

Gateshead Governor Development Directory 2008/09



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Governor Development Directory 2008/09

Dear Governor,

Welcome to the 2008/09 Gateshead Governor Development Directory.

We are delighted that this year we are able to offer a wide selection of new courses and deliver sessions at a variety of locations across Gateshead, hopefully enabling more governors to access training.

Whilst not compulsory, it is strongly recommended that all governors, however experienced, should attend training to improve their effectiveness in the role and to keep abreast of developments that may affect their school and their role as governor.

As usual we are offering a range of training opportunities, which reflect the diverse nature of the life of a school and hopefully cater for the varied interests of governors and their governing bodies.

Please look through the sessions offered carefully to check whether your governors have received training in each of these areas. If there are gaps in the expertise of your governing body, please make sure that you or other governor colleagues make a commitment to undertake training to fill these areas of need.

We have included a matrix detailing the suitability of courses for governors serving on various committees to assist in selecting appropriate training in accordance with their responsibilities, although all governors are welcome to attend all sessions.

I appreciate that governors already commit a considerable amount of time to their schools. However, governors speak very highly of the quality of the training they receive and they appreciate how it helps them to understand their role and enrich the contribution that they can make to their governing body.

I hope you find the training programme offers you and your governing body the support necessary for you to carry out your role effectively in school improvement.

Your comments on the training sessions you attend are always valued.

Jacqui Ridley
Senior Governor Support Officer

How To Book

Please complete the centre pull-out in this booklet, ticking the appropriate boxes to indicate which courses you wish to attend, and send it to:

Karen Patterson
Governor Support Services
Dryden Centre
Evistones Road
Gateshead
NE9 5UR

Alternatively, you can:

Telephone: (0191) 433 8628 or
email: karenpatterson@gateshead.gov.uk

Your application for each course will be acknowledged as soon as possible prior to the date of delivery.

If a course is rescheduled or cancelled, we will contact you at the earliest opportunity.

Charges

All governing bodies who purchase our service level agreement have unlimited access to the training detailed within this booklet. *(except Safer Recruitment Accreditation for which there is a charge).*

For further information, see page 31.

For schools that do not purchase the service level agreement there is a charge of £85 per governor per session attended.

We can provide bespoke training to a single governing body (£205 per maximum 2 hour session) or to a small cluster of schools (cost dependant upon number of schools involved, to be agreed prior to delivery). **For further information, see page 32.**

Contact Details

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Training Sessions

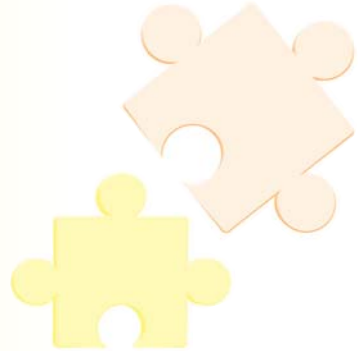
Director's Briefing

These termly sessions led by the Director inform and update governors on the current school/governor issues and highlight the topics covered by LA reports, which will feature on the termly governing body agenda.

Date Tuesday 16 September 2008
Time 6pm – 7.30pm
Venue Civic Centre

Date Tuesday 13 January 2009
Time 6pm – 7.30pm
Venue Civic Centre

Date Tuesday 28 April 2009
Time 6pm – 7.30pm
Venue Civic Centre



Dr Maggie Atkinson
(Group Director Learning and Children & Director of Children's Services)

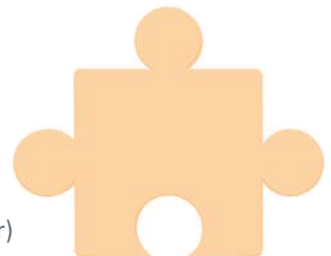
Equality and Diversity

This session will provide governors with an understanding of the importance of equality and diversity and promote a shared understanding of equality issues in actively combatting discrimination.

Date Wednesday 8 October 2008
Time 6pm – 7.30pm
Venue Leam Lane Childrens Centre

Date Tuesday 10 March 2009
Time 6pm – 7.30pm
Venue Greenside Primary School

Tutor Nitin Shukla (Equalities Development Officer)



Getting To Grips With Grievances

This session will explain the grievance procedure in practical steps to resolve “complaints” that employees and ex-employees may make against colleagues and managers. It will highlight the roles governors have in resolving disputes between employees and explain the necessary steps in minimising claims leading to Employment Tribunals.

Date Tuesday 14 October 2008

Time 6pm – 7.30pm

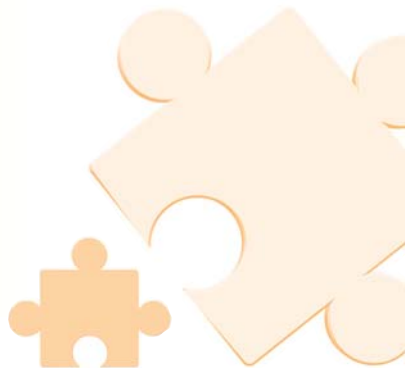
Venue Gateshead Civic Centre

Date Thursday 30 April 2009

Time 6pm – 7.30pm

Venue Greenside Primary School

Tutors Sandra Hewson (Senior HR Adviser)
Catherine Saxton (HR Adviser)



Disability Equality Duty

This session will help governors understand the Disability Equality Duty (DED), examine governors statutory responsibilities and will offer opportunities for governors to raise questions pertinent to their schools situation.

Date Thursday 16 October 2008

Time 6pm – 7.30pm

Venue Front Street Community Primary School

Date Thursday 26 February 2009

Time 6pm – 7.30pm

Venue The Cedars School

(This session will specifically target special schools)

Tutor Ann Muxworthy (SEN & Inclusion Inspector)



School Meals

This session will provide governors with important information on the standards regarding school meals provision and the governors' responsibilities. Governors will also have the opportunity to ask questions pertinent to their schools situation directly to the Schools Catering Manager.

Date Wednesday 22 October 2008
Time 1pm – 2.30pm
Venue Dryden Centre

Tutor Helen McAllister (Schools Catering Manager)



Community Cohesion

Schools will have a new duty to promote community cohesion from September 2008. This training session will explore what community cohesion means in Gateshead, some of the main cohesion challenges for Gateshead schools and some practical ways of promoting cohesion through the curriculum and everyday school activities. The session will also look at some best practice from Gateshead and the rest of the country in promoting and building community cohesion.

Date Thursday 6 November 2008
Time 6pm – 7.30pm
Venue Emmaville Primary School

Date Thursday 5 March 2009
Time 6pm – 7.30pm
Venue Birtley East Community Primary School

Tutor Stephen Crossley (Community Development Worker)



Practical Chairing

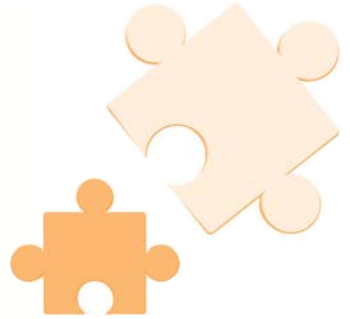
Are you an existing or aspiring Chair? This session will outline the role of the Chair and Vice Chair and will provide tips and knowledge on how to manage a meeting effectively, including ways of dealing with difficult situations.

Date Tuesday 11 November 2008
Time 6pm – 7.30pm
Venue Gateshead Civic Centre

Date Wednesday 4 February 2009
Time 1pm – 2.30pm
Venue Dryden Centre

Date Monday 8 June 2009
Time 6pm – 7.30pm
Venue Leam Lane Childrens Centre

Tutor Jacqueline Ridley (Senior Governor Support Officer)



Work Life Balance

This session will help raise governors' awareness of what work life balance is and how it can be managed and promoted in school. At the end of the session governors will also have a better understanding of their statutory responsibilities and a range of practical solutions to support these.

Date Wednesday 12 November 2008
Time 6pm – 7.30pm
Venue Dryden Centre

Tutor Julie Sowerby (Performance Management Consultant)



Persistent Absenteeism in Schools

This session will provide information regarding the early intervention strategies that are being promoted by the DCSF around the Persistent Absence Agenda, and will also give an insight into the role of the Education Welfare Service and how they support families and young people.

Date Tuesday 18 November 2008
Time 6pm – 7.30pm
Venue Hookergate School

Date Tuesday 17 March 2009
Time 1pm – 2.30pm
Venue Dryden Centre

Date Thursday 18 June 2009
Time 6pm – 7.30pm
Venue Blaydon West Primary School

Tutor Margaret McQuillan (Education Welfare Officer)



Higher Level Teaching Assistant (HLTA)

This session will outline the role of the HLTA, including the standards, expectations and good practice of the HLTA within school.

Date Thursday 20 November 2008
Time 6pm – 7.30pm
Venue Gateshead Civic Centre

Date Thursday 21 May 2009
Time 1pm – 2.30pm
Venue Dryden Centre

Tutor Pam Lyon/Julie Bond
(Training and Development Officer for School Support Staff)

Fair Trade in Schools

This session will outline the Vision 2030 target for making every school in Gateshead a Fair Trade School. Information, advice and guidance will be provided for governors to help meet the set criteria in becoming a Fair Trade School.

Date Wednesday 26 November 2008
Time 6pm – 7.30pm
Venue Kingsmeadow Community Comprehensive School

Date Tuesday 3 February 2009
Time 6pm – 7.30pm
Venue Hookergate School

Tutor Tim Devaux (Local Agenda 21 Officer)

New Governor Welcome Meeting

This is an invaluable session for all new governors that will give great opportunities to network and ask any burning questions. The session will cover:

- The roles and responsibilities of governors
- Criminal Record Bureau Information
- Committees
- The role of the Clerk
- Any other issues new governors wish to raise



Date Thursday 4 December 2008
Time 6pm – 7pm
Venue Blaydon West Primary School

Date Wednesday 11 February 2009
Time 1pm – 2pm
Venue Dryden Centre

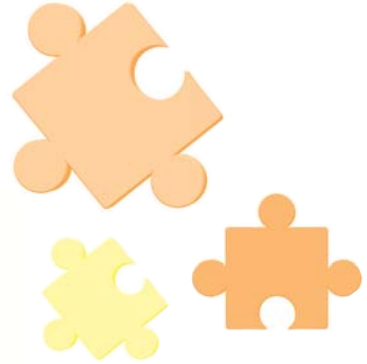
Date Tuesday 16 June 2009
Time 6pm – 7pm
Venue Birtley East Community Primary School

Tutor Jacqueline Ridley (Senior Governor Support Officer)

Succession Planning for Governors

This session aims to equip all governors with the practical tools and knowledge to help plan for the future. The session will cover the following areas:

- Attracting new governors
- Developing the new governor
- Taking additional responsibility
- Growing as a team leader
- Developing the role of the Vice Chair
- Being an effective Chair



Date	Tuesday 9 December 2008
Time	6pm – 7.30pm
Venue	Gateshead Civic Centre
Date	Wednesday 24 June 2009
Time	6pm – 7.30pm
Venue	Dryden Centre
Tutor	Jacqueline Ridley (Senior Governor Support Officer)

Basic Skills Quality Mark

Basic Skills Quality Mark enables schools to gain an outside accreditation to prove they are providing a high-quality learning environment, focusing on the basic skills of Literacy and Numeracy. It provides schools with a clear and structured audit tool, so that it is easy for governors to see what they are doing well, and what they need to do to improve.

Date	Thursday 15 January 2009
Time	6pm – 7.30pm
Venue	Gateshead Civic Centre
Date	Wednesday 20 May 2009
Time	6pm – 7.30pm
Venue	Kingsmeadow Community Comprehensive School
Tutor	Carole Snee (Primary Education/Literacy Inspector)

Governor Training

Autumn 2008 – Summer 2009

Application Form

Please complete this form, indicating which courses you wish to attend, and send it back to Governor Services to book your place.

Name:

Address:

Telephone:

Governor at:

Type:

Equality And Diversity

Wednesday 8 October 2008, 6pm-7.30pm

Venue: Leam Lane Childrens Centre

OR

Tuesday 10 March 2009, 6pm-7.30pm

Venue: Greenside Primary School



Getting To Grips With Grievances

Tuesday 14 October 2008, 6pm-7.30pm

Venue: Gateshead Civic Centre

OR

Thursday 30 April 2009, 6pm-7.30pm

Venue: Greenside Primary School



Disability Equality Duty

Thursday 16 October 2008, 6pm-7.30pm

Venue: Front Street Community Primary School

OR

Thursday 26 February 2009, 6pm-7.30pm

Venue: The Cedars School

(This second session is aimed specifically at Special Schools)



School Meals

Wednesday 22 October 2008, 1pm-2.30pm

Venue: Dryden Centre



Community Cohesion

Thursday 6 November 2008, 6pm-7.30pm

Venue: Emmaville Primary School

OR

Thursday 5 March 2009, 6pm-7.30pm

Venue: Birtley East Community Primary School



Practical Chairing

Tuesday 11 November 2008, 6pm-7.30pm

Venue: Gateshead Civic Centre

OR

Wednesday 4 February 2009, 1pm-2.30pm

Venue: Dryden Centre

OR

Monday 8 June 2009, 6pm-7.30pm

Venue: Leam Lane Childrens Centre



Work Life Balance

Wednesday 12 November 2008, 6pm-7.30pm

Venue: Dryden Centre

Persistent Absenteeism In Schools

Tuesday 18 November 2008 , 6pm-7.30pm

Venue: Hookergate School

OR

Tuesday 17 March 2009, 1pm-2.30pm

Venue: Dryden Centre

OR

Thursday 18 June 2009, 6pm-7.30pm

Venue: Blaydon West Primary School

Understanding School Budgets

Tuesday 10 February 2008, 2pm-3.30pm

Venue: Dryden Centre

Fair Trade In Schools

Wednesday 26 November 2008, 6pm-7.30pm

Venue: Kingsmeadow Community Comprehensive School

OR

Tuesday 3 February 2009, 6pm-7.30pm

Venue: Hookergate School

New Governor Welcome

Thursday 4 December 2008, 6pm-7pm

Venue: Blaydon West Primary School

OR

Wednesday 11 February 2009, 1pm-2pm

Venue: Dryden Centre

OR

Tuesday 16 June 2009, 6pm-7pm

Venue: Birtley East Community Primary School

Succession Planning for Governors

Tuesday 9 December 2008, 6pm-7.30pm

Venue: Gateshead Civic Centre

OR

Wednesday 24 June 2009, 6pm-7.30pm

Venue: Dryden Centre

Basic Skills Quality Mark

Thursday 15 January 2009, 6pm-7.30pm

Venue: Gateshead Civic Centre

OR

Wednesday 20 May 2009, 6pm-7.30pm

Venue: Kingsmeadow Community Comprehensive School

Hot Tips For Minute Taking

Wednesday 21 January 2009, 6pm-7pm

Venue: Gateshead Civic Centre

Higher Level Teaching Assistant (HLTA)

Thursday 20 November 2008, 6pm-7.30pm

Venue: Gateshead Civic Centre

OR

Thursday 21 May 2009, 1pm-2.30pm

Venue: Dryden Centre



Induction For New Governors

The Strategic Role of Governors

Monday 26 January 2009, 6pm-7.30pm

Venue: Dryden Centre

OR

The Strategic Role of Governors

Thursday 7 May 2009, 6pm-7.30pm

Venue: Emmaville Primary School

The Critical Friend

Tuesday 24 February 2009, 6pm-7.30pm

Venue: Dryden Centre

OR

The Critical Friend

Wednesday 10 June 2009, 6pm-7.30pm

Venue: Emmaville Primary School

Ensuring Accountability

Wednesday 18 March 2009, 6pm-7.30pm

Venue: Dryden Centre

OR

Ensuring Accountability

Tuesday 7 July 2009, 6pm-7.30pm

Venue: Emmaville Primary School

The Role Of The School Business Manager

Wednesday 28 January 2008, 6pm-7.30pm

Venue: Dunston Hill Community Primary School

OR

Wednesday 13 May 2009, 6pm-7.30pm

Venue: Dryden Centre

Pupil Exclusions

Thursday 12 February 2009, 6pm-7.30pm

Venue: Kingsmeadow Community Comprehensive School

OR

Wednesday 1 July 2009, 6pm-7.30pm

Venue: Birtley East Community Primary School

Performance Management

Monday 23 March 2009, 6pm-7.30pm

Venue: Blaydon West Primary School



Hot Tips for Minute Taking

Ever been asked to take the minutes at a committee meeting? This session will provide tips on how to write an accurate, concise and clear set of minutes, including what to record and how to record it.

Date Wednesday 21 January 2009
Time 6pm – 7pm
Venue Gateshead Civic Centre

Tutor Jacqueline Ridley (Senior Governor Support Officer)

Induction for New Governors

This course is split into three separate sessions, each outlining in detail the main roles of a governor. Each session will provide further information and knowledge to allow governors to carry out their role effectively.

Governors should attend all three sessions in order, but these can be chosen across the year (if necessary) at your convenience out of the six sessions offered.

The Strategic Role of Governors	OR	The Strategic Role of Governors
Date Monday 26 January 2009		Date Thursday 7 May 2009
Time 6pm – 7.30pm		Time 6pm – 7.30pm
Venue Dryden Centre		Venue Emmaville Primary School

The Critical Friend	OR	The Critical Friend
Date Tuesday 24 February 2009		Date Wednesday 10 June 2009
Time 6pm – 7.30pm		Time 6pm – 7.30pm
Venue Dryden Centre		Venue Emmaville Primary School

Ensuring Accountability	OR	Ensuring Accountability
Date Wednesday 18 March 2009		Date Tuesday 7 July 2009
Time 6pm – 7.30pm		Time 6pm – 7.30pm
Venue Dryden Centre		Venue Emmaville Primary School

Tutor Alan Sergison (Primary Education/ Numeracy Inspector)

The Role of the School Business Manager

This course will cover the following areas:

- The role of the School Business Manager (SBM)
- The SBM and the Leadership Team
- Professional Development for the SBM

Date	Wednesday 28 January 2009
Time	6pm – 7.30pm
Venue	Dunston Hill Community Primary School

Date	Wednesday 13 May 2009
Time	6pm – 7.30pm
Venue	Dryden Centre

Tutor	Gillian McTeer (Staff Development Officer)
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Understanding School Budgets

This session will raise awareness of governors' responsibilities when considering school finances.

Date	Tuesday 10 February 2009
Time	2pm – 3.30pm
Venue	Dryden Centre

Tutor	Frank McDermott (Senior School Budget Officer) (Due to the limited availability of the trainer, we are able to run only one session)
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Pupil Exclusions

This session will outline in detail the exclusion process for schools as well as providing an overview of current exclusion legislation in relation to the roles of both the Head Teacher and governors on Discipline Committees. Examples from Gateshead schools are used as a basis for discussion around current issues in this practical based session.

Date	Thursday 12 February 2009
Time	6pm – 7.30pm
Venue	Kingsmeadow Community Comprehensive School

Date	Wednesday 1 July 2009
Time	6pm – 7.30pm
Venue	Birtley East Community Primary School

Tutor	Ian Stewart (Pupil and Parent Services Officer)
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Performance Management

This session offers a specific focus for those governors with responsibility for the Head Teacher's performance management. This is a practical session where governors will have an opportunity to look at the Head Teacher objectives within the school improvement priorities and develop measurable performance criteria that will link to the Head Teacher's pay progression.

Date	Monday 23 March 2009
Time	6pm – 7.30pm
Venue	Blaydon West Primary School

Tutor	Julie Sowerby (Performance Management Consultant)
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Safer Recruitment

The Safer Recruitment course offers an accreditation from NCSL on completion. The workshop consists of elements held over one day:

- How safer recruitment fits within the wider context of safeguarding and promoting the welfare of children within the Every Child Matters agenda.
- The importance of planning a recruitment exercise; sending the right messages to potential applicants; short listing candidates for interview.
- The importance of making the right decisions and using structured interviews; pre-employment checks on the candidates selected for appointment.
- Examining the need for ongoing awareness and vigilance.

The Aims:

- To give participants an awareness and understanding of offender behaviour.
- To identify key features of staff recruitment that helps deter or prevent the appointment of unsuitable people.
- To consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- To review your own policies and practices.

Target Audience:

Head Teachers, Deputy Head Teachers, School Business Managers and Governors involved in recruitment.

There will be a cost of **£130** per delegate. This will include:

- An Information Pack
- Accreditation from NCSL
- Refreshments and Lunch

Date Monday 13 October 2008

Time 9am – 4.30pm

Venue Dryden Centre

If you would like to attend this session, please ask the Head Teacher of the school you will be representing to contact Gillian McTeer on (0191) 433 8614.

Bespoke Single School or Cluster Courses

Is there a specific area from which you feel your whole governing body would benefit from receiving bespoke training?

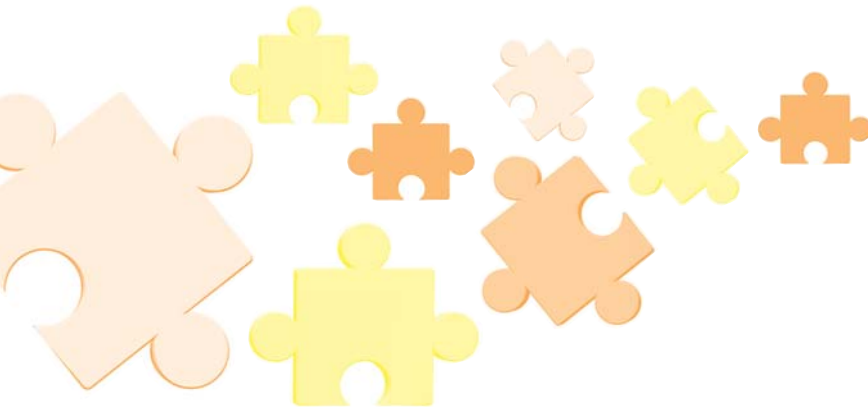
Many of the sessions we offer can be delivered to a whole governing body at a venue, date and time of your choice. If there is an area in which we currently do not offer training, please let us know and we will endeavour to accommodate your needs.

There is a charge of £205 for up to 2 hours of bespoke training per single governing body.

Alternatively we can offer the same service but to a cluster of schools with similar training needs. This is an ideal way of spreading the cost of bespoke training.

To discuss the optimum size of a group and associated costs for cluster sessions or single school sessions please contact:

Jacqui Ridley
Senior Governor Support Officer
Telephone: (0191) 433 8624
Email: jacquineridley@gateshead.gov.uk



The Link Governor Role

The Link Governor acts as a link between the School and the Local Authority to advise their governing body of training opportunities available and topical developments within governance.

Generally the Link Governor would be responsible for:

- Helping the governing body identify its training needs;
- Encouraging individual governors to attend training sessions and reporting back to the governing body;
- Providing relevant information to the governing body about training matters;
- Becoming a link for training and development between the governing body and the LA;
- Helping new governors settle in and make them aware of training opportunities provided by the LA and others;
- Encouraging all governors to become involved in the work of the governing body and the school;

A booklet detailing the role of the Link Governor and featuring practical tips is available on the Governor Support Service website at www.gateshead.gov.uk

Venues

Governor Support would like to thank the following schools for helping us widen our training provision and make access to training easier for governors:

- Birtley East Community Primary School
- Blaydon West Primary School
- The Cedars School
- Dunston Hill Community Primary School
- Emmaville Primary School
- Front Street Community Primary School
- Greenside Primary School
- Hookergate School
- Leam Lane Childrens Centre
- Kingsmeadow Community Comprehensive School

If you are interested in holding a governor training session in your school in 2009/10, then please contact:

Vicki Wilson, Governor Support Officer

Telephone: (0191) 433 8629 **Email:** victoriawilson@gateshead.gov.uk



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