00pm via Zoom
	CHAIRS' BRIEFINGS		
Tim Coulson Exec Colleagues	<i>An opportunity to discuss priorities for the academic year</i>	Chairs of LGBs or their alternates	
	Course Code: GOV002a Booking Link: https://www.eventbrite.co.uk/Chairs' Briefing Autumn		Monday 21 st September 2020 6.00pm via Zoom
	Course Code: GOV002b Booking Link: https://www.eventbrite.co.uk/Chairs' Briefing Spring		Monday 18 th January 2021 6.00pm via Zoom
	Course Code: GOV002c Booking Link: https://www.eventbrite.co.uk/Chairs' Briefing Summer		Monday 26 th April 2021 6.00pm via Zoom
	USP ANNUAL GOVERNORS' CONFERENCE		
Tim Coulson Exec Team Board Members	WHERE NOW WITH THE CURRICULUM OFFER? Course Code:GOV002d Booking Link: https://www.eventbrite.co.uk/Gov Conference		
	Keynote speaker - Sean Harford, National Director of Education, Ofsted. Q&A – Trust Board In conversation with..... - Emotional resilience – Matthew Fuller – Heateacher, Woodhall / Toni Kittle- Headteacher, Westfield/ Vicky Hogg – Headteacher, Clements /Lisa Tweed – Headteacher Houldsworth Valley/Lucie Callow – Director of Special Needs	All	Saturday 17 th October 2020 10.00am – 1.00pm Via Zoom

	THE GOVERNORS' ROLE:		
David Chambers	THE GOVERNORS' ROLE – HR DISCIPLINARY AND APPEALS PANELS Course Code:GOV003a Booking Link: https://www.eventbrite.co.uk/HR Panels		
	<i>This session is for those who are willing to join a "Trust pool" of governors who may be called upon to sit on disciplinary or appeals panels.</i>	For more experienced governors willing to support across the Trust	Tuesday 29 th September 6.00pm On-line via Zoom
Becky Poynter Exec Colleagues	SCHOOL IMPROVEMENT AND MONITORING; WHAT IT IS AND HOW TO DO IT! Course Code:GOV003b Booking Link: https://www.eventbrite.co.uk/Monitoring		
	<i>This session will look at the governors' role in the school improvement cycle and how effective monitoring is key. Governor Monitoring visits can be one of the most daunting things governors are asked to do. We will consider why we do it, what it looks like within USP and its intended impact. This is designed to be an interactive session to give governors the skills and confidence to undertake effective monitoring activities.</i>	All	Monday 5 th October 6.00pm On-line via Zoom
Debbie Willson	THE GOVERNORS' ROLE – HEALTH AND SAFETY Course Code:GOV003c Booking Link: https://www.eventbrite.co.uk/H&S		
	<i>This session will provide an insight into the benefits of health and safety management in education, and in particular, the how this operates within USP.</i>	All, particularly those with H&S responsibility	Monday 12 th October 2020 6.00pm On-line via Zoom
Sarah Garner	THE GOVERNORS' ROLE - INTEGRATED CURRICULUM FINANCIAL PLANNING; THE PRINCIPLES Course Code:GOV003d Booking Link: https://www.eventbrite.co.uk/ICFP		
	<i>Integrated curriculum and financial planning (ICFP) is a management process that helps schools plan the best curriculum for their pupils with the funding they have available. It can be used at any phase or type of school, although more predominantly and successfully within secondary schools. ICFP involves measuring your current curriculum, staffing structure and finances, and using the data to create a 3 to 5 year plan.</i>	All Secondary Gobs – particularly those with Finance responsibilities	Monday 1 st February 2020 6.00pm On-line via Zoom

Schools' Choice	THE GOVERNORS' ROLE - EXCLUSIONS HEARINGS Course Code:GOV003e Booking Link: https://www.eventbrite.co.uk/Exclusions		
	<i>A workshop on Exclusion Panels and the responsibilities of Governors. This session is open to governors who are willing to join a "pool" who can be called upon to assist with Exclusion Panels across the Trust. This session is also open to Headteachers should they want a refresher course on the exclusion process..</i>	For more experienced governors willing to support across the Trust	Thursday 4th Feb 6.00pm Venue TBC
George Ellis	THE GOVERNORS' ROLE - CHILDREN IN CARE Course Code:GOV003f Booking Link: https://www.eventbrite.co.uk/CIC		
	<i>This session will provide Governors responsible for Children in Care information about their role and how they can effectively monitor the CIC provision in their school.</i>	All, particularly the named CIC Governor	Monday 22 nd March 2021 6.00pm On-line via Zoom
Becky Poynter	THE GOVERNORS' ROLE – EQUALITIES ACT 2010 Course Code:GOV003g Booking Link: https://www.eventbrite.co.uk/Equalities Act		
	<i>This session is designed to help governors develop an awareness of relevant legislation, understand the different categories of discrimination, and gain the confidence to make an effective governance contribution to your school's equality and diversity policies and procedures.</i>	All	Tuesday 8 th June 2021 6.00pm On-line via Zoom
Becky Poynter	THE GOVERNORS' ROLE – PREPARING FOR THE NEXT ACADEMIC YEAR Course Code:GOV003h Booking Link: https://www.eventbrite.co.uk/NextYrPrep		
	<i>This session is designed to help governors reflect on what's worked well on their LGB and identify areas for improvement in the next academic year. It will also include an update to any procedural changes being introduced in September 2021.</i>	Chairs, all	Monday 14 th June 2021 6.00pm On-line via Zoom
Becky Poynter	THE GOVERNORS' ROLE – CHAIR'S DEVELOPMENT AND SUCCESSION PLANNING Course Code:GOV003i Booking Link: https://www.eventbrite.co.uk/ChairsDev		
	<i>This session is designed to consider ways to future proof LGBs, looking at utilising skills audits, raising the profile of governance in the school and community and succession planning for key roles.</i>	Chairs, aspiring Chairs, all	Monday 28 th June 2021 6.00pm On-line via Zoom

	SAFEGUARDING		
Schools' Choice	SAFEGUARDING FOR GOVERNORS Course Code: GOV004a Booking Link: https://www.eventbrite.co.uk/GenSafeguarding		
	<i>It is vital that all governors understand the requirements for safeguarding in their setting. This course will enable governors to understand their role in ensuring that arrangements for safeguarding in their setting meet statutory requirements. Governors will leave having a better understanding of safeguarding requirements and their role in challenging and monitoring safeguarding in their setting.</i>	All, particularly Governors who wish to update their safeguarding training	Thursday 10 th September 2020 6.00pm On-line via Zoom
Steve Watts	NAMED GOVERNOR FOR SAFEGUARDING Course Code:GOV004b Booking Link: https://www.eventbrite.co.uk/NamedSafeguarding		
	<i>This session will help governors who have responsibility for child protection and safeguarding in their school understand their responsibilities with regards to the KSIE legislation and their role in monitoring their schools' safeguarding strategy and well-being provision.</i>	Chairs of governors and the named governor for safeguarding. (You must have attended the basic Safeguarding course to attend this session)	Thursday 11 th February 2020 6.00pm On-line via Zoom
Steve Watts	SAFEGUARDING FOR GOVERNORS Course Code:GOV004c Booking Link: https://www.eventbrite.co.uk/GeneralSafeguarding		
	<i>Safeguarding should be at the heart of what schools do. This session will equip governors with a full understanding of the LGBs roles and responsibilities, the questions governors should be asking to ensure safeguarding practices are robust within their setting and how to support the school with this work.</i>	All, particularly Governors who wish to update their safeguarding training	Monday 17 th May 2021 6.00pm On-line via Zoom

PUPIL PREMIUM & DISADVANTAGES PUPILS			
Marc Rowland	THE GOVERNORS' ROLE - PUPIL PREMIUM & DISADVANTAGED PUPILS – HOW SHOULD THE MONEY BE SPENT? Course Code:GOV005a Booking Link: https://www.eventbrite.co.uk/PPAutumn		
	<i>A workshop on how to use Pupil Premium to maximise the achievement of disadvantaged and vulnerable learners, rooted in research evidence. The session will also include an update on how schools are held to account for the use of Pupil Premium, and the latest advice from the Department for Education.</i>	All, particularly those with responsibility for disadvantaged pupils	Monday 14 th September 6.00pm On-line via Zoom
Marc Rowland	THE GOVERNORS' ROLE - PUPIL PREMIUM & DISADVANTAGED PUPILS; STRATEGIC FINANCIAL PLANNING Course Code:GOV005b Booking Link: https://www.eventbrite.co.uk/PPSpring		
	<i>This session will help governors understand the importance of the strategic use of finances to improve the outcomes for pupil premium and disadvantaged pupils and how they can monitor the effectiveness of their school's financial plan.</i>		Monday 25 th January 2021 6.00pm On-line via Zoom
Marc Rowland	THE GOVERNORS' ROLE - PUPIL PREMIUM & DISADVANTAGED PUPILS; ASSESSING THE IMPACT OF THE STRATEGY Course Code:GOV005c Booking Link: https://www.eventbrite.co.uk/PPSummer		
	<i>The final session for governors with responsibility for pupil premium and disadvantaged pupils will assist governors in assessing the impact of the schools' strategic plan; what appears to be working and what else needs to happen.</i>		Monday 10 th May 2021 6.00pm On-line via Zoom
SEND			
Lucie Calow	NAMED GOVERNOR TRAINING – SEND Course Code:GOV006a Booking Link: https://www.eventbrite.co.uk/NamedSEND		
	<i>This session will provide Named SEND Governors with an understanding of the key legislation (including the SEND code of practice), and how they can work with their SENCO to understand and effectively monitor the provision for these pupils in their setting.</i>	Named SEND Governor	Monday 19 th October 2020 6.00pm On-line via Zoom
Lucie Calow	THE GOVERNOR'S ROLE - SEND Course Code:GOV006b Booking Link: https://www.eventbrite.co.uk/GeneralSEND		
	<i>This session will look at the role of the LGB in relation to the provision for SEND pupils in their school. It will give a brief outline of the SEND code of practice and look at how governors can better understand and support the experience of SEND pupils and their families</i>	All, but particularly governors with responsibility for SEND.	Monday 8 th March 2021 6.00pm On-line via Zoom

SCHOOLS' CHOICE TERMLY BRIEFINGS

	TARGET AUDIENCE	DATE/TIME/PLACE
TERMLY GOVERNOR BRIEFING Booked through Schools' Choice on Governor Hub: CG1 Termly Governor Briefing		Virtual meetings. See Governor Hub for further information
<p><i>Termly governor briefings are suitable for all governors and trustees and provide updates on current national and local governance matters. They are an opportunity for governors and trustees to discuss key issues and share best practice.</i></p> <p><i>Governors and trustees have told us that the sessions are a vital way to keep up to date with policy and legislative changes.</i></p>	All	Autumn Term September 10 th /14 th /15 th /17 th Spring Term January 11 th /13 th /18 th /19 th Summer Term April 15 th /19 th /20 th

ADDITIONAL TRAINING MATERIALS

The following brief videos are intended to be shown at LGB meetings to initiate conversation and debate, to increase strategic thinking and help with the evaluation of governor practice.

IN CONVERSATION WITH.....	Suggested Meeting
Tim Coulson: Making Remarkable Change Happen	Autumn 1 or 2
<p><i>Tim Coulson will welcome governors to the new academic year and give a brief overview of the Trust's visions and priorities for the coming year. .</i></p>	
Andy Samways and Alex Bedford Curriculum development and how this relates to CPD in schools	
<p><i>This session will look at the responsibilities of governors with regard to the curriculum being offered, how they know it's appropriate to their setting and how this relates to CPD being provided to staff.</i></p>	Autumn 2
Sarah Garner and Trish Townsend The Governors' Role – Financial Responsibility	
<p><i>This session will support governors to understand the basics of Trust and school finances; a brief look at what financial information governors make expect to see, the timetable for budgeting and the governors' strategic role in this process. It will also look at how schools can think "outside of the box" to generate income</i></p>	Spring 1 or Spring 2

<p>Sue and Annie, OM Mental Health Services The Governors' Role – Pupil and Staff wellbeing (TO BE CONFIRMED)</p>		
<p><i>The session will help governors to have a better understanding of mental health, and how issues related to it might affect both staff and pupils in school. The session will consider how we can monitor the wellbeing of our community and the importance of the governors' role in promoting wellbeing from a whole school perspective.</i></p>		<p>Spring 2 or Summer 1</p>
<p>Anne-Marie Shropshire The Governors' Role – Recruitment and Understanding the Single Central Record</p>		
<p><i>A session to help governors have a strategic overview of the importance of robust recruitment practices for all staff and volunteers, including safer recruitment, processes within the Trust, and the review of the SCR</i></p>		<p>Summer 2</p>