

**SIPS**

**EDUCATION**

**Keeping children safe**

**Education  
Excellence**



**Governor Training  
Programme**

**2019/20**

The SIPS Governor Training team is here to professionally support at each step of the journey:

**Knowledge**

**Practical Advice**

**Law & Regulation**

**Best Practice**

**SMARTER  
SPECIALIST  
SUPPORT**



Join the many  
governors who have  
trained with SIPS



# Welcome to SIPS

**An introduction from Kim Whiting, Director for HR & Learning.  
Welcome to SIPS, the education experts here to help your school excel.**

This brochure has been developed with the aim to enhance your knowledge, skills and confidence needed for effective governance.

SIPS offer your school the option to purchase a package which includes a training review and unlimited access to all training courses (excluding Safer Recruitment and New Chair of Governor Training).

SIPS recognise the ever increasing demands placed on Governors and can offer extensive support by providing a training review with our Senior Consultant.

#### **The purpose of the review will be to:**

- Discuss training needs associated with the revised Governance Handbook (January 2017) and associated Competency Framework for Governance;
- Consider how these needs can be addressed within the core package of training and/or through school-based, bespoke sessions for your Governing Board.

#### **How to book your training review**

**Please email: [andrea.dawson@sips.co.uk](mailto:andrea.dawson@sips.co.uk)**

#### **the following information:**

- School
- Suggested dates and times
- Who will be attending the consultation meeting
- New Chair of Governor Training

SIPS offer flexibility, consultation bookings can be made by either the Chair or the Head Teacher.

#### **Complete solutions**

This brochure details the comprehensive governor training courses on offer. Please take the opportunity to find out more. We look forward to hearing from you.

Kind Regards,

*Kim*

Kim Whiting  
Director for HR & Learning.  
[kim.whiting@sips.co.uk](mailto:kim.whiting@sips.co.uk)

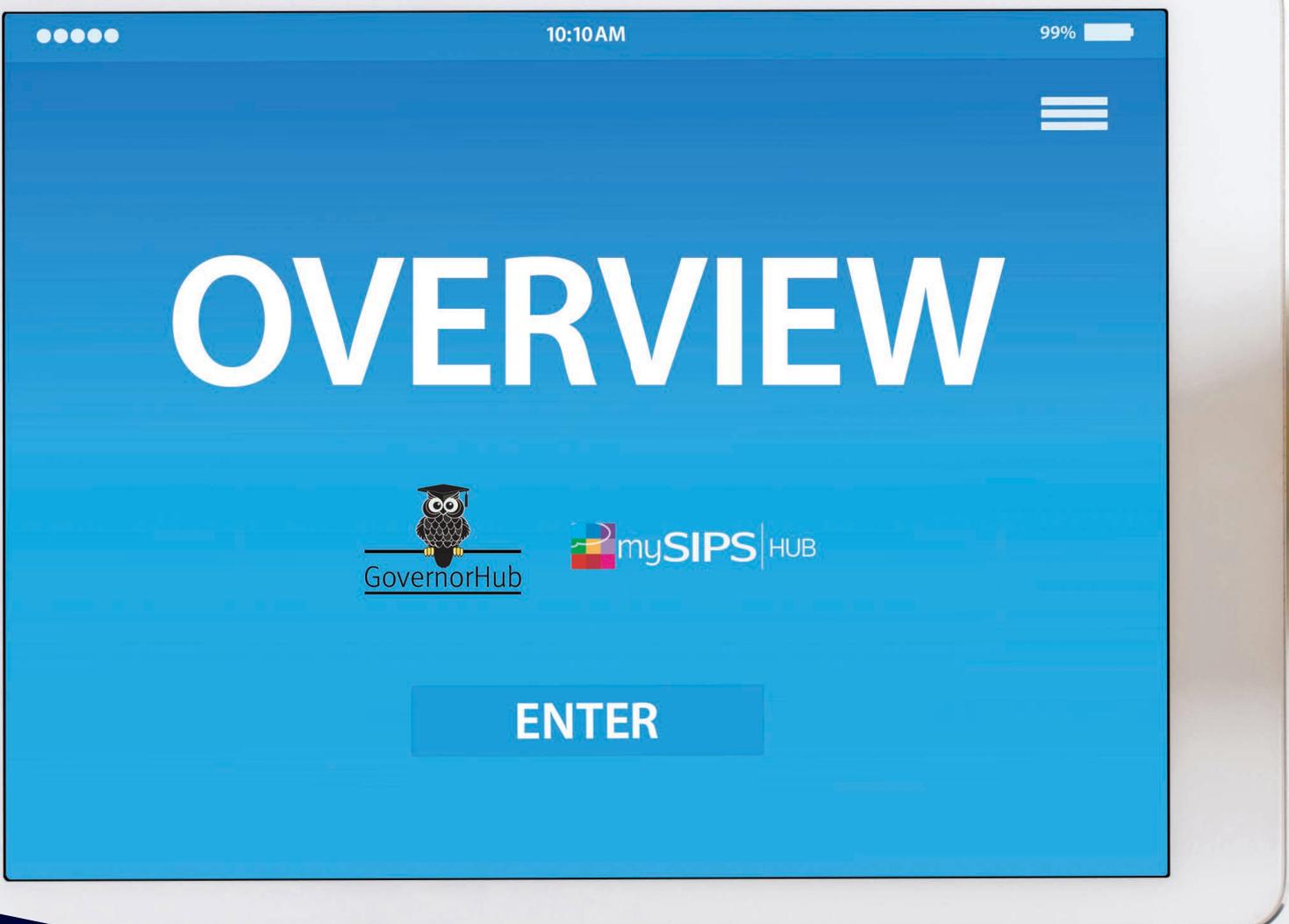




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**OVERVIEW**



**ENTER**

**Course Overview**

**A summary of the courses available at SIPS**

SIPS offers an extensive range of courses which are divided into two sections.

## Course Overview

Section One covers the absolute fundamentals of Governance.

Section Two covers the wider range of options available to create an overall balanced and fully equipped School Governor.

### Section 1 Induction Programme

<b>Getting You Started</b>	Mon 29 April 2019 10.00 – 12.00	Wed 2 Oct 2019 18.10 – 20.10	Wed 27 Nov 2019 10.00 – 12.00	Wed 5 Feb 2020 18.10 – 20.10
<b>Financial Planning</b>	Wed 1 May 2019 10.00 – 12.00	Wed 16 Oct 2019 18.10 – 20.10	Wed 11 Dec 2019 10.00 – 12.00	Wed 26 Feb 2020 18.10 – 20.10
<b>Performance Accountability</b>	Mon 20 May 2019 10.00 – 12.00	Wed 6 Nov 2019 18.10 – 20.10	Mon 13 Jan 2020 10.00 – 12.00	Wed 18 Mar 2020 18.10 – 20.10
<b>Strategic Direction</b>	Tues 18 Jun 2019 10.00 – 12.00	Wed 20 Nov 2019 18.10 – 20.10	Tue 21 Jan 2020 10.00 – 12.00	Wed 1 Apr 2020 18.10 – 20.10

### Section 2 Core Programme

<b>Dealing with Complaints for Governors: A Practical Overview</b>	Tues 7 May 2019 10.00 – 12.00			
<b>PREVENT Preventing Extremism in Schools</b>	Wed 15 May 2019 10.00 – 12.00	Wed 18 Sept 2019 18.10 – 20.10		
<b>General Data Protection Regulation (GDPR)</b>	Thurs 13 Jun 2019 14.00 – 16.00			
<b>Safer Recruitment*</b>	Thurs 20 Jun 2019 9.30 – 15.30	Fri 18 Oct 2019 9.30 – 15.30	Fri 13 Mar 2020 9.30 – 15.30	
<b>Well-Being</b>	Wed 26 June 2019 10.00 – 12.00			
<b>SEN &amp; Disabilities</b>	Mon 7 Oct 2019 10.00 – 12.00	Wed 15 Jan 2020 18.10 – 20.10		
<b>Valuable School Visits to Show Impact</b>	Fri 11 Oct 2019 10.00 – 12.00			
<b>The Competency Framework for Governance</b>	Wed 9 Oct 2019 18.10 – 20.10			
<b>Safeguarding – Level One</b>	Tue 15 Oct 2019 9.30 – 12.00	Thu 16 Jan 2020 16.00 – 18.30		
<b>New Chair of Governor Training*</b>	Mon 21 Oct 2019 9.00 – 13.00			
<b>Head Teacher/Principal Appraisal</b>	Wed 23 Oct 2019 18.10 – 20.10	Thu 7 Nov 2019 10.00 – 12.00		
<b>Providing Professional Challenge</b>	Mon 11 Nov 2019 10.00 – 12.00	Wed 4 Mar 2020 18.10 – 20.10		
<b>The Health and Safety Governor</b>	Fri 15 Nov 2019 9.30 – 12.00			
<b>Advanced School Finance</b>	Fri 29 Nov 2019 10.00 – 12.00			
<b>Pupil Exclusions and Appeals</b>	Wed 4 Dec 2019 18.10 – 20.10	Tue 10 Mar 2020 10.00 – 12.00		
<b>Safeguarding Children &amp; Young People in a Digital World</b>	Mon 9 Dec 2019 10.00 – 12.00			
<b>Understanding HR and the Law: A Practical Overview</b>	Tue 11 Feb 2020 10.00 – 12.00			

\*If your school has purchased the Governor Training Package, all courses with the exception of Safer Recruitment and New Chair of Governor Training (additional cost) are free of charge. Schools that have opted for pay-as-you-go will be invoiced separately.

Note: All evening courses will start at 18.10 to allow access to free parking on Tesco and Council car parks.

A smiling man with dark hair and a beard, wearing a grey blazer over a blue and white striped shirt, is pointing with a white marker at a whiteboard. He is holding a red marker in his other hand. In the foreground, the back of a man's head with a red beard is visible, looking towards the speaker. The background shows a bright, modern office or meeting room with a whiteboard on a stand and a computer monitor.

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## **Section 1** **Induction Programme**

**Essential for new Governors**



# Section 1 Induction Programme

## Getting You Started

This valuable starting point will provide you with an oversight of the main activities of a school Governing Board and how you will be expected to contribute to it.

### Objectives:

- Guidelines on being an effective Governor
- DfE expectations.

### Course Dates:

10.00 – 12.00	Mon 29 April 2019
18.10 – 20.10	Wed 2 Oct 2019
10.00 – 12.00	Wed 27 Nov 2019
18.10 – 20.10	Wed 5 Feb 2020

## Financial Planning

School improvement requires consistent and regular exchanges of information to be shared between the Senior Leadership and Governors.

Governors will leave the session confident to carry out their role with the outcome that they can be more involved in effective school self-evaluation and ensure financial probity.

### Objectives:

- Develop an understanding of how school finances operate
- Learn how to interpret information
- How to ask the right questions and how to make decisions on expenditure for school improvement
- Brief introduction to school performance data to support Governors in developing an understanding of current data reporting.

### Course Dates:

10.00 – 12.00	Wed 1 May 2019
18.10 – 20.10	Wed 16 Oct 2019
10.00 – 12.00	Wed 11 Dec 2019
18.10 – 20.10	Wed 26 Feb 2020

## Performance Accountability

Governors are expected to not only support and challenge their school but to also have an informed opinion about its performance. We will explore the relationship between Governors and schools as well as providing many tips on ways to avoid being over-reliant on your Head Teacher as a source of information, including how to make an effective monitoring visit.

### Objectives:

- The importance of support versus challenge
- The evidence Ofsted look for to demonstrate an effective Governing Board
- Information you require from your Head Teacher
- Alternative sources of information available to you
- Tips for making a school visit.

### Course Dates:

10.00 – 12.00	Mon 20 May 2019
18.10 – 20.10	Wed 6 Nov 2019
10.00 – 12.00	Mon 13 Jan 2020
18.10 – 20.10	Wed 18 Mar 2020

## Strategic Direction

This session will look at the setting of a vision and a strategic plan to achieve it.

### Objectives:

- How to write a vision statement
- How to set and monitor objectives
- What is ethos & culture and how can it be influenced?
- What does a school improvement strategy look like?
- How targets, staffing and budgets are linked
- How to hold the Head Teacher to account.

### Course Dates:

10.00 – 12.00	Tues 18 Jun 2019
18.10 – 20.10	Wed 20 Nov 2019
10.00 – 12.00	Tue 21 Jan 2020
18.10 – 20.10	Wed 1 Apr 2020



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## **Section 2** **Core Programme**

**Key for expertise in Governance**



### Dealing with Complaints for Governors: A Practical Overview

This session will provide Governors with an overview of dealing with school complaints. The session will discuss the responsibilities of the Governing Board in relation to complaints received and provide details of how to manage them in line with the new Sandwell MBC Complaints Policy.

**Objectives:**

- Overview of policy and process
- Understand what constitutes a complaint
- Support Governors in dealing with complaints
- Dealing with vexatious or serial complainants

**Course Dates:**

10.00 – 12.00

Tues 7 May 2019

### PREVENT – Preventing Extremism in Schools

This course is designed to enable governors to meet their legal duty and to understand the importance of preventing extremism as part of a school's safeguarding responsibilities.

**Objectives:**

- The threat and risk posed by extremism
- Who might be vulnerable to extremism, how that vulnerability can be exploited, and how schools can access support with any concerns
- What the "Prevent Duty" means for schools in practice, and how compliance with the duty will help safeguard your school community
- The contribution that Governors can make in respect of Prevent
- What Ofsted may ask in relation to Prevent

**Course Dates:**

10.00 – 12.00

Wed 15 May 2019

18.10 – 20.10

Wed 18 Sept 2019





## Section 2 Core Programme

### General Data Protection Regulation (GDPR)

This session will give an overview of the GDPR rules, which came into force in May 2018.

**Objectives:**

- What is GDPR?
- Understanding the difference between GDPR vs. the Data Protection Act
- Common terminology
- Overview of the legal framework – articles, principles and the rights of the Data Subject
- Next steps – demonstrating compliance.

**Course Dates:**

14.00 – 16.00

Thurs 13 Jun 2019

### Safer Recruitment\*

The accredited Safer Recruitment session provides valuable information on a safer school culture, advice and guidance to strengthen safeguards against employing unsuitable people in schools.

Having successfully completed the day, Governors will receive a certificate in Safer Recruitment, a copy of which should be held at the school.

Governors are advised that certificates remain valid for 5 years after which a renewal must be made to meet current regulations.

Certificates will be issued and forwarded to your school.

\* Additional charge for this course. Please ask for details.

**Objectives:**

- Aid Governors in helping their schools to demonstrate that they have an effective recruitment and selection process in place that ensures pupils are both well taught and protected.

**Course Dates:**

9.30 – 15.30

Thurs 20 Jun 2019

9.30 – 15.30

Fri 18 Oct 2019

9.30 – 15.30

Fri 13 Mar 2020



#### Well-Being

Staff in schools work incredibly hard to support the emotional Well-Being of the children and young people in their care, however, at times they can forget about their own Well-Being. In order to fully support the pupils in their care you need to make sure staff are cared for too. Addressing the Well-Being of staff in schools is an important step to supporting the Well-Being of pupils, because engaged and cared for staff are better able to care for pupils.

#### Objectives:

- This Well-Being session focuses on how you can support Well-Being in your school by nurturing employee resilience and identifying and addressing sources of stress.

#### Course Dates:

10.00 – 12.00      Wed 26 June 2019

#### SEN & Disabilities

This session informs Governors of the implications of the Special Educational Needs and Disability (SEND) aspects of the Children and Families Act 2014.

#### Objectives:

- Develop awareness of the SEND agenda and the associated Code of Practice
- Gain understanding of personalisation and person-centred approaches
- The implications for schools will be explored so that appropriate support and challenge can be offered, especially in the role of the SEN Governor.

#### Course Dates:

10.00 – 12.00      Mon 7 Oct 2019  
18.10 – 20.10      Wed 15 Jan 2020

#### Valuable School Visits to Show Impact

Governor visits to school can be enormously useful, it is essential that governors and the school-based staff are clear about the purpose for the visit.

One of the elements of effective governance is knowing your school and to enable you to do this you need to visit within the school day.

This short course helps you to look at your visits protocol, clarity around what you do on visits, dos and don'ts whilst you are in school, how and what to record, model visit forms etc.

#### Objectives:

- Clarify the purpose of school visits and challenging questions within the context of the Governing Board's core functions;
- Identify the requirements of the Code of Conduct and the school's policies & procedures and best practice for visits to ensure that school visits are focussed on the Board's priorities & improvement plans and how they are working;
- Practise the skills of preparation, visits and feedback and reinforce the importance of challenging questions in holding Leaders to account;
- Explore and practise a range of questioning techniques for different situations; and
- Reinforce the links between insights gained through visits and robust accountability and challenging questions where necessary

#### Course Dates:

10.00 – 12.00      Fri 11 Oct 2019



#### The Competency Framework for Governance

The restructure of the Governance Handbook in January 2018 coincided with the release of the DfE's new competency framework, which sets out the skills, behaviours and knowledge needed for effective governance.

The framework is based around 'six features of effective governance', which are also now used to structure the Governance Handbook, with a chapter allocated for each feature.

**This training will focus on:**

- the principles and personal attributes which, alongside the commitment of time and energy to the role, underpin effective governance;
- the knowledge and skills required for effective governance and how these are organised into those which are essential for everyone on the board, those which are required of the chair and those which at least someone on the board should have
- ensure the expected behaviours are included in the boards' code of conduct.

**Objectives:**

- Inform a skills audit, identifying training needs and/or develop a training and development programme
- Put together role specifications and determine interview questions for recruiting to the Board and/or in selecting or recruiting a Chair
- Plan induction for people new to the board
- Support a review of the Board's effectiveness
- Demonstrate the key characteristics and expectations of their roles to others (including Ofsted).

**Course Dates:**

18.10 – 20.10

Wed 9 Oct 2019

#### Safeguarding – Level One

This session will ensure Governors are up to date with current guidance for Safeguarding and Child Protection and give them the opportunity to ask questions that they may have.

Certificates will be issued and forwarded to your school.

**Objectives:**

- Understanding the difference between Safeguarding and Child Protection is a key piece of learning as a Governing Board
- Provide Governors with a knowledge and understanding of the importance of safeguarding within schools
- Look at local perspectives and information regarding the Audit Toolkit that replaces the Section 175 and 157 Annual Report to Governors.

**Course Dates:**

9.30 – 12.00

Tue 15 Oct 2019

16.00 – 18.30

Thu 16 Jan 2020





### New Chair of Governor Training\*

The effective chairing of the governing board requires a range of skills; ensuring statutory duties are carried out correctly; maintaining an effective relationship with the school's leadership, and working effectively with fellow Governors.

#### Objectives:

- By the end of the session governors will be able to:
- Understand the extent of the Chair's responsibilities and powers
  - Establish a productive working relationship with the Head Teacher
  - Manage and lead the work of the governing board
  - Lead the governing board in their task of raising standards and holding the school to account
  - Ensure the governing board is accountable to stakeholders

#### Course Dates:

9.00 – 13.00

Mon 21 Oct 2019

\* Additional charge for this course. Please ask for details.

### Head Teacher/Principal Appraisal

The appraisal of all staff in schools is a key role of Governors but is especially important for those Governors with responsibility for Head Teacher Appraisal. This session is a must for Governors appointed to appraise the Head Teacher. It is also open to any Governor who wishes to gain a fuller understanding of the appraisal process.

#### The session will include:

- The Head Teacher Appraisal – overview and process
- The role of the Appraiser (Governor)
- Sources of evidence in relation to Head Teacher appraisal
- Ongoing review of evidence and support.

#### Course Dates:

18.10 – 20.10

Wed 23 Oct 2019

10.00 – 12.00

Thu 7 Nov 2019





### Providing Professional Challenge

Ofsted views professional challenge as a fundamental responsibility of governance. It is a positive activity, a sign of good practice and effective, collaborative working, based on mutual accountability. It is about challenging decisions, practice or actions which may not effectively ensure improvements in the quality of education, safety or well-being of pupils at school.

#### Objectives:

- Understand statutory role to hold Senior Leaders to account by asking challenging, well informed questions
- Understand the contribution of Governors and how this can be evaluated as part of the judgement on leadership and management
- Explore how evidence of professional challenge can demonstrate the impact of governance in relation to pupil performance, quality of teaching and the curriculum and the safety and well-being of pupils.

#### Course Dates:

10.00 – 12.00	Mon 11 Nov 2019
18.10 – 20.10	Wed 4 Mar 2020

### The Health & Safety Governor

This session provides the Health and Safety (H&S) Governor with an overview of the Health and Safety at Work Act 1974, to include H&S Regulations, duties, policy and procedures and their application in the School environment.

#### Objectives:

- Gain an understanding of the H&S Governor's role in supporting the school and the Head Teacher in order to ensure best practice
- Be informed on the management of the H&S framework
- Be aware of the implications and penalties for non-compliance with H&S Law
- Recognise the importance of monitoring, recording and reviewing H&S activity
- Have an insight into risk management and risk assessments.

#### Course Dates:

9.30 – 12.00	Fri 15 Nov 2019
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### Advanced School Finance

This session builds upon the basic introduction to financial planning to equip you with the tools required to hold Senior Leaders to account ensuring financial probity in your school in the role of Finance Governor.

#### Objectives:

- Understand how all schools are funded regardless of status
- How to construct and manage your budget
- Understand best practice in relation to budget monitoring
- Learn how to recognise efficient and effective expenditure
- How to benchmark to ensure consistency
- Clarify the role of the Finance Committee in your school.

#### Course Dates:

10.00 – 12.00

Fri 29 Nov 2019

Governors will leave this session well informed and confident to carry out their responsibilities regarding school finance.

### Pupil Exclusions & Appeals

School exclusion arrangements were revised with effect from September 2012.

This session will give you an understanding of the process and procedures concerned with exclusion that underpin the legal responsibilities of the school and the Governing Board.

#### Objectives:

- Understand the process within the legal framework of exclusion
- Understand the implications of exclusion for the child or young person, their family and the school
- To understand how a disciplinary committee hearing should be conducted and the role of the governors
- To have a deeper understanding of how the Local Authority work to reduce exclusions.

#### Course Dates:

18.10 – 20.10

Wed 4 Dec 2019

10.00 – 12.00

Tue 10 Mar 2020



### Safeguarding Children & Young People in a Digital World

Online safety is an important aspect of safeguarding. It is strongly advised that each school has a nominated online safety Governor who has responsibility for this area and links with the school representative for the online safety aspect of safeguarding and provide information to the Governing Board.

**Objectives:**

- Provide an update on what schools need to be considering and implementing in terms of safeguarding in a digital world for children, young people, staff, families and the community
- Illustrate the rapidly changing usage of technology and its potential impact on learning will be shown and there will be an opportunity for discussion and reflection on current issues and resources.

**Course Dates:**

10.00 – 12.00

Mon 9 Dec 2019

### Understanding HR and the Law: A Practical Overview

This session will provide Governors with an overview of HR in the context of education. The session will discuss the responsibilities of the Governing Board for employment matters, particularly in relation to recruitment and selection, restructuring & redundancy, disciplinary, grievance and management of absence.

**Objectives:**

- Support Governors in developing an understanding of their role in HR matters
- Discuss employment and associated issues such as restructuring & redundancy, disciplinary, grievance and management of absence
- Explain what statutory HR policies are required and how to apply them
- Enable Governors to develop an awareness of the legal implications of getting it wrong.

**Course Dates:**

10.00 – 12.00

Tue 11 Feb 2020





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## Supporting information

All the supporting details you need to ensure SIPS makes a difference to your school



Bespoke training  
focused upon  
your school's  
specific needs...



## In addition to planned training SIPS can offer bespoke solutions...

### Benefits of bespoke sessions

Every school is different, you know your specific requirements, therefore in collaboration with our Consultants we can discuss options for you relating to the subject / objectives required:

- Who you would like to attend e.g. Governing Board and/or teaching staff?
- Would you like certain material/information to be available to the facilitator prior to the session?
- The outcomes
- Any further reviews

### Suggested sessions

- Roles and Responsibilities
- How to Chair Meetings
- Providing Professional Challenge
- Performance Management
- Preparing for Ofsted
- Maintaining 'Outstanding'
- Understanding Advanced School Data
- Monitoring the School Improvement Plan
- Raising Awareness of Prevent
- Safeguarding

### How to book your bespoke training

When you have decided what sessions would be beneficial to your Governing Board, please email [governortraining@sips.co.uk](mailto:governortraining@sips.co.uk) with the following details:

- Name [Head Teacher/Chair]
- School
- Session Title – if you have specific requirements please detail so that we can find the appropriate consultant to support your school
- Date required
- Contact number



# SIPS: Proud to be making a difference...

## Governor Training

“

Having attending 'Getting you Started' I know what to ask during meetings and what my role is...thank you SIPS”

“

The Governor Training Induction courses have clearly outlined my role as a Governor, offering me direction”

“

I have just completed the 'Head Teacher Appraisal' course, it served as a great introduction to the process for me as a Vice Chair, newly appointed to the Appraisal Committee, the learning is much appreciated”

“

Having graduated from 'Providing Professional Challenge' the course clarified my role, enabling me to undertake a 'professional challenge' in a positive way”

“

I visited Guardian House to complete the 'Pupil Exclusions & Appeals' course and feel ready and equipped if ever I'm required to sit upon an appeal panel”

“

I attended 'Advanced School Finance' – It has focused my mind on how the school is spending resources”



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Let SIPS Governor Training make a difference to your school, so your Governors can inspire the next generation



Safe in the knowledge of expert support from the education specialists

SIPS: Here to help...

 0121 296 3000 @ [governortraining@sips.co.uk](mailto:governortraining@sips.co.uk)  [www.sips.co.uk](http://www.sips.co.uk)

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