



GOVERNOR TRAINING PROGRAMME 2011-2012



Welcome to the Governor Training Programme 2011-2012. All courses will be held at Heath Training & Development Centre unless stated. Training has been categorised into the following 3 levels according to experience for each individual course:-

- ★ No experience needed
- ★ ★ 2 – 3 years
- ★ ★ ★ 3 years plus, Chairs or Vice Chairs

However **ALL** governors are welcome to attend **ANY** course, if they feel they have an interest in any of the subjects.

To book onto a course please contact Linda Walker (Governor Training) on linda.walker@calderdale.gov.uk or telephone on 01422 394055.

As usual we will be offering school based training, for any school that requires this. This will be at a cost of £130 per hour or £250 for 2 hours. Please contact Linda to arrange this using the above email or telephone number.

GOVERNOR CONFERENCE
21st Century Schools – Governing for the Future
Saturday 26 November 2011
9.30 am – 1.00 pm with refreshments being served from 8.50 am

Fee: £30 per governor (this is not part of the traded service)
Agenda to follow – to book a place please contact Linda Walker

Chairs Networks for the coming year will be held on:-

Monday 19 September 2011, 7.00 pm – 9.00 pm
Monday 27 February 2012, 7.00 pm – 9.00 pm
Monday 14 May 2012, 7.00 pm – 9.00 pm

Fee: Free of Charge

Clerks Networks for the coming year will be held on:-

Tuesday 20 September 2011, 10.00 am – 12.00 pm & 7.00 pm – 9.00 pm
Tuesday 28 February 2012, 10.00 am – 12.00 pm & 7.00 pm – 9.00 pm
Tuesday 15 May 2012, 10.00 am – 12.00 pm & 7.00 pm – 9.00 pm

Fee: Free of Charge

AUTUMN TERM 2011

TITLE:	GOV01: Understanding School Staff Pay
TARGET GROUP:	All Governors
EXPERIENCE:	★★★★
TUTOR:	Jo Lawless, Assistant HR Manager (Schools)
DATE & TIME:	Wednesday 21 September 2011, 6.30 pm – 8.30 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

To understand the pay structures of the different categories of school staff and the role of governors in relation to school staff remuneration.

TITLE:	GOV 02: New to SEN
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTORS:	Parveen Akhtar, Inclusion Consultant
DATE & TIME:	Thursday 22 September 2011, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

To understand the performance and experience of pupils with special educational needs and/or disabilities.

TITLE:	GOV 03A & 03B: Performance Management – Policy & Process (Session 1) and Effective Performance Management of Headteachers – A Workshop Approach (Session 2). PLEASE NOTE THIS IS A 2 SESSION COURSE
TARGET GROUP:	Chairs and Performance Management Reviewers
EXPERIENCE:	★★★
TUTORS:	Brian Beal, School Improvement Service Ian Ross, School Improvement Service
DATE & TIME:	Monday 26 September 2011, 7.00 pm – 9.00 pm Monday 3 October 2011, 7.00 pm – 9.00 pm
FEE:	£150 (Free as part of the traded service).

OUTCOMES

Session 1: In this session you will understand the legal framework of performance management and have an overview of what performance management means in the school context; the role of the School Improvement Partner, the role of the Governor Reviewer and the procedures and documentation that are statutory requirements.

Session 2: As part of the headteacher's performance management process, governors will:-

- Identify objectives that will effectively support school improvement
- Understand the need for clear and focused success criteria that underpin objectives set
- Ensure that monitoring towards agreed objectives is appropriately planned to support both the performance management process and the work-life balance of those involved.

TITLE:	GOV 04: Effective Management of Complaints (Including Vexatious Complaints)
	“When complaints are freely heard, deeply considered and speedily [resolved] , then is the utmost bound of civil liberty attained that wise men look for” John Milton
TARGET GROUP:	Heads, Chair of Governors and Complaint Panel Governors
EXPERIENCE:	★
TUTOR:	Veronica Mellor, Safeguarding Consultant Brian Beal, School Improvement Service Kevin Jones, Complaints & Compliments Manager
DATE & TIME:	Thursday 29 September 2011, 9.00 am – 4.00 pm Registration 8.45 am
FEE:	£150 (Free as part of the traded service).

AIMS

- To consider the effective management of complaints within the Council/School Complaints Procedure
- To provide schools with the skills, knowledge and understanding of what constitutes a complaint and how to manage complaints at all levels of the Complaints Procedure
- To be able to prevent complaints escalating through successive stages of the Procedure
- To understand and know how to effectively manage vexatious complaints, including what information and in what format the information should and can be disclosed

OUTCOMES

- To be confident in managing complaints at each stage of the Complaints Procedure
- Will gain a greater understanding of what constitutes effective management of complaints and therefore preventing complaints escalating where possible
- To understand what constitutes vexatious complainants and why these come about
- To fully understand requests under both the Freedom of Information Act 2000 and the Data Protection Act (1998 and 2000)

TITLE: GOV 05: Health & Safety
TARGET GROUP: Health & Safety Governors
EXPERIENCE: ★ ★
TUTOR: Gary Laird, Health & Safety Adviser
DATE & TIME: Wednesday 12 October 2011, 7.00 pm – 9.00 pm
FEE: £90 (Free as part of the traded service).

OUTCOMES

Governors will be able to monitor the school's implementation of related policies to ensure statutory responsibilities are met and their implementation is effective.

TITLE: GOV 06A & 06B: Induction for New Governors
TARGET GROUP: New Governors; clerks or more experienced governors who feel they need a refresher
EXPERIENCE: No experience needed – or expected!
TUTOR: Ian Ross, School Improvement Service
DATES & TIMES: Thursday 13 October 2011 &
Thursday 20 October 2011, 6.30 pm – 9.00 pm
FEE: £150 (Free as part of the traded service).

OUTCOMES

To provide a nuts and bolts introduction to how new governors, as part of a team, contribute to:-

- Helping to shape the direction of the school
- Challenging and supporting leaders and managers and ensuring accountability, to provide improved outcomes for all pupils
- Ensure schools and governing bodies are able to fulfil statutory responsibilities

TITLE: GOV 07: Exclusions
TARGET GROUP: All Governors
EXPERIENCE: ★
TUTORS: Darrell Carney, Exclusion/Reintegration Officer
DATE & TIME: Tuesday 18 October 2010, 7.00 pm – 9.00 pm
FEE: £90 (Free as part of the traded service).

OUTCOMES

- To have an increased understanding of the alternatives to exclusion
- Increase their knowledge of DFE Exclusions guidance and regulations
- Be able to better understand and fulfil their role in the exclusion process
- Be able to ask questions and obtain clarification

TITLE: GOV 08: Safeguarding – An Overview
TARGET GROUP: All Governors
EXPERIENCE: ★
TUTOR: Veronica Mellor, Safeguarding Consultant
DATE & TIME: Wednesday 2 November 2011, 6.00 pm – 9.00 pm
FEE: £90 (Free as part of the traded service).

OUTCOMES

An understanding of the range of issues that schools must address in order to ensure the safety of their children.

TITLE: GOV 09: Induction for New Governors
(NB: This course will be held in Todmorden – the venue to be arranged)
TARGET GROUP: All Governors
EXPERIENCE: No experience needed – or expected!
TUTORS: Brian Beal, School Improvement Service
Ian Ross, School Improvement Service
DATE & TIME: Wednesday 9 November 2011, 9.15 am – 3.30 pm
FEE: £150 (Free as part of the traded service)

OUTCOMES

To provide a nuts and bolts introduction to how new governors, as part of a team, contribute to:-

- Helping to shape the direction of the school
- Challenging and supporting leaders and managers and ensuring accountability, to provide improved outcomes for all pupils
- Ensure schools and governing bodies are able to fulfil statutory responsibilities

TITLE: GOV 10: Managing Allegations against Staff
TARGET GROUP: All Governors
EXPERIENCE: ★
TUTOR: Veronica Mellor, Safeguarding Consultant
DATE & TIME: Wednesday 9 November 2011, 6.30 pm – 9.00 pm
FEE: £90 (Free as part of the traded service).

AIM

To ensure governing Bodies are aware of their roles and responsibilities in the management of allegations, including the Headteacher, as set out in Safeguarding Children and Safer Recruitment in Education (2006) Guidance.

OUTCOMES

By the end of the session participants will understand their responsibilities in relation to:

- The above Guidance
- Safe working practice guidance for staff, governors and volunteers
- Managing allegations against staff

TITLE:	GOV 11: Looking After Our "Looked After Children"
TARGET GROUP:	All Governors
EXPERIENCE:	★ ★
TUTOR:	Berny Maidens, LACE Service Co-ordinator Sue Steven, Virtual School Head (LAC)
DATE & TIME:	Thursday 10 November 2011, 6.30 pm – 8.30 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Governors will understand the responsibilities of governors in relation to:-

- The needs of Looked After Children
- The support available in Calderdale
- Monitoring their progress and being proactive to promoting their welfare

Governors will understand the new statutory duties placed upon governing bodies.

TITLE:	GOV 12: School Finance – A Beginners Guide
TARGET GROUP:	Governors new to the Finance Committee
EXPERIENCE:	★ ★
TUTOR:	Michael Benn, Business Planning Officer
DATE & TIME:	Thursday 10 November 2011, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

A basic introduction to school funding streams, governors' financial responsibilities and a look at what the Financial Management Standard is all about.

TITLE: GOV 13: Famous Last Words! “We haven’t had a complaint in 20 years ...”

TARGET GROUP: All Governors & Headteachers

EXPERIENCE: ★

TUTOR: Brian Beal, School Improvement Service

DATE & TIME: Tuesday 15 November 2011, 7.00 pm – 9.00 pm

FEE: £90 (Free as part of the traded service).

OUTCOMES

- To understand what “untainted by prior knowledge” means in reality
- To understand the importance and purpose of “untainted” committees, incorporating:
 - Complaints committees
 - Discipline & Grievance committees
 - Appeals committees
- To consider LA advice on procedures for these committees.

TITLE: GOV 14: Information Evening - Early Years Foundation Stage for School Governors

TARGET GROUP: Governors with a particular focus/responsibility for Early Years

EXPERIENCE: ★

TUTOR: Gill Poole, Early Years Improvement Manager

DATE & TIME: Wednesday 23 November 2011, 6.30 pm – 8.30 pm

FEE: £90 (Free as part of the traded service).

OUTCOMES

- To gain knowledge about the philosophy and ethos of the EYFS and its links to Every Child Matters
- To gain knowledge of the national and local picture re attainment of children reported through the Early Years foundation stage profile
- To explore the duties of governors in relation to the above
- To provide knowledge of the EYFS in relation to your school SEF

TITLE: GOV 15: What’s New in School Finance?

TARGET GROUP: All Governors

EXPERIENCE: ★ ★

TUTOR: Mark Woolley, Principal Officer – Business Support

DATE & TIME: Thursday 24 November 2011, 6.30 pm – 8.30 pm

FEE: £90 (Free as part of the traded service).

OUTCOMES

This course will cover the topical subject of school funding consultations, academy funding, Schools Forum discussions and school balances.

TITLE:	GOV 16: New Education Acts! New OfSTED Framework! New Duties! New Ways of Working! Looking Forward to 2012!
TARGET GROUP:	Experienced Governors NB: This course will be particularly helpful for those governors who attended the Governor Conference on 26 November 2011
EXPERIENCE:	★ ★ ★
TUTORS:	Brian Beal, School Improvement Service Lawrence Killian, Service Manager (3 – 11)
DATE & TIME:	Wednesday 30 November 2011, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Experienced governors will consider and share the implications of the Education Act and develop their understanding of the new OfSTED framework and begin to formulate their responses to them.

The Governor Conference on 19 November 2011 will have highlighted the issues that the Education Act presents and this offers the opportunity to come to terms with them!

TITLE:	GOV 17: Recruitment & Selection including Safeguarding (This is not the CWDC Accredited Course)
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTORS:	Cynthia Haigh, HR Adviser (Schools) Andy Booth, HR Adviser (Schools)
DATE & TIME:	Thursday 1 December 2011, 6.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

- To acquire a basic understanding of the recruitment & selection processes for teachers and other staff
- Be aware of relevant legislation around recruiting and of the Bichard Recommendations (safeguarding implications) when recruiting into the wider Children's Workforce in an educational setting.

SPRING TERM 2012

TITLE:	GOV 18: Appointing Headteachers & Deputy Headteachers
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTOR:	Brian Beal, School Improvement Service Lawrence Killian, Service Manager (3 – 11)
DATE & TIME:	Tuesday 10 January 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Governors will be well prepared to conduct a recruitment and selection process for a new Headteacher and Deputy Headteacher, in line with statutory requirements.

We will consider the process and procedures that a governing body must undertake for senior leadership recruitment.

TITLE:	GOV 19: Hazard Warning
TARGET GROUP:	Health & Safety Governors
EXPERIENCE:	★ ★
TUTOR:	Gary Laird, Health & Safety Adviser
DATE & TIME:	Tuesday 24 January 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service)

OUTCOMES

Governors will be able to identify and evaluate key areas of school life that are potentially hazardous. They will be able to challenge dangerous practice and be aware of sources of support and advice.

TITLE:	GOV 20: New Education Acts! New OfSTED Framework! New Duties! New Ways of Working!
TARGET GROUP:	Experienced Governors
EXPERIENCE:	★ ★ ★
TUTORS:	Brian Beal, School Improvement Service Lawrence Killian, Service Manager (3 – 11)
DATE & TIME:	Wednesday 1 February 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Experienced governors will consider and share the implications of the Education Act and develop their understanding of the new Ofsted framework and begin to formulate their responses to them.

TITLE:	GOV 21: What's New in School Finance?
TARGET GROUP:	All Governors
EXPERIENCE:	★ ★
TUTOR:	Mark Woolley, Principal Officer – Business Support
DATE & TIME:	Thursday 9 February 2012, 6.30 pm – 8.30 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

This course will cover the topical subject of school funding consultations, academy funding, Schools Forum discussions and school balances.

TITLE:	GOV 22: Gifted & Talented Pupils – A Governor's Responsibilities
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTOR:	Parveen Akhtar, Inclusion Consultant
DATE & TIME:	Wednesday 22 February 2012. 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Governors will:

- Understand how to evaluate the performance and experience of gifted and of talented pupils
- Support the school to help them reach their potential
- Promote high aspirations for all pupils both through developing talent and achieving excellence.

TITLE:	GOV 23A: Self Evaluation in Schools: A Guide for Governors (Part 1)
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTOR:	John Burwell, Challenge Officer, Data Analysis & Monitoring Standards
DATE & TIME:	Wednesday 29 February 2012, 7.00 pm – 9.00 pm
FEE:	£150 (Free as part of the traded service).

OUTCOMES

The SEF may have gone but school evaluation remains and the new Ofsted framework expects that schools leaders, including governors have a rigorous process in place to sustain school/academy improvement. The course will ensure that governors:-

- are aware of the materials available to assist them in their school self evaluation;
- the questions that need to be asked are clear;
- are aware of the importance of data;
- can interpret data;
- know and understand the target setting process.

TITLE:	GOV 24: Information Evening - Early Years Foundation Stage for School Governors
TARGET GROUP:	Governors with a particular focus/responsibility for Early Years
EXPERIENCE:	★
TUTOR:	Gill Poole, Early Years Improvement Manager
DATE & TIME:	Tuesday 6 March 2012, 6.30 pm – 8.30 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

- To gain knowledge about the philosophy and ethos of the EYFS and its links to Every Child Matters
- To gain knowledge of the national and local picture re attainment of children reported through the Early Years foundation stage profile
- To explore the duties of governors in relation to the above
- To provide knowledge of the EYFS in relation to your school SEF

TITLE:	GOV 25: SEN - Statutory Responsibilities
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTORS:	Parveen Akhtar, Inclusion Consultant
DATE & TIME:	Thursday 8 March 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

To understand the statutory requirements placed upon governing bodies and the impact of the revised SENCO Regulations introduced in 2009.

TITLE:	GOV 26: Looking After Our “Looked After Children”
TARGET GROUP:	All Governors
EXPERIENCE:	★★
TUTOR:	Berny Maidens, LACE Service Co-ordinator Sue Steven, Virtual School Head (LAC)
DATE & TIME:	Tuesday 13 March 2012, 6.30 pm – 8.30 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Governors will understand the responsibilities of governors in relation to:-

- The needs of Looked After Children
- The support available in Calderdale
- Monitoring their progress and being proactive to promoting their welfare

Governors will understand the new statutory duties placed upon governing bodies.

TITLE:	GOV 27: Contracting and Procurement Services
TARGET GROUP:	All Governors
EXPERIENCE:	★★
TUTOR:	Mark Woolley, Principal Officer – Business Support
DATE & TIME:	Tuesday 20 March 2012, 6.30 pm – 8.30 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Governors will be able to find out how the Contracts Officer – School Services can help schools identify potential areas for saving in the purchasing of products and services. A check list of available framework contracts will be distributed.

TITLE:	GOV 28: Induction for New Governors
TARGET GROUP:	All Governors
EXPERIENCE:	No experience needed – or expected!
TUTOR:	Ian Ross, School Improvement Service
DATE & TIME:	Thursday 22 March 2012, 9.15 am – 3.30 pm
FEE:	£150 (Free as part of the traded service)

OUTCOMES

To provide a nuts and bolts introduction to how new governors, as part of a team, contribute to:-

- Helping to shape the direction of the school
- Challenging and supporting leaders and managers and ensuring accountability, to provide improved outcomes for all pupils
- Ensure schools and governing bodies are able to fulfil statutory responsibilities

SUMMER TERM 2012

TITLE:	GOV 29: Famous Last Words! “We haven’t had a complaint in 20 years ...”
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTOR:	Brian Beal, School Improvement Service
DATE & TIME:	Wednesday 25 April 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

- To understand what “untainted by prior knowledge” means in reality
- To understand the importance and purpose of “untainted” committees, incorporating:
 - Complaints committees
 - Discipline & Grievance committees
 - Appeals committees
- To consider LA advice on procedures for these committees.

TITLE:	GOV 30: A Workshop for Chairs & Chairs Apparent!
TARGET GROUP:	Chairs and Potential Chairs of Governors
EXPERIENCE:	★ ★
TUTOR:	Brian Beal, School Improvement Service
DATE & TIME:	Wednesday 2 May 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Experienced Chairs will share and explore their issues and concerns, their good practice and insights, with colleagues from other schools and the Local Authority.

Through this workshop approach, we hope to support you in moving your school from good to great.

TITLE:	GOV 31: Recruitment & Selection including Safeguarding (This is not the CWDC Accredited Course)
TARGET GROUP:	All Governors
EXPERIENCE:	★
TUTOR:	Cynthia Haigh, HR Adviser (Schools) Andy Booth, HR Adviser (Schools)
DATE & TIME:	Wednesday 9 May 2012, 6.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

- To acquire a basic understanding of the recruitment & selection processes for teachers and other staff
- Be aware of relevant legislation around recruiting and of the Bichard Recommendations (safeguarding implications) when recruiting into the wider Children's Workforce in an educational setting.

TITLE:	GOV 23B: Getting the Most from your Challenge Officer (Part 2). This is a follow on from the Self Evaluation Course
TARGET GROUP:	Chairs and Performance Management Reviewers
EXPERIENCE:	★ ★
TUTORS:	John Burwell, Challenge Officer, Data Analysis & Monitoring Standards
DATE & TIME:	Wednesday 16 May 2012, 7.00 pm – 9.00 pm
FEE:	£90 (Free as part of the traded service).

OUTCOMES

Challenging the robustness of schools self evaluation of the achievement of all pupils including those with disabilities and those with special educational needs, the quality of teaching, leadership and management, behaviour and safety.

TITLE:	GOV 32: Performance Management – Policy & Process and Effective Performance Management of Headteachers – A Workshop Approach
TARGET GROUP:	Chairs and Performance Management Reviewers
EXPERIENCE:	★ ★ ★
TUTORS:	Brian Beal, School Improvement Service
DATE & TIME:	Monday 21 May 2012, 9.15 am – 3.30 pm
FEE:	£150 (Free as part of the traded service).

OUTCOMES

In this session you will understand the legal framework of performance management and have an overview of what performance management means in the school context; the role of the School Improvement Partner, the role of the Governor Reviewer and the procedures and documentation that are statutory requirements.

As part of the headteacher's performance management process, governors will:-

- Identify objectives that will effectively support school improvement
- Understand the need for clear and focused success criteria that underpin objectives set
- Ensure that monitoring towards agreed objectives is appropriately planned to support both the performance management process and the work-life balance of those involved.

TITLE: GOV 33: Taking Care of Business! (and the Headteacher Too!)

TARGET GROUP: Chairs and Vice Chairs

EXPERIENCE: ★ ★ ★

TUTORS: Brian Beal, School Improvement Service

DATE & TIME: Tuesday 12 June 2012, 7.00 pm – 9.00 pm

FEE: £90 (Free as part of the traded service).

OUTCOMES

To be able to prepare a business plan for the year that:-

- Ensures all statutory duties are met
- Priorities are delivered first
- Workloads and responsibilities are manageable including those of the headteacher and senior staff
- Ensures we do the right thing as well as doing things right!

TITLE: GOV 34: Induction for New Governors

TARGET GROUP: All Governors

EXPERIENCE: No experience needed – or expected!

TUTORS: Brian Beal, School Improvement Service
Ian Ross, School Improvement Service

DATE & TIME: Tuesday 19 June 2012, 9.15 am – 3.30 pm

FEE: £150 (Free as part of the traded service)

OUTCOMES

To provide a nuts and bolts introduction to how new governors, as part of a team, contribute to:-

- Helping to shape the direction of the school
- Challenging and supporting leaders and managers and ensuring accountability, to provide improved outcomes for all pupils
- Ensure schools and governing bodies are able to fulfil statutory responsibilities

TITLE: GOV 35: Crisis Management (Don't Panic!)

TARGET GROUP: All Governors

EXPERIENCE: ★ ★

TUTOR: Gary Laird, Health & Safety Adviser

DATE & TIME: Thursday 21 June 2012, 7.00 pm – 9.00 pm

FEE: £90 (Free as part of the traded service).

OUTCOMES

Colleagues will have clear guidance on dealing with all manner of high profile incidents that are likely to occur in schools, including the compilation of an emergency action plan.

**Other courses may be added in
response to a particular need**

QUICK GUIDE TO COURSES

Date	Time	No.	Title
AUTUMN TERM 2011			
Wed 21 Sept 2011	6.30 pm-8.30 pm	GOV01	Understanding School Staff Pay
Thur 22 Sept 2011	7.00 pm-9.00 pm	GOV02	New to SEN
Mon 26 Sept 2011	7.00 pm-9.00 pm	GOV03A	Performance Management – Policy & Process (Session 1)
Thur 29 Sept 2011	9.00 am-4.00 pm	GOV04	Effective Management of Complaints (Including Vexatious Complaints)
Mon 3 Oct 2011	7.00 pm-9.00 pm	GOV03B	Effective Performance Management of Headteachers – A Workshop Approach (Session 2)
Wed 12 Oct 2011	7.00 pm-9.00 pm	GOV05	Health & Safety
Thur 13 Oct 2011	6.30 pm-9.00 pm	GOV06A	Induction for New Governors (Session 1)
Tue 18 Oct 2011	7.00 pm-9.00 pm	GOV07	Exclusions
Thur 20 Oct 2011	6.30 pm-9.00 pm	GOV06B	Induction for New Governors (Session 2)
Wed 2 Nov 2011	6.00 pm-9.00 pm	GOV08	Safeguarding – An Overview
Wed 9 Nov 2011	9.15 am-3.30 pm	GOV09	Induction for New Governors
Wed 9 Nov 2011	6.30 pm-9.00 pm	GOV10	Managing Allegations against Staff
Thur 10 Nov 2011	6.30 pm-8.30 pm	GOV11	Looking After Our “Looked After Children”
Thur 10 Nov 2011	7.00 pm-9.00 pm	GOV12	School Finance – A Beginners Guide
Tue 15 Nov 2011	7.00 pm-9.00 pm	GOV13	Famous Last Words! “We haven’t had a complaint in 20 years ..”
Wed 23 Nov 2011	6.30 pm-8.30 pm	GOV14	Information Evening – Early Years Foundation Stage for School Governors
Thur 24 Nov 2011	6.30 pm-8.30 pm	GOV15	What’s New in School Finance?
Wed 30 Nov 2011	7.00 pm-9.00pm	GOV16	New Education Acts! New OfSTED Framework! New Duties! New Ways of Working! Looking Forward to 2012!
Thur 1 Dec 2011	6.00 pm-9.00 pm	GOV17	Recruitment & Selection including Safeguarding
SPRING TERM 2012			
Tue 10 Jan 2011	7.00 pm-9.00 pm	GOV18	Appointing Headteachers & Deputy Headteachers
Tue 24 Jan 2012	7.00 pm-9.00 pm	GOV19	Hazard Warning
Wed 1 Feb 2012	7.00 pm-9.00 pm	GOV20	New Education Acts! New OfSTED Framework! New Duties! New Ways of Working!
Thur 9 Feb 2012	6.30 pm-8.30 pm	GOV21	What’s New in School Finance?
Wed 22 Feb 2012	7.00 pm-9.00 pm	GOV22	Gifted & Talented Pupils – A Governor’s Responsibilities
Wed 29 Feb 2012	7.00 pm-9.00 pm	GOV23A	Self Evaluation in Schools: A Guide for Governors (Part 1)
Tue 6 Mar 2012	6.30 pm-8.30 pm	GOV24	Information Evening – Early Years Foundation Stage for School Governors
Thur 8 Mar 2012	7.00 pm-9.00 pm	GOV25	Statutory Responsibilities
Tue 13 Mar 2012	6.30 pm-8.30 pm	GOV26	Looking After Our “Looked After Children”
Tue 20 March 2012	6.30 pm-8.30 pm	GOV27	Contracting and Procurement Services
Thur 22 Mar 2012	9.15 am-3.30 pm	GOV28	Induction for New Governors
SUMMER TERM 2012			
Wed 25 Apr 2012	7.00 pm-9.00 pm	GOV29	Famous Last Words! “We haven’t had a complaint in 20 years..”
Wed 2 May 2012	7.00 pm-9.00 pm	GOV30	A Workshop for Chairs & Chairs Apparent!
Wed 9 May 2012	6.00 pm-9.00 pm	GOV31	Recruitment & Selection including Safeguarding
Wed 16 May 2012	7.00 pm-9.00 pm	GOV23B	Getting the Most from your Challenge Officer (Part 2). This is a follow on from the Self Evaluation Course.
Mon 21 May 2012	9.15 am-3.30 pm	GOV32	Performance Management – Policy & Process and Effective Performance Management of Headteachers – A Workshop Approach

Tue 20 June 2012	7.00 pm-9.00 pm	GOV33	Taking Care of Business! (and the Headteacher Too)
Tue 19 June 2012	9.15 am-3.30 pm	GOV34	Induction for New Governors
Thur 21 June 2012	7.00 pm-9.00 pm	GOV35	Crisis Management (Don't Panic!)