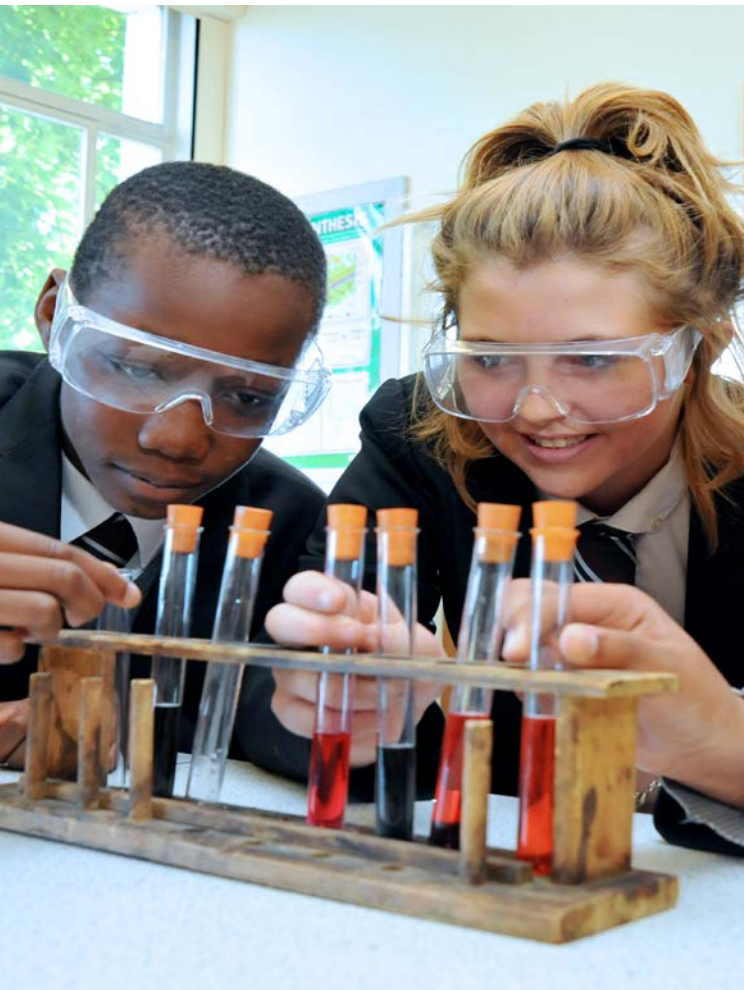




Training brochure



Training, events and conferences

Leeds for Learning are delighted to offer a wide range of training courses, events, conferences and briefings.

The contents of this brochure are set by the search criteria you used when visiting the Leeds for Learning website. You can download brochures at anytime to ensure you have the most up-to-date, relevant information and pricing for you and your colleagues. All courses included in this brochure are relevant and available to your setting and all prices are bespoke.

If you wish to book any of the courses in this brochure please visit www.leedsforlearning.co.uk to sign up or login

If you have any questions about any of our training courses, events or conferences please use the service contact details available on the www.leedsforlearning.co.uk

If you have general queries about Leeds for Learning and our services please contact leedsforlearning@leeds.gov.uk

Leeds for Learning training cancellation policy

1. Cancellations by the service provider

1.1. The service provider will, where possible, attempt to provide 5 working days' notice to the customer in the event of the cancellation of training or events. The service provider shall not be liable for any costs to the customer arising as a result of cancellation.

1.2. The service provider will not charge for cancellation if the training/event was cancelled by Leeds for Learning

2. Cancellations by the customer

2.1. The customer will be liable for the full cost of the training booking unless a cancellation request is received with at least 5 working days' notice prior to the training course/event taking place

2.2. In instances of 'free' training, or training with a £0 charge, cancellations requests must be received with at least 5 working days' notice prior to the training course/event taking place. If sufficient notice is not received you may be charged a £30 administration fee.

2.3. You will not be charged if you have cancelled you booking in accordance with the timescales specified within 2.1 and 2.2

2.4. Leeds for Learning reserves the right to waive charges if cancellations are made due to exceptional circumstances. Please contact the service provider via www.leedsforlearning.co.uk in such instances. These decisions are made at the service providers' discretion.

Contents

This brochure contains available training courses based on the following criteria:

- Created for provider: Governor Support Service
- Courses from 03/08/2016 to 02/08/2017
- Type: Scheduled and Tailored

1. Governor Support Service

Governing body

1. Governor - Handling Complaints to the Governing Body (20 Sep 2016 18:30 - 20:30)
2. Governor - Special Educational Needs and Disabilities For Governors (22 Sep 2016 18:30 - 20:30)
3. Governor - Head teachers and Chairs:how to make your governing bodies more effective. (27 Sep 2016 10:00 - 12:30)
4. Governor - Early Years Foundation Stage (EYFS) for Governors (29 Sep 2016 18:30 - 20:30)
5. Governor - Academy Governance (04 Oct 2016 18:30 - 20:30)
6. Governor - Induction Course Module 1 for Governors (05 Oct 2016 18:30 - 20:30)
7. Governor - Induction Course Module 2 for Governors (12 Oct 2016 18:30 - 20:30)
8. Governor - Performance management (13 Oct 2016 18:30 - 20:30)
9. Governor - Attendance (18 Oct 2016 18:30 - 20:30)
10. Governor - Pupil Premium and Closing the Gap (20 Oct 2016 18:30 - 20:30)
11. Governor - School Finance for Governors (08 Nov 2016 18:30 - 20:30)
12. Governor - Rejuvenate your governance! (09 Nov 2016 18:30 - 20:30)
13. Governor - Induction Course Module 1 for Governors (10 Nov 2016 18:30 - 20:30)
14. Governor - Performance management (16 Nov 2016 18:30 - 20:30)
15. Governor - Induction Course Module 2 for Governors (17 Nov 2016 18:30 - 20:30)
16. Governor - Preparing for Ofsted and strong Governance (24 Nov 2016 18:30 - 20:30)
17. Governor - Assessment and Data Primary Focus for Governors (29 Nov 2016 18:30 - 20:30)
18. Governor - Induction Course Module 1 for Governors (30 Nov 2016 10:30 - 12:30)
19. Governor - Developing the Role of the Chair Part 1 (01 Dec 2016 18:30 - 20:30)
20. Governor Briefing (05 Dec 2016 18:00 - 20:00)
21. Governor Briefing (08 Dec 2016 12:00 - 14:00)
22. Governor - Induction Course Module 2 for Governors (14 Dec 2016 10:30 - 12:30)
23. Governor - Race Equality (04 Jan 2017 18:30 - 20:30)
24. Governor - Effective Committee Governance (05 Jan 2017 18:30 - 20:30)
25. Governor - School Finance for Governors (10 Jan 2017 18:30 - 20:30)
26. Governor - Developing the Role of the Chair Part 2 (12 Jan 2017 18:30 - 20:30)
27. Governor - Special Educational Needs and Disabilities For Governors (17 Jan 2017 18:30 - 20:30)
28. Governor - Induction Course Module 1 for Governors (19 Jan 2017 18:30 - 20:30)
29. Governor - Pupil Voice / Child Friendly City (25 Jan 2017 18:30 - 20:30)
30. Governor - Induction Course Module 2 for Governors (26 Jan 2017 18:30 - 20:30)
31. Governor - Handling Complaints to the Governing Body (31 Jan 2017 18:30 - 20:30)
32. Governor - Induction Course Module 1 for Governors (09 Feb 2017 18:30 - 20:30)
33. Governor - Induction Course Module 2 for Governors (23 Feb 2017 18:30 - 20:30)
34. Governor - Pupil Premium and Closing the Gap (28 Feb 2017 18:30 - 20:30)
35. Governor - Assessment and Data (Primary Focus) for Governors (02 Mar 2017 18:30 - 20:30)
36. Governor - Rejuvenate your governance! (07 Mar 2017 18:30 - 20:30)

37. Governor - Academy Governance (09 Mar 2017 18:30 - 20:30)
38. Governor - Governance for Secondary Schools (15 Mar 2017 18:30 - 20:30)
39. Governor - Preparing for Ofsted and strong governance (16 Mar 2017 18:30 - 20:30)
40. Governor - Performance management (21 Mar 2017 18:30 - 20:30)
41. Governor - Early Years Foundation Stage (EYFS) for Governors (23 Mar 2017 18:30 - 20:30)
42. Governor - Assessment and Data Primary Focus for Governors (04 May 2017 18:30 - 20:30)
43. Governor - Early Years Foundation Stage (EYFS) for Governors (10 May 2017 18:30 - 20:30)
44. Governor - Performance management (11 May 2017 18:30 - 20:30)
45. Governor - Pupil Premium and Closing the Gap (16 May 2017 18:30 - 20:30)
46. Governor - Special Educational Needs and Disabilities For Governors (18 May 2017 18:30 - 20:30)
47. Governor - Developing the Role of the Chair Part 3 (08 Jun 2017 18:30 - 20:30)
48. Governor - Handling Complaints to the Governing Body (13 Jun 2017 18:30 - 20:30)
49. Governor - Induction Course Module 1 for Governors (15 Jun 2017 18:30 - 20:30)
50. Governor - Induction Course Module 2 for Governors (22 Jun 2017 18:30 - 20:30)
51. Governor - Induction Course Module 1 for Governors (28 Jun 2017 10:30 - 12:30)
52. Governor - Induction Course Module 2 for Governors (05 Jul 2017 10:30 - 12:30)
53. Governor - Effective Committee Governance (06 Jul 2017 18:30 - 20:30)

Head Teacher

54. Governor Forum Networking Day - For governors, by Governors (15 Oct 2016 09:00 - 14:00)

1. Governor Support Service



Contact

Service Lead: Kathryn Wilkinson
Email:
kathryn.wilkinson@leeds.gov.uk

Clerking Service Manager:
Karen Shotton Tel: 0113 3786768
Email:
karen.shotton@leeds.gov.uk

General enquires:
education.governors@leeds.gov.uk
Telephone enquires: 0113 3785213

Introduction

The Governor Support Service is a knowledgeable experienced team providing quality services to develop the effectiveness of governance in schools and academies

Good governance is essential in driving up school and pupil performance and ensuring that resources are used well to give every child the best possible education. The Governor Support Service is a well-established and respected team which works in close partnership with the Learning Improvement Team, the National Co-ordinators of Governor Services and the National College to provide comprehensive high quality support and development for governance boards. The Governor Support Service also draws on an extensive network of experienced governors and professionals to advise and support governors and clerks to perform their role effectively.

1.1. Governor - Handling Complaints to the Governing Body

This course will be delivered by the Children’s Services Customer relations service

Course Outline

This course will look at the headteacher's and governing body's relative roles and powers when handling both 'informal' and 'formal' complaints from parents and other members of the community.

Further Details

The session will look at effective practice in the early stages to ensure that complaints are handled appropriately in order that they are resolved satisfactorily. All schools, however well led and managed will receive concerns or complaints from parents or other stakeholders at some time. It is important therefore that one or two governors from each governing body attend the training to ensure that complaints are dealt with appropriately.

Outcome

- To know what constitutes a complaint
- To know how to deal with complaints on an informal basis
- To be familiar with Leeds City Council model complaints policy and the role of governors within this

Booking Information

Please book through Governor Support Service - education.governors@leeds.gov.uk

Dates	Cost per delegate
20 Sep 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0916-T001

1.2. Governor - Special Educational Needs and Disabilities For Governors

Course Outline

Training for governors on the provision for children with special educational needs and disabilities.

Further Details

The course will be led by senior inclusion and SEND improvement advisers. It will be particularly relevant to the SEND governor or any governor interested in ensuring good provision for children with special educational needs.

Outcome

- to know what governors' statutory duties are as detailed in the SEND Code of Practice
- to understand the roles and responsibilities of the SEND governor
- to understand local initiatives in inclusion and SEND, and the impact they may have on governors role
- to know how schools are funded for children with SEND

Booking Information

Support is available from education.governors@leeds.gov.uk

Dates

Cost per training

22 Sep 2016 18:30 - 20:30

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0916-T002

1.3. Governor - Head teachers and Chairs:how to make your governing bodies more effective.

Course Outline

Good communication is essential for effective governing bodies. Ideally, Heads and Chairs will attend together.

Further Details

The session will cover

- * How to manage good communication between the Head and Chair and governors
- * Different roles of the HT and Chair.
- * Running your governing body effectively

Dates

Cost per delegate

27 Sep 2016 10:00 - 12:30

Cluster / Family of Schools: £60.00
 FE/Post-16: £60.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Primary Academy: £60.00
 Primary Out of LA: £60.00
 Primary School: £60.00
 PRU: £60.00
 Secondary Academy: £60.00
 Secondary Out of LA: £60.00
 Secondary School: £60.00
 Special Out of LA: £60.00
 Special School: £60.00
 Through School: £60.00

Venue: Leeds City Museum, Millennium Square, Leeds, LS2 8BH

Code: Gov-0916-T005

1.4. Governor - Early Years Foundation Stage (EYFS) for Governors

Successful delivery of the Statutory Early Years Foundation Stage (EYFS) framework is key to ensuring children are 'ready for school'.

Course Outline

The session will look at how, working in partnership, governors can influence the quality and standards of this important key stage. In longer inspections Ofsted have a separate early years judgement.

The session is for governors who want to know more about early years or those wishing to be a link governor for early years. However Headteachers or members of senior leadership team wishing to broaden their knowledge of early years are welcome to attend the course with their governor(s).

Further Details

This session will introduce delegates to the main principles and practice of the statutory EYFS framework. The session will include a video clip and discussion to support governors with understanding what good practice looks like in nursery and reception classes. We will also introduce the key themes of observation, assessment and the 'characteristics of effective learning'.

Comments from previous sessions:

Well laid out and instructive

All useful – good discussion. Thank you – I really enjoyed it.

Outcome

- To have some understanding of the Early Years Foundation Stage (EYFS) and best practice.
- To know the statutory assessment arrangements and relevant assessment data.
- To understand the role of your EYFS teacher(s) and support him/her effectively.
- To understand how to use EYFS assessment data to support governors' strategic role in relation to school/academy improvement.

Dates	Cost per delegate
29 Sep 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Out of LA: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0916-T004

1.5. Governor - Academy Governance

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure governance is effective in contributing to the raising of standards in academies.

Further Details

The course is a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governance board for information.

Outcome

- To understand the main purpose of governance in academies
- Define the powers and duties
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governance boards role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
04 Oct 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1016-T004

1.6. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body’s role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
05 Oct 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1016-T001

1.7. Governor - Induction Course Module 2 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
12 Oct 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-1016-T002

1.8. Governor - Performance management

Course Outline

Performance management is a key process in raising achievement

Further Details

Headteacher Appraisal

Governing Boards in maintained schools have a statutory duty to appraise the performance of the Headteacher, support and address their Headteacher's professional development needs, make a pay recommendation, and to set objectives for the Headteacher. Academies may choose to adopt the requirements for maintained schools if they wish.

Governing Boards also have to appoint an external adviser for support and advice, and to

consult that adviser on setting objectives and appraisal of the Headteacher.

For both maintained schools and the academy sector securing accountability for the educational performance of the school and its pupils and for driving school improvement the performance management of the Headteacher is crucial; it remains one of the core functions of governance.

Outcome

Course outcomes:

- To understand the strategic importance of performance management and how this links with school's improvement priorities and cycle, pay, appraisal and capability policies, and staffing structure.
- To understand the statutory requirements of the School Teachers' Pay and Conditions and Teachers' Standards in the performance management of both the Headteacher and teaching staff.
- To understand the role of the External Adviser / SIA and how this role supports the Governing Board's sub-group / panel with its performance management of the Headteacher
- To understand SMART objectives and how governors may monitor progress made towards addressing these over the appraisal cycle.

Dates	Cost per delegate
13 Oct 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG
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Code: Gov-1016-T008

1.9. Governor - Attendance

Delivered by Attendance Strategy Team

Course Outline

Attendance has a major impact on pupil attainment. Governing bodies play a key role in implementing and monitoring school attendance policies that impact positively on attendance and cultivate a school ethos where excellent attendance is the norm and the expectation.

Further Details

The aim of the course is to equip governors with an understanding of the attendance and persistent absence agenda to support the contribution governing bodies can make to help their schools raise attendance. There will also be the opportunity to hear about local developments, why attendance is one of the city's three obsessions and how we have transformed the delivery of services.

Outcome

To know the legislation in respect of attendance

To know about the use of data to drive improvement

To know details about the delivery of targeted services through clusters

To know the respective responsibilities of school/governance boards/parents in respect of attendance

To be able to communicate to other governors good practice from a local and national level

To understand the range of services and tool available in Leeds to support improved attendance including traded attendance time from the local authority

Dates

18 Oct 2016 18:30 - 20:30

Cost per delegate

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue:

Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1016-T007

1.10. Governor - Pupil Premium and Closing the Gap

Delivered by Performance Data Professionals

Course Outline

The session will be led by an experienced head teacher and performance data professional.

Further Details

The course will provide an overview of the various performance data sources available to governors, such as RAISEOnline and Fischer Family Trust, It will allow governors to access questions about these analyses and become familiar with how to use them. Governors will discuss and rehearse the key questions that they need to be asking school leaders around the performance of their children and young people, particularly those in receipt of the pupil premium. Examples include of resources for governors to use to evaluate practice in their schools.

Outcome

- Develop an understanding of the strengths and weaknesses of their school
- Understand and take account of pupil performance
- Challenge and support the leadership of the school

Booking Information

Please book this course through Governor Support Service - education.governors@leeds.gov.uk

Dates

Cost per delegate

20 Oct 2016 18:30 - 20:30

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1016-T006

1.11. Governor - School Finance for Governors

Delivered by an experienced finance officer

Course Outline

This course will be of interest to those governors who are members of the school's resources finance committee. An experienced finance officer will explain the relationship between governors and professional staff, in the context of formulating spending plans. The head teacher's role in the management of the budget will be outlined; this will be compared to the governors' strategic role.

Further Details

Governors of academies and free schools are welcome to attend this general course however if something more specific is required this can be arranged separately though contacting Fiona Meeson, Senior Schools Finance Officer:

0113 39 50326

Fiona.Meeson@leeds.gov.uk

Outcome

- To know how schools are funded
- To be aware of the benchmarking data available to schools
- To know the governing body's responsibilities relating to finance
- To know the governing body's responsibilities in respect of SFVS

Dates	Cost per delegate
08 Nov 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-1116-T002

1.12. Governor - Rejuvenate your governance!

Delivered by Senior Officers from the Governor Support Service

Course Outline

Have you already completed the governor induction programme?

Have you been a governor for a couple of years?

Whether you are a maintained school, an academy or free school or even part of an established Multipl Academy Trust (MAT), governors have a growing role within the education system and one that should be utilised to benefit the entire school.

Further Details

This session has been devised following feedback from a number governors after they have completed the induction modules. Comments on further information they would have liked included: “More time to compare how other schools/governing bodies operate,” “more time to explore the role,” “more in depth training” and “Would like to do it again for all of it to sink in.”

Outcome

- Understand how the school vision impacts on outcomes for children
- Appreciate the diverse range of governance models in light of greater school autonomy
- Know how to ensure the governing body has the right skills, experience and structures to monitor and evaluate the impact of new initiatives
- Understand how to develop a consistent approach to monitoring, evaluating and evidencing impact of government initiatives such as pupil premium and primary sports funding
- Plan for the contribution and development of all governors
- Know how to challenge constructively
- Know how to work effectively with your clerk

Booking Information

To book this course, please contact education.governors@leeds.gov.uk

Dates	Cost per delegate
09 Nov 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-1116-T001

1.13. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body’s role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
10 Nov 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1116-T003

1.14. Governor - Performance management

Course Outline

Performance management is a key process in raising achievement

Further Details

Headteacher Appraisal

Governing Boards in maintained schools have a statutory duty to appraise the performance of

the Headteacher, support and address their Headteacher’s professional development needs, make a pay recommendation, and to set objectives for the Headteacher. Academies may choose to adopt the requirements for maintained schools if they wish.

Governing Boards also have to appoint an external adviser for support and advice, and to consult that adviser on setting objectives and appraisal of the Headteacher.

For both maintained schools and the academy sector securing accountability for the educational performance of the school and its pupils and for driving school improvement the performance management of the Headteacher is crucial; it remains one of the core functions of governance.

Outcome

Course outcomes:

- To understand the strategic importance of performance management and how this links with school’s improvement priorities and cycle, pay, appraisal and capability policies, and staffing structure.
- To understand the statutory requirements of the School Teachers’ Pay and Conditions and Teachers’ Standards in the performance management of both the Headteacher and teaching staff.
- To understand the role of the External Adviser / SIA and how this role supports the Governing Board’s sub-group / panel with its performance management of the Headteacher
- To understand SMART objectives and how governors may monitor progress made towards addressing these over the appraisal cycle.

Dates	Cost per delegate
16 Nov 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1116-T004

1.15. Governor - Induction Course Module 2 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
17 Nov 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-1116-T005

1.16. Governor - Preparing for Ofsted and strong Governance

Delivered by governor support service officers and Chairs of governing bodies which have recently undergone an Ofsted inspection

Course Outline

This session will consider the practices, principles and approaches used by some of the best governing bodies and will be facilitated by governors from some of Leeds schools' outstanding governance boards.

Further Details

This session provides an opportunity to consider the most recent changes to the framework and how governors can be prepared. Links to the school improvement plan and performance management will also be discussed. Hints and tips from the Chairs who have been through recent inspections will be shared with governors.

Outcome

- To know the key judgements of the Ofsted framework
- To know how the timings of inspections are determined
- To consider how governance contributes to the leadership and management judgement
- To look at how governing bodies can prepare for Ofsted and the questions governors may be asked
- To know what the governing body needs to do if an external review of governance is recommended by Ofsted
- To consider an audit of the governing body

Dates

24 Nov 2016 18:30 - 20:30

Cost per delegate

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue:

Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1116-T006

1.17. Governor - Assessment and Data Primary Focus for Governors

Course Outline

Governors need to make sure that they understand the role of assessment and how data is used in their school so that they feel empowered to ask pertinent and searching questions. This training is mainly primary school focussed and its purpose is to develop the capacity of governors to understand the requirements of statutory assessment. The session will look at the demands of both statutory and ongoing assessment across all year groups.

Further Details

This session will help governors to challenge and support their school's leadership team in their efforts to bring about school improvement. It will enable governors to look at key statutory documentation, consider key principles and evaluate the protocols used in their own school. It will allow cover how governing bodies can obtain objective data from Ofsted, the DfE and RAISEonline. The session will also cover key changes to data available to schools from 2015-16 and how it is being used in school.

Outcome

Governors will:

- be aware of the changes to statutory assessment over the last year
- have an understanding of key statutory documents used in schools
- consider the way in which statutory guidance has impacted upon their own school in 2015-16
- understand the role of governors in ensuring that statutory guidance is followed
- understand the importance of using a range of measures to evaluate the performance of their school
- be able to develop questions to put to headteachers and other school staff in terms of statutory assessment

Dates

Cost per delegate

29 Nov 2016 18:30 - 20:30

Cluster / Family of Schools: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1116-T007

1.18. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body's role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates

Cost per delegate

30 Nov 2016 10:30 - 12:30

Cluster / Family of Schools: £120.00
 EYFS PVI: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Museum, Millennium Square, Leeds, LS2 8BH

Code: Gov-1116-T008

1.19. Governor - Developing the Role of the Chair Part 1

Course Outline

This is the first of three sessions and is designed for new chairs and those considering the role. It will consider the key function of chairs of governors in leading the governing body and effectively organising the work and managing relationships.

Further Details

The courses will look at:

- The relationship between the chair and the head teacher
- Team leadership and effectiveness

The sessions will encourage participants to share leadership skills and make good use of the expertise and knowledge of others. There will also be ample opportunity for participants to share challenges and successes with other chairs and to discuss topical issues.

Outcome

- To be able to successfully manage the relationship between the chair and the head teacher
- To gain confidence in the chair's role in leading the governing body to become more effective at strategic leadership
- To gain strategies for the recruitment and retention of governors with the required skills and experience
- To know how the structure of the governing body and committees impacts on the effectiveness

of the governing body

- To know what information is available to governing bodies and how to use this strategically
- To ensure the governing body is able to hold the school to account

Dates	Cost per delegate
01 Dec 2016 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1216-T002

1.20. Governor Briefing

An opportunity to receive the latest information from LCC Councillors and Officers on local and national developments including DfE and Ofsted updates.

Course Outline

Regular meetings to provide opportunities to share local and national developments including DfE and Ofsted updates and ask questions.

Further Details

An opportunity to receive pertinent information on local and national developments, policy changes, curriculum developments and Ofsted updates, meet other governors, share good practice and consider practical next steps.

Outcome

Keep up to date with local and national developments, regular networking and dialogue.

Audience

Governors

Booking Information

This course is free.

Dates	Cost per training
05 Dec 2016 18:00 - 20:00	£0.00
Venue: East Room - Leeds Civic Hall	

Code: Gov-1216-T003

1.21. Governor Briefing

An opportunity to receive the latest information from LCC Councillors and Officers on local and national developments including DfE and Ofsted updates.

Course Outline

Regular meetings to provide opportunities to share local and national developments including DfE and Ofsted updates and ask questions.

Further Details

An opportunity to receive pertinent information on local and national developments, policy changes, curriculum developments and Ofsted updates, meet other governors, share good practice and consider practical next steps.

Outcome

Keep up to date with local and national developments, regular networking and dialogue.

Audience

Governors

Booking Information

This course is free.

Dates	Cost per training
08 Dec 2016 12:00 - 14:00	£0.00
Venue: East Room - Leeds Civic Hall	

Code: Gov-1216-T004

1.22. Governor - Induction Course Module 2 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
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14 Dec 2016 10:30 - 12:30

Cluster / Family of Schools: £120.00
 EYFS PVI: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Museum, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1216-T001

1.23. Governor - Race Equality

Delivered by the Learning Improvement Team

Course Outline

The Equality Act 2010 is a single consolidated source of discrimination law to tackle disadvantage and unlawful discrimination. Avoiding discrimination and promoting equality supports the agenda of improving attainment and progression for all pupils. Schools and governors need to be aware of the duties that apply to them. The governing body is responsible for ensuring that the school complies with legislation and that its related procedures and strategies are implemented.

Further Details

The session provides an opportunity to consider the Single Equalities Act, refresh understanding and awareness of equalities, and consider how school policies, procedures and practice can avoid discrimination and promote equality. Schools are encouraged to promote race equality through the Stephen Lawrence Education Standard, information and guidance on working towards and embedding the Standard will be covered within the session.

Outcome

- To ensure that participants are aware of the governing body's duties in relation to the 2010 Single Equality Act 2010

- Refreshed knowledge and understanding of terminology related to equalities and diversity
- Confidence in recognising inequality and approaches to challenging it
- To gain knowledge about the Stephen Lawrence Education Standard and how to promote and monitor progress within school

Dates	Cost per delegate
04 Jan 2017 18:30 - 20:30	£120.00
Venue: City of Leeds Academy Conference Annex	

Code: Gov-0117-T011

1.24. Governor - Effective Committee Governance

Course Outline

This session is designed to help you plan the work of your committees with practical ideas and support.

Further Details

You will have the opportunity to get the most out of time in meetings with agendas that support school improvement planning and minutes that demonstrate to Ofsted the strategic challenge that the governing body provides.

Outcome

- To understand the reasons for having committees, their terms of reference, membership and remit
- To be able to set agendas which fulfil statutory responsibilities and are aligned to the school development plan and ensure committee minutes demonstrate challenge

Booking Information

Support is available from education.governors@leeds.gov.uk

Dates	Cost per delegate
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05 Jan 2017 18:30 - 20:30

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0117-T002

1.25. Governor - School Finance for Governors

Course Outline

This course will be of interest to those governors who are members of the school's resources finance committee. An experienced finance officer will explain the relationship between governors and professional staff, in the context of formulating spending plans. The head teacher's role in the management of the budget will be outlined; this will be compared to the governors' strategic role.

Further Details

Governors of academies and free schools are welcome to attend this general course however if something more specific is required this can be arranged separately though contacting Fiona Meeson, Senior Schools Finance Officer:

0113 39 50326

Fiona.Meeson@leeds.gov.uk

Outcome

- To know how schools are funded
- To be aware of the benchmarking data available to schools
- To know the governing body's responsibilities relating to finance
- To know the governing body's responsibilities in respect of SFVS

Dates	Cost per delegate
10 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0117-T009

1.26. Governor - Developing the Role of the Chair Part 2

Delivered by Governor Support Service and Local Leaders of Governance

Course Outline

This is the second of three sessions and will be based on the results of a pre-course questionnaire and will examine in more detail aspects of the chairs' role identified by the participants as being areas for development

Further Details

This course will look at:

- Recruiting, inducting and developing new governors
- Structuring the governing body
- Effective meetings and decision-making

The sessions will encourage participants to share leadership skills and make good use of the expertise and knowledge of others. There will also be ample opportunity for participants to share challenges and successes with other chairs and to discuss topical issues.

Outcome

- To be able to successfully manage the relationship between the chair and the head teacher
- To gain confidence in the chair’s role in leading the governing body to become more effective at strategic leadership
- To gain strategies for the recruitment and retention of governors with the required skills and experience
- To know how the structure of the governing body and committees impacts on the effectiveness of the governing body
- To know what information is available to governing bodies and how to use this strategically
- To ensure the governing body is able to hold the school to account

Dates	Cost per delegate
12 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0117-T003

1.27. Governor - Special Educational Needs and Disabilities For Governors

Delivered by Senior Inclusion and SEND Improvement Advisors

Course Outline

Training for governors on the provision for children with special educational needs and disabilities.

Further Details

The course will be led by senior inclusion and SEND improvement advisers. It will be particularly relevant to the SEND governor or any governor interested in ensuring good provision for children with special educational needs.

Outcome

- to know what governors’ statutory duties are as detailed in the SEND Code of Practice
- to understand the roles and responsibilities of the SEND governor
- to understand local initiatives in inclusion and SEND, and the impact they may have on governors role
- to know how schools are funded for children with SEND

Dates	Cost per delegate
17 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0117-T004

1.28. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service Senior Officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions! Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body's role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
19 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0117-T005

1.29. Governor - Pupil Voice / Child Friendly City

Delivered by the Voice and Influence Team

Course Outline

The vision for Leeds is to have schools at the heart of successful communities with brilliant learning and brilliant learning places reflecting the needs of the children and young people.

Further Details

Such transformation requires governors to have robust pupil participation at all levels of strategic planning and for this to become embedded in all the school does.

Outcome

To know how schools can put pupil participation in practice

To be able to give examples of how Leeds schools are involving pupils in decision making processes

To understand the links between the school councils, cluster councils and local and city wide youth forums

To be able to take practical suggestions to the governing body in involving pupils in strategic planning such as reviewing and developing school policies

Dates	Cost per delegate
25 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0117-T010

1.30. Governor - Induction Course Module 2 for Governors

Delivered by Senior Officers from Governor Support Service

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
26 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0117-T007

1.31. Governor - Handling Complaints to the Governing Body

This course will be delivered by the Children's Services Customer relations service

Course Outline

This course will look at the headteacher's and governing body's relative roles and powers when handling both 'informal' and 'formal' complaints from parents and other members of the community.

Further Details

The session will look at effective practice in the early stages to ensure that complaints are handled appropriately in order that they are resolved satisfactorily. All schools, however well led and managed will receive concerns or complaints from parents or other stakeholders at some time. It is important therefore that one or two governors from each governing body attend the training to ensure that complaints are dealt with appropriately.

Outcome

- To know what constitutes a complaint
- To know how to deal with complaints on an informal basis
- To be familiar with Leeds City Council model complaints policy and the role of governors within this

Dates	Cost per delegate
31 Jan 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0117-T008

1.32. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body’s role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
09 Feb 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0217-T001

1.33. Governor - Induction Course Module 2 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
23 Feb 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0216-T006

1.34. Governor - Pupil Premium and Closing the Gap

Delivered by Performance Data Professionals

Course Outline

The session will be led by an experienced head teacher and performance data professional.

Further Details

The course will provide an overview of the various performance data sources available to governors, such as RAISEOnline and Fischer Family Trust, It will allow governors to access questions about these analyses and become familiar with how to use them. Governors will discuss and rehearse the key questions that they need to be asking school leaders around the performance of their children and young people, particularly those in receipt of the pupil premium. Examples include of resources for governors to use to evaluate practice in their schools.

Outcome

- Develop an understanding of the strengths and areas for improvement in your school's practice
- Understand what the pupil premium is for and best practice around how this can be used
- Challenge and support the leadership of the school

Dates	Cost per delegate
28 Feb 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0217-T002

1.35. Governor - Assessment and Data (Primary Focus) for Governors

Course Outline

.Governors need to make sure that they understand the role of assessment and how data is used in their school so that they feel empowered to ask pertinent and searching questions. This training is mainly primary school focussed and its purpose is to develop the capacity of governors to understand the requirements of statutory assessment. The session will look at the

demands of both statutory and ongoing assessment across all year groups.

Further Details

This session will help governors to challenge and support their school's leadership team in their efforts to bring about school improvement. It will enable governors to look at key statutory documentation, consider key principles and evaluate the protocols used in their own school. It will allow cover how governing bodies can obtain objective data from Ofsted, the DfE and RAISEonline. The session will also cover key changes to data available to schools from 2015-16 and how it is being used in school.

Outcome

Governors will:

- be aware of the changes to statutory assessment over the last year
- have an understanding of key statutory documents used in schools
- consider the way in which statutory guidance has impacted upon their own school in 2015-16
- understand the role of governors in ensuring that statutory guidance is followed
- understand the importance of using a range of measures to evaluate the performance of their school
- be able to develop questions to put to headteachers and other school staff in terms of statutory assessment

Dates	Cost per delegate
02 Mar 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0317-T001

1.36. Governor - Rejuvenate your governance!

Delivered by Governor Support Senior Officers

Course Outline

Have you already completed the governor induction programme?

Have you been a governor for a couple of years?

Whether you are a maintained school, an academy or free school or even part of an established Multi Academy Trust (MAT), governors have a growing role within the education system and one that should be utilised to benefit the entire school.

Further Details

This session has been devised following feedback from number governors after they have completed the induction modules. Comments on further information they would have liked include: “More time to compare how other schools/governing bodies operate” “more time to explore the role” “more in depth training” and “Would like to do it again for all of it to sink in”

Outcome

- Understand how the school vision impacts on outcomes for children
- Appreciate the diverse range of governance models in the light of greater school autonomy
- Know how to ensure the governing body has the right skills, experience and structures to monitor and evaluate the impact of new initiatives
- Understand how to develop a consistent approach to monitoring, evaluating and evidencing impact of government initiatives such as pupil premium and primary sports funding
- Plan for the contribution and development of all governors
- Know how to challenge constructively
- Know how to work effectively with your clerk

Dates

07 Mar 2017 18:30 - 20:30

Cost per delegate

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue:

Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0317-T002

1.37. Governor - Academy Governance

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure governance is effective in contributing to the raising of standards in academies.

Further Details

The course is a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governance board for information.

Outcome

- To understand the main purpose of governance in academies
- Define the powers and duties
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governance boards role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
09 Mar 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0317-T003

1.38. Governor - Governance for Secondary Schools

Course Outline

Assessment, Data and Sixth Form Provision

Further Details

Secondary Governance - assessment, data and sixth form provision

Dates

15 Mar 2017 18:30 - 20:30

Cost per delegate

FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Secondary Academy: £120.00
 Secondary School: £120.00

Venue:

Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0317-T004

1.39. Governor - Preparing for Ofsted and strong governance

Delivered by governor support service officers and Chairs of governing bodies which have recently undergone an Ofsted inspection

Course Outline

This session will consider the practices, principles and approaches used by some of the best governing bodies and will be facilitated by governors from some of Leeds schools' outstanding governance boards.

Further Details

This session provides an opportunity to consider the most recent changes to the framework and how governors can be prepared. Links to the school improvement plan and performance management will also be discussed. Hints and tips from the Chairs who have been through recent inspections will be shared with governors.

Outcome

- To know the key judgements of the Ofsted framework
- To know how the timings of inspections is determined
- To consider how governance contributes to the leadership and management judgement
- To look at how governing bodies can prepare for Ofsted and the questions governors may be asked
- To know what the governing body needs to do if an external review of governance is recommended by Ofsted
- To consider an audit of the governing body

Dates	Cost per delegate
16 Mar 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0317-T005

1.40. Governor - Performance management

Course Outline

Performance management is a key process in raising achievement

Further Details

Headteacher Appraisal

Governing Boards in maintained schools have a statutory duty to appraise the performance of the Headteacher, support and address their Headteacher’s professional development needs, make a pay recommendation, and to set objectives for the Headteacher. Academies may

choose to adopt the requirements for maintained schools if they wish.

Governing Boards also have to appoint an external adviser for support and advice, and to consult that adviser on setting objectives and appraisal of the Headteacher.

For both maintained schools and the academy sector securing accountability for the educational performance of the school and its pupils and for driving school improvement the performance management of the Headteacher is crucial; it remains one of the core functions of governance.

Outcome

Course outcomes:

- To understand the strategic importance of performance management and how this links with school's improvement priorities and cycle, pay, appraisal and capability policies, and staffing structure.
- To understand the statutory requirements of the School Teachers' Pay and Conditions and Teachers' Standards in the performance management of both the Headteacher and teaching staff.
- To understand the role of the External Adviser / SIA and how this role supports the Governing Board's sub-group / panel with its performance management of the Headteacher
- To understand SMART objectives and how governors may monitor progress made towards addressing these over the appraisal cycle.

Dates	Cost per delegate
21 Mar 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0317-T006

1.41. Governor - Early Years Foundation Stage (EYFS) for Governors

Successful delivery of the Statutory Early Years Foundation Stage (EYFS) framework is key to ensuring children are 'ready for school'.

Course Outline

The session will look at how, working in partnership, governors can influence the quality and standards of this important key stage. In longer inspections Ofsted have a separate early years judgement.

The session is for governors who want to know more about early years or those wishing to be a link governor for early years. However Headteachers or members of senior leadership team wishing to broaden their knowledge of early years are welcome to attend the course with their governor(s).

Further Details

This session will introduce delegates to the main principles and practice of the statutory EYFS framework. The session will include a video clip and discussion to support governors with understanding what good practice looks like in nursery and reception classes. We will also introduce the key themes of observation, assessment and the 'characteristics of effective learning'.

Comments from previous sessions:

Well laid out and instructive

All useful – good discussion. Thank you – I really enjoyed it.

Outcome

- To have some understanding of the Early Years Foundation Stage (EYFS) and best practice.
- To know the statutory assessment arrangements and relevant assessment data.
- To understand the role of your EYFS teacher(s) and support him/her effectively.
- To understand how to use EYFS assessment data to support governors' strategic role in relation to school/academy improvement.

Dates

Cost per delegate

23 Mar 2017 18:30 - 20:30

Cluster / Family of Schools: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Out of LA: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0317-T007

1.42. Governor - Assessment and Data Primary Focus for Governors

Course Outline

Governors need to make sure that they understand the role of assessment and how data is used in their school so that they feel empowered to ask pertinent and searching questions. This training is mainly primary school focussed and its purpose is to develop the capacity of governors to understand the requirements of statutory assessment. The session will look at the demands of both statutory and ongoing assessment across all year groups.

Further Details

This session will help governors to challenge and support their school's leadership team in their efforts to bring about school improvement. It will enable governors to look at key statutory documentation, consider key principles and evaluate the protocols used in their own school. It will allow cover how governing bodies can obtain objective data from Ofsted, the DfE and RAISEonline. The session will also cover key changes to data available to schools from 2015-16 and how it is being used in school.

Outcome

Governors will:

- be aware of the changes to statutory assessment over the last year
- have an understanding of key statutory documents used in schools
- consider the way in which statutory guidance has impacted upon their own school in 2015-16

- understand the role of governors in ensuring that statutory guidance is followed
- understand the importance of using a range of measures to evaluate the performance of their school
- be able to develop questions to put to headteachers and other school staff in terms of statutory assessment

Dates	Cost per delegate
04 May 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0517-T002

1.43. Governor - Early Years Foundation Stage (EYFS) for Governors

Successful delivery of the Statutory Early Years Foundation Stage (EYFS) framework is key to ensuring children are ‘ready for school’.

Course Outline

The session will look at how, working in partnership, governors can influence the quality and standards of this important key stage. In longer inspections Ofsted have a separate early years judgement.

The session is for governors who want to know more about early years or those wishing to be a link governor for early years. However Headteachers or members of senior leadership team wishing to broaden their knowledge of early years are welcome to attend the course with their governor(s).

Further Details

This session will introduce delegates to the main principles and practice of the statutory EYFS framework. The session will include a video clip and discussion to support governors with

understanding what good practice looks like in nursery and reception classes. We will also introduce the key themes of observation, assessment and the ‘characteristics of effective learning’.

Comments from previous sessions:

Well laid out and instructive

All useful – good discussion. Thank you – I really enjoyed it.

Outcome

- To have some understanding of the Early Years Foundation Stage (EYFS) and best practice.
- To know the statutory assessment arrangements and relevant assessment data.
- To understand the role of your EYFS teacher(s) and support him/her effectively.
- To understand how to use EYFS assessment data to support governors’ strategic role in relation to school/academy improvement.

Dates	Cost per delegate
10 May 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Out of LA: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0517-T003

1.44. Governor - Performance management

Course Outline

Performance management is a key process in raising achievement

Further Details

Headteacher Appraisal

Governing Boards in maintained schools have a statutory duty to appraise the performance of the Headteacher, support and address their Headteacher’s professional development needs, make a pay recommendation, and to set objectives for the Headteacher. Academies may choose to adopt the requirements for maintained schools if they wish.

Governing Boards also have to appoint an external adviser for support and advice, and to consult that adviser on setting objectives and appraisal of the Headteacher.

For both maintained schools and the academy sector securing accountability for the educational performance of the school and its pupils and for driving school improvement the performance management of the Headteacher is crucial; it remains one of the core functions of governance.

Outcome

Course outcomes:

- To understand the strategic importance of performance management and how this links with school’s improvement priorities and cycle, pay, appraisal and capability policies, and staffing structure.
- To understand the statutory requirements of the School Teachers’ Pay and Conditions and Teachers’ Standards in the performance management of both the Headteacher and teaching staff.
- To understand the role of the External Adviser / SIA and how this role supports the Governing Board’s sub-group / panel with its performance management of the Headteacher
- To understand SMART objectives and how governors may monitor progress made towards addressing these over the appraisal cycle.

Dates	Cost per delegate
11 May 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0517-T006

1.45. Governor - Pupil Premium and Closing the Gap

Delivered by Performance Data Professionals

Course Outline

The session will be led by an experienced head teacher and performance data professional.

Further Details

The course will provide an overview of the various performance data sources available to governors, such as RAISEOnline and Fischer Family Trust, It will allow governors to access questions about these analyses and become familiar with how to use them. Governors will discuss and rehearse the key questions that they need to be asking school leaders around the performance of their children and young people, particularly those in receipt of the pupil premium. Examples include of resources for governors to use to evaluate practice in their schools.

Outcome

- Develop an understanding of the strengths and weaknesses of their school
- Understand and take account of pupil performance
- Challenge and support the leadership of the school

Booking Information

Please book this course through Governor Support Service - education.governors@leeds.gov.uk

Dates

Cost per delegate

16 May 2017 18:30 - 20:30

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0517-T005

1.46. Governor - Special Educational Needs and Disabilities For Governors

Delivered by Senior Inclusion and SEND Improvement Advisors

Course Outline

Training for governors on the provision for children with special educational needs and disabilities.

Further Details

The course will be led by senior inclusion and SEND improvement advisers. It will be particularly relevant to the SEND governor or any governor interested in ensuring good provision for children with special educational needs.

Outcome

- to know what governors' statutory duties are as detailed in the SEND Code of Practice
- to understand the roles and responsibilities of the SEND governor
- to understand local initiatives in inclusion and SEND, and the impact they may have on governors role
- to know how schools are funded for children with SEND

Dates

Cost per delegate

18 May 2017 18:30 - 20:30

Cluster / Family of Schools: £120.00
 FE/Post-16: £120.00
 Leeds City Council Staff: £0.00
 Local Authority: £0.00
 Nursery School: £120.00
 Primary Academy: £120.00
 Primary Out of LA: £120.00
 Primary School: £120.00
 PRU: £120.00
 Secondary Academy: £120.00
 Secondary Out of LA: £120.00
 Secondary School: £120.00
 Special Out of LA: £120.00
 Special School: £120.00
 Through School: £120.00

Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0517-T004

1.47. Governor - Developing the Role of the Chair Part 3

Delivered by Governor Support Service and Local Leaders of Governance

Course Outline

This is the third of three sessions and will be based on the results of a pre-course questionnaire and will examine in more detail aspects of the chairs' role identified by the participants as being areas for development

Further Details

- Using information strategically
- Holding the school to account for standards

The sessions will encourage participants to share leadership skills and make good use of the expertise and knowledge of others. There will also be ample opportunity for participants to share challenges and successes with other chairs and to discuss topical issues.

Outcome

- To be able to successfully manage the relationship between the chair and the head teacher
- To gain confidence in the chair's role in leading the governing body to become more effective at strategic leadership
- To gain strategies for the recruitment and retention of governors with the required skills and experience

- To know how the structure of the governing body and committees impacts on the effectiveness of the governing body
- To know what information is available to governing bodies and how to use this strategically
- To ensure the governing body is able to hold the school to account

Dates	Cost per delegate
08 Jun 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0617-T001

1.48. Governor - Handling Complaints to the Governing Body

This course will be delivered by the Children’s Services Customer relations service

Course Outline

This course will look at the headteacher's and governing body's relative roles and powers when handling both 'informal' and 'formal' complaints from parents and other members of the community.

Further Details

The session will look at effective practice in the early stages to ensure that complaints are handled appropriately in order that they are resolved satisfactorily. All schools, however well led and managed will receive concerns or complaints from parents or other stakeholders at some time. It is important therefore that one or two governors from each governing body attend the training to ensure that complaints are dealt with appropriately.

Outcome

- To know what constitutes a complaint
- To know how to deal with complaints on an informal basis
- To be familiar with Leeds City Council model complaints policy and the role of governors within this

Dates	Cost per delegate
13 Jun 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0617-T002

1.49. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body's role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
15 Jun 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-0616-T005

1.50. Governor - Induction Course Module 2 for Governors

Delivered by Senior Officers from Governor Support Service

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
22 Jun 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: City of Leeds Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0617-T004

1.51. Governor - Induction Course Module 1 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- To understand the main purpose of governance and the role of the governing body
- Define the powers and duties of governing bodies
- To identify the key elements of the strategic role including the importance of the school development plan
- To understand the governing body’s role in overseeing the financial performance of the school
- To help new governors to become confident and effective

Dates	Cost per delegate
28 Jun 2017 10:30 - 12:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Museum, Millennium Square, Leeds, LS2 8BH

Code: Gov-0617-T003

1.52. Governor - Induction Course Module 2 for Governors

Delivered by Governor Support Service senior officers

Course Outline

The basic elements of governance are covered in this course which will be delivered with emphasis on the challenges of making sure school governance is effective in contributing to the raising of standards in school.

Further Details

The courses are a combination of presentations, group discussions, group and individual activities and plenty of time for questions. Hand-outs will be provided and it is recommended that these are circulated to the whole governing body for information.

Outcome

- Understand the governors' role in monitoring
- Appreciate the range of performance information available to the school
- Participate confidently in visits to school
- Explain why, how and to whom schools are accountable
- Understand how the headteacher is accountable to the governing body

Dates	Cost per delegate
05 Jul 2017 10:30 - 12:30	Cluster / Family of Schools: £120.00 EYFS PVI: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue: Leeds City Museum, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG	

Code: Gov-0717-T001

1.53. Governor - Effective Committee Governance

Delivered by Governor Support Service Senior Officers

Course Outline

This session is designed to help you plan the work of your committees with practical ideas and support.

Further Details

You will have the opportunity to get the most out of time in meetings with agendas that support school improvement planning and minutes that demonstrate to Ofsted the strategic challenge that the governing body provides. The learning improvement team and a senior finance officer will give further information about the specific role of the teaching and learning and finance committees respectively.

Outcome

- To understand the reasons for having committees, their terms of reference, membership and remit
- To be able to set agendas which fulfil statutory responsibilities and are aligned to the school development plan and ensure committee minutes demonstrate challenge
- To understand the specific role of the teaching and learning committee
- To understand the specific role of the finance committee

Booking Information

Support is available from education.governors@leeds.gov.uk

Dates	Cost per delegate
06 Jul 2017 18:30 - 20:30	Cluster / Family of Schools: £120.00 FE/Post-16: £120.00 Leeds City Council Staff: £0.00 Local Authority: £0.00 Nursery School: £120.00 Primary Academy: £120.00 Primary Out of LA: £120.00 Primary School: £120.00 PRU: £120.00 Secondary Academy: £120.00 Secondary Out of LA: £120.00 Secondary School: £120.00 Special Out of LA: £120.00 Special School: £120.00 Through School: £120.00
Venue:	Leeds City Academy, Conference Annex, Bedford Field, Woodhouse Cliff, Leeds, LS6 2LG

Code: Gov-1016-T003

1.54. Governor Forum Networking Day - For governors, by Governors

For governors, by governors: governor networking day.

Course Outline

Would you like to meet other governors in Leeds? Would it help to have some space to discuss and swap notes with other governors about what works and who to contact for help?

This year, the Leeds Governors' Forum (a recently refreshed group that represents all governors in Leeds) thought that a networking style event with practical table-top discussions would be valuable. Some of us feel quite isolated as governors and we would like to get to know other governors across Leeds and what other governing bodies do to improve the school experience for our pupils.

Further Details

There are significant issues that are currently facing our schools. Some issues we raised at our last Governors' Forum meeting include: recruitment & retention of staff, financial pressures, understanding life after levels, academisation, pupil numbers. We won't be able to solve all these issues on the day, but we hope to share good practice, contacts & tips. We will also be joined by local representatives to help answer our questions.

Outcome

To share good practice, contacts & tips.

Audience

Governors

Dates	Cost per delegate
15 Oct 2016 09:00 - 14:00	£25.00
Venue: Banqueting Suite - Leeds Civic Hall	

Code: Gov-1016-T009