

# Governors

**ASK**  
Advisory Service Kent

Professional Development & Training Programme 2008/09

Autumn 08  
to  
Summer 09

children's workforce | learning together



**Kent**  
County  
Council



## Dear Governors

Welcome to the Governor Professional Development & Training Programme for Autumn 2008 - Summer 2009. Our revised programme has been designed to reflect strategic, local and national priorities and to ensure access to a range of core courses and bespoke training opportunities for all governors across the county.

All materials have been reviewed, updated and quality assured to provide governors with the opportunity to receive relevant, interesting, and consistently high quality training in order to make an effective contribution to school improvement.

### Key features to this year's programme include the following:

- Improved design linking training and development opportunities to three key areas of responsibility:
  - Strategic Leadership
  - Critical Friend (challenge and support)
  - Monitoring and Accountability
- Training and development options to address Every Child Matters
- All core training offered also as bespoke sessions
- Increased opportunities for bespoke training for schools/clusters/groups of schools
- Unique workshops delivered across the county to develop understanding on specific 'hot topics'
- Locality based training for the Training & Development/Link Governor to create a portfolio of competencies and achievements through a cohesive approach linking to governor development and school improvement.

In addition we have pleasure in inviting governors to our Annual Conference on 28th February 2009 at Ashford International Hotel where we will be focussing on the important issue of Succession Planning in collaboration with the National College of School Leadership (NCSL).

As we continue to embrace the Every Child Matters agenda and develop multi-agency working partnerships across Children's Services, we will provide increased opportunities for inter-professional training and development, which will enable all of us within education to work more effectively with partners to support the children, young people and families of Kent.

Your support for the children and young people of Kent is greatly valued by Kent County Council. We hope you will find our programme interesting and helpful to you in your important role as a Governor.

We are here to support you, so please let us know your views about the programme and contact us if you feel we can help you further.

### We look forward to working with you.

#### **Sue Duckworth**

Governor Development Adviser

#### **Anne Williams**

Governor Training Manager

## Local Learning Networks (LLN)

|  |   |
|--|---|
|  | Dover 1, Deal & Sandwich, Thanet 1, Thanet 2                            |
|  | Canterbury Coastal, Canterbury City & Country, Swale Urban, Swale Rural |
|  | Shepway 1, Rural Shepway, Ashford 1, Ashford Rural                      |
|  | Maidstone 1, Maidstone 2, Malling                                       |
|  | Dartford East, Dartford West, Gravesham, Swanley                        |
|  | Sevenoaks South, Tunbridge Wells, Cranbrook & Paddock Wood, Tonbridge   |

**Please Note:** Delegates may attend events outside their Local Learning Network if this is more convenient.

For further information about Local Learning Networks refer to [www.kenttrustweb.org.uk/ask](http://www.kenttrustweb.org.uk/ask) or email [anne.williams@kent.gov.uk](mailto:anne.williams@kent.gov.uk)

## Booking a Course

You can use the **booking form** on the back of this brochure, which can be posted or faxed to us using the contact details provided.

It is **essential** that anyone wishing to attend a Governor event of any kind has booked and had their place confirmed prior to attendance.



## Browse & Book online

Remember, you can view courses, dates and venues for the whole year using the 'online browse and book' facility on the professional development & training page of Advisory Service Kent's website on [kenttrustweb](http://kenttrustweb.org.uk).

You can use the following link to go direct to the browse and book facility [www.kenttrustweb.org.uk?askbooking](http://www.kenttrustweb.org.uk?askbooking)

## Using this brochure

To help keep information as concise as possible we have used symbols to communicate key information as follows;



Who this course is aimed at and who is eligible to attend *ie. Chairs' of Governors, Governors, Clerks to Governors*



Which key stage or stages the course is designed for.



The number of days/sessions the course runs for and times.



The cost of a course e.g. **No Charge /£65.00** indicates that there is no charge for schools on Governor Training Package A and a charge for governor Training Package B (pay as you go).

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## Inclusion and Equalities

All of our professional development and training courses make every effort to ensure equality of access and to meet the needs of the target audience. We are committed to promoting inclusive practice when working with children and young people.

## Every Child Matters

The training sessions provided in this section address the Every Child Matters agenda and include current national initiatives.







We welcome bookings for bespoke sessions for any of our courses for your school, a group of schools or your local children's services partnership. For more details please contact ASK Governor Training Team on 01622 203800.

### Community Cohesion - How prepared are you, and your school, for addressing the 'Duty to Promote Community Cohesion'?

 All Governors     KS All     1 Evening (1900-2100)     \*No charge /£65.00

What does this new duty mean? How can Governors contribute to schools' meeting the demands of this requirement? What will Ofsted be looking for? This session will enable governors of Primary, Special and Secondary schools to answer these and other key questions. It will also assist in planning for realistic and helpful developments that will reflect local needs in today's society.

Offered as core training and bespoke sessions to provide advice and support in addressing community cohesion.

| Date            | Code        | Venue and Location                      | LLN   |
|-----------------|-------------|---|---|
| 2 February 2009 | GT1ECM01/01 | New Ash Green Primary School, Longfield |  |
| 4 February 2009 | GT1ECM01/02 | Astor College for the Arts, Dover       |  |
| 5 February 2009 | GT1ECM01/03 | St John's CEP School, Maidstone         |  |
| 16 March 2009   | GT1ECM01/04 | Cranbrook CEP School, Cranbrook         |  |
| 17 March 2009   | GT1ECM01/05 | Clover House, Whitstable                |  |
| 18 March 2009   | GT1ECM01/06 | Great Chart Primary School, Ashford     |  |

### Equal Opportunities, Equality and Duty (Diversity, Difference, Discrimination and Inclusion) (Bespoke)

This is offered as a bespoke training session and can be tailored to your needs to explore how your governing body will meet the three equality statutory requirements relating to a Race Equality Policy, Disability Equality Scheme and Gender Equality Scheme and the accompanying action plans.

### Extended Services - How to embed extended services in your school plan (Bespoke)

Offered as a bespoke training session and will include a range of tools and techniques that can be used to ensure that the extended services developed in and around your school support your school improvement priorities.

## Gifted & Talented (Bespoke)

This session is offered as bespoke training to inform governors of the policy and strategies that should be in place in school regarding provision for Gifted and Talented children and will include advice on effective questioning techniques to assist with monitoring progress.

## Healthy Schools - Incorporating Nutritional Standards for Schools (Bespoke)

Offered as a bespoke training session, this session will enable governors to understand how the Healthy Schools programme links with Every Child Matters outcomes for children and outline their responsibilities in ensuring that their school meets the national guidance for nutritional standards.

## Looked After Children

 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00

Raising the educational achievement of Looked After Children and other vulnerable pupils is a key issue for Ofsted and Every Child Matters and this course will look at the needs of Looked After Learners and the recent policy and guidance designed to close the gap in attainment between this vulnerable group and their peers.

Offered as core training and bespoke sessions to provide advice and support in addressing governor responsibilities for Looked After Children.

| Date             | Code        | Venue and Location                    | LLN   |
|------------------|-------------|---------------------------------------|---|
| 16 October 2009  | GT1ECM02/01 | Hildenborough CEP School, Tonbridge   |  |
| 18 November 2009 | GT1ECM02/02 | Clover House, Whitstable              |  |
| 21 January 2009  | GT1ECM02/03 | Five Acre Wood School, Maidstone      |  |
| 10 March 2009    | GT1ECM02/04 | Kingsdown & Ringwood CEP School, Deal |  |
| 14 May 2009      | GT1ECM02/05 | Venue TBC                             |  |
| 10 June 2009     | GT1ECM02/06 | Christ Church CEP School, Folkestone  |  |

## Parent Voice - Every Parent Matters (Bespoke)

This is offered as a bespoke training session to explore a broad number of issues that affect change in children's lives and will include advice on strategies to help inform parents and the community about these changes.

## Pupil Voice - Children should be seen AND heard!


### Supporting the use of 'Pupil Voice' in schools (Bespoke)

Offered as bespoke training across all phases, this session will share a range of 'best practice' approaches in responding to the views of children and young people with the opportunity to consider how 'pupil voice' can contribute to school improvement and the continued raising of pupil attainment.

## Sex and Relationships Education - Developing and implementing high quality Sex and Relationships Education in schools

 All Governors

 All

 1 Evening (1900-2100)

 \*No charge /£65.00

Following a recent Government review of Sex and Relationships Education, your school may be in need of reviewing its approach to delivering this aspect of the curriculum. This session will assist Governors in undertaking their responsibilities, and being prepared to support schools and local communities in planning, delivering and evaluating a high quality programme, within a secure policy framework that can be tailored to meet the specific needs of children and young people within the current legislation.

Offered as core training and bespoke sessions to provide advice and support to governors with educating pupils in sex and relationships.




| Date             | Code        | Venue and Location                              | LLN   |
|------------------|-------------|---|---|
| 3 November 2008  | GT1ECM03/01 | St John's CEP School, Maidstone                 |  |
| 4 November 2008  | GT1ECM03/02 | Joydens Wood Junior School, Dartford            |  |
| 5 November 2008  | GT1ECM03/03 | The Canterbury High School, Canterbury          |  |
| 10 November 2008 | GT1ECM03/04 | Palm Bay Primary School, Margate                |  |
| 11 November 2008 | GT1ECM03/05 | Harcourt Primary School, Folkestone             |  |
| 12 November 2008 | GT1ECM03/06 | Oakley School (Secondary Site), Tunbridge Wells |  |
| 3 March 2009     | GT1ECM03/07 | The Riverside Centre, Gravesend                 |  |
| 4 March 2009     | GT1ECM03/08 | Abbey School, Faversham                         |  |
| 5 March 2009     | GT1ECM03/09 | Great Chart Primary School, Ashford             |  |
| 9 March 2009     | GT1ECM03/10 | St John's CEP School, Sevenoaks                 |  |
| 11 March 2009    | GT1ECM03/11 | Holmesdale Technology College, Snodland         |  |
| 11 March 2009    | GT1ECM03/12 | Sandwich Technology School, Sandwich            |  |
| 5 May 2009       | GT1ECM03/13 | St Paul's CEP School, Swanley                   |  |
| 6 May 2009       | GT1ECM03/14 | Clover House, Whitstable                        |  |
| 7 May 2009       | GT1ECM03/15 | Ashford Enterprise Centre, Ashford              |  |
| 18 May 2009      | GT1ECM03/16 | Astor College for the Arts, Dover               |  |
| 19 May 2009      | GT1ECM03/17 | Oakwood House, Maidstone                        |  |
| 20 May 2009      | GT1ECM03/18 | Hadlow Manor Hotel, Tonbridge                   |  |

## Inductions and Introductions

















The courses in this section cover the basic knowledge and understanding that the various governance roles require. They will be particularly important for new governors, but also very useful for more experienced governors who undertake a new role or wish to improve or update their skills.

We welcome bookings for bespoke sessions from you for any of our courses for your school, a group of schools or your local children's services partnership. For more details please contact ASK Governor Training Team on 01622 203800.

### Induction of New Governors

 **All Governors**       **All**       **1 Saturday (0930-1530)**       **\*No charge /£130.00**

This session will provide an overview of your roles and responsibilities as a governor. There will also be an opportunity to ask questions and to meet other new governors.







| Date             | Code       | Venue and Location                           | LLN   |
|------------------|------------|--|---|
| 11 October 2008  | GT2II01/02 | Ashford Enterprise Centre, Ashford           |  |
| 18 October 2008  | GT2II01/03 | Clover House, Whitstable                     |  |
| 15 November 2008 | GT2II01/04 | Bishops Down Primary School, Tunbridge Wells |  |
| 22 November 2008 | GT2II01/05 | Vale View Community School, Dover            |  |
| 29 November 2008 | GT2II01/06 | Harrietsham CEP School, Maidstone            |  |
| 6 December 2008  | GT2II01/07 | Sutton-at-Hone CEP School, Dartford          |  |
| 13 December 2008 | GT2II01/09 | Christ Church CEP School, Folkestone         |  |
| 13 December 2008 | GT2II01/08 | Cranbrook School, Cranbrook                  |  |
| 24 January 2009  | GT2II01/10 | Hartsdown Technology College, Margate        |  |
| 31 January 2009  | GT2II01/11 | Wrotham School, Wrotham                      |  |
| 7 February 2009  | GT2II01/13 | Abbey School, Faversham                      |  |
| 7 March 2009     | GT2II01/18 | Slade Primary School, Tonbridge              |  |
| 14 March 2009    | GT2II01/19 | Swanley Technology College                   |  |
| 14 March 2009    | GT2II01/20 | Fulston Manor School, Sittingbourne          |  |
| 6 June 2009      | GT2II01/14 | The Maplesden Noakes School, Maidstone       |  |
| 13 June 2009     | GT2II01/15 | John Wesley Primary School, Ashford          |  |

## Induction of New Governors



 **All Governors**       **All**       **3 Evenings (1900-2100)**       **\*No charge /£130.00**

*This session will provide an overview of your roles and responsibilities as a governor. There will also be an opportunity to ask questions and to meet other new governors.*

*Courses are offered as a series of three evening sessions (7.00 - 9.00pm) or a one day course on a Saturday (9.30am - 3.30pm). Delegates will learn through a mix of facilitator input discussion and resources. During the year there will be one session in your locality.*









| Date   | Code       | Venue and Location                            | LLN   |
|--|------------|---|---|
| 7 October 2008<br><i>This 3 day course continues on 14 &amp; 21 October 2008</i>   | GT2II01/01 | Ifield Smile, Gravesend                       |    |
| 3 February 2009<br><i>This 3 day course continues on 10 &amp; 24 February 2009</i> | GT2II01/12 | Otford Primary School, Sevenoaks              |    |
| 2 March 2009<br><i>This 3 day course continues on 9 &amp; 16 March 2009</i>        | GT2II01/16 | St Martin's School, Dover                     |    |
| 5 March 2009<br><i>This 3 day course continues on 12 &amp; 19 March 2009</i>       | GT2II01/17 | Clover House, Whitstable                      |    |
| 22 April 2009<br><i>This 3 day course continues on 29 April &amp; 6 May 2009</i>   | GT2II01/21 | St Augustine's Catholic Primary School, Hythe |  |
| 5 May 2009<br><i>This 3 day course continues on 12 &amp; 19 May 2009</i>           | GT2II01/22 | St Peter-in-Thamet CEJ School, Broadstairs    |  |
| 11 May 2009<br><i>This 3 day course continues on 18 May &amp; 1 June 2009</i>      | GT2II01/23 | Sutton-at-Hone CEP School, Dartford           |  |

## Induction for New Chairs - Leading a Governing Body


 **All Chairs**       **All**       **1 Saturday (0930-1530)**       **\*No charge /£130.00**

*This session will provide new Chairs with the opportunity to gain a deeper understanding of this vital role, and will contribute to an increased confidence in leading their governing body efficiently and effectively. In addition to offering practical solutions, discussion time will be included to address concerns and challenges which may arise during the course of the year.*







*New Chairs are encouraged to attend this session to fully understand how the effectiveness of the governing body in its role of strategic leadership of the school contributes to the Ofsted inspection process.*

| Date             | Code       | Venue and Location                          | LLN   |
|------------------|------------|---|---|
| 4 October 2008   | GT2II02/01 | Ashford Enterprise Centre, Ashford          |   |
| 8 November 2008  | GT2II02/02 | Riverside Family Learning Centre, Gravesend |   |
| 22 November 2008 | GT2II02/03 | Oakwood House, Maidstone                    |   |
| 7 March 2009     | GT2II02/04 | King Ethelbert School, Birchington          |   |


## Introduction to Child Protection and Safeguarding

 **All Governors**       **All**       **1 Evening (1900-2100)**       **\*No charge /£65.00**









*This course explains the procedures undertaken by children's social services and the police in child protection allegations. It will also address the action that needs to be taken so that your school plays its part if there is an allegation of abuse against a member of the school staff and the policies which your school should have in place.*

| Date             | Code       | Venue and Location                   | LLN   |
|------------------|------------|--------------------------------------|---|
| 11 November 2008 | GT2II03/01 | Cranbrook CEP School, Cranbrook      |  |
| 4 December 2008  | GT2II03/02 | Great Chart Primary School, Ashford  |  |
| 5 February 2009  | GT2II03/03 | Clover House, Whitstable             |  |
| 4 March 2009     | GT2II03/04 | Joydens Wood Junior School, Dartford |  |
| 11 May 2009      | GT2II03/05 | The Discovery School, West Malling   |  |
| 11 June 2009     | GT2II03/06 | Palm Bay Primary School, Margate     |  |


## Introduction to Finance

 **All Governors**       **All**       **1 Evening (1900-2100)**       **\*No charge /£65.00**







*This course will introduce governors to aspects of school finances including funding sources. It is aimed primarily at new governors who have responsibility for finance and also those governors who want to enhance or update their knowledge of this subject.*

| Date              | Code       | Venue and Location                 | LLN   |
|-------------------|------------|------------------------------------|---|
| 25 September 2008 | GT2II05/01 | Ashford Enterprise Centre, Ashford |   |
| 20 November 2008  | GT2II05/02 | St Augustines Ltd, Westgate-On-Sea |   |
| 3 December 2009   | GT2II05/03 | Dartford Grammar School, Dartford  |   |
| 11 June 2009      | GT2II05/04 | Invicta Grammar School, Maidstone  |   |

## Introduction to Inclusion and Achievement - The Role of the SEN Governor

 **All Governors**       **All**       **1 Evening (1900-2100)**       **\*No charge /£65.00**

*This course will examine the role of the SEN governor, the importance of having a structured approach to monitoring provision for pupils with special educational needs, the statutory requirements and other expectations and how you can monitor, evaluate and review SEN practice and provision in your school.*




| Date             | Code       | Venue and Location                   | LLN   |
|------------------|------------|--------------------------------------|---|
| 13 November 2008 | GT2II04/01 | The Riverside Centre, Gravesend      |   |
| 3 December 2008  | GT2II04/02 | Sandwich Technology School, Sandwich |   |
| 9 February 2009  | GT2II04/03 | St John's CEP School, Maidstone      |   |

To make an online booking visit  [www.kenttrustweb.org.uk?askbooking](http://www.kenttrustweb.org.uk?askbooking)

## Introduction to Personnel

 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00




This course will introduce governors to their roles and responsibilities in personnel matters, provide an understanding of the range of staff that make up the school workforce and provide an awareness of personnel policies and procedures.

| Date             | Code       | Venue and Location                 | LLN   |
|------------------|------------|------------------------------------|---|
| 23 October 2008  | GT2II06/01 | Ashford Enterprise Centre, Ashford |  |
| 4 December 2008  | GT2II06/02 | Palm Bay Primary School, Margate   |  |
| 25 February 2009 | GT2II06/03 | Dartford Grammar School, Maidstone |  |

## Introduction to Supporting and Evaluating RE - The Role of Governors

 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00




The session will address how governors can be active in contributing to the development of RE within their school. It will consider the legal and educational basis for RE and help governors formulate an understanding about key issues for effectively addressing RE across the school.

| Date             | Code       | Venue and Location                              | LLN   |
|------------------|------------|---|---|
| 20 January 2009  | GT2II08/01 | St John's CEP School, Maidstone                 |  |
| 12 February 2009 | GT2II08/02 | Joy Lane Primary School, Whitstable             |  |
| 23 February 2009 | GT2II08/03 | Oakley School (Secondary Site), Tunbridge Wells |  |

## Introduction to the Governor Role in Health & Safety

 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00

This session is for all governors who are new to or interested in the role of governors with regards to Health and Safety. You will learn about your strategic role, the statutory requirements for your school regarding Health and Safety and the right questions to ask in your governing body.

| Date             | Code       | Venue and Location                 | LLN   |
|------------------|------------|------------------------------------|---|
| 15 October 2008  | GT2II07/01 | Ashford Enterprise Centre, Ashford |  |
| 13 November 2008 | GT2II07/02 | Clover House, Whitstable           |  |
| 24 November 2008 | GT2II07/03 | Shorne CEP School, Gravesend       |  |



## Developing Clerks

This section outlines training and development opportunities for Clerks to attend. The induction programme is designed to assist clerks in gaining expertise from 'Getting Started' through a series of courses to improve clerking competencies across a range of topics over the first year. Each session will include practical guidance, interactive activities to develop skills and an opportunity to share good practice.

### Annual Clerks Conference

 All Clerks     All     1 Day (0900-1600)     \*No charge

The aim of the conference is to support clerks in developing their professional role together with other colleagues. Offered in two locations this conference will be based on a common theme, and include key presentations, workshops and lunch. This is an invaluable opportunity for clerks to receive key national and local input, develop their professional skills and share and learn effective practice from each other.





| Date          | Code       | Venue and Location                                  | LLN   |
|---------------|------------|---|---|
| 7 March 2009  | GT3CL01/01 | Ashford International Hotel, Ashford                |   |
| 18 March 2009 | GT3CL01/02 | Kings Hill Conference & Training Centre, Kings Hill |  |

### BTEC Advanced Certificate for Clerks to Governing Bodies

This is an accredited course for clerks leading to an Edexcel Level 3 BTEC award and is taught over 8 x 2½ hour sessions spread over a period of approximately 10 months. Clerks undertaking this course will be required to undertake a further 25 hours of home study and compile a portfolio of evidence.

**Please note:** There will be an additional charge for candidates undertaking this award, please contact the School Governance Unit on 01622 605160 for further details or to register your interest in undertaking this programme.

## Chairs and Clerks Working Effectively Together

 **Chairs and Clerks**    **All**    **1 Evening (1900-2100)**    **\*No charge /£65.00**

A practical activity based session offering Chairs and Clerks an opportunity to understand each other's role and develop complementary working practices. By attending this workshop together, both will gain valuable insight into each others duties and develop effective strategies for working in partnership to support more strategic governance.

| Date             | Code       | Venue and Location                        | LLN   |
|------------------|------------|---|---|
| 16 October 2008  | GT4SL02/01 | Next Generation Sports Club, Dartford     |  |
| 12 November 2008 | GT4SL02/02 | Oakwood House, Maidstone                  |  |
| 20 January 2009  | GT4SL02/03 | St Augustines Ltd, Westgate-On-Sea        |  |
| 11 March 2009    | GT4SL02/04 | Hollybush Indoor Bowls, Sevenoaks         |  |
| 30 April 2009    | GT4SL02/05 | Kent Invicta Chamber of Commerce, Ashford |  |
| 21 May 2009      | GT4SL02/06 | Hall Place Enterprise Centre, Canterbury  |  |

## Clerks' Briefings (Bespoke)

These briefings aim to share information on new legislation procedures and initiatives and to gather views on consultations and new working practices. Clerks will be advised of dates and venues through the Clerks' Newsletter and Governormail.

## Clerks' Induction 1 - 'Getting Started'

 **Clerks**    **All**    **Half Day (1200-1500)**    **\*No charge /£65.00**




This course is for newly appointed clerks and aims to provide a firm basis from which to start their new role. Practical guidance will be provided to develop the skills for the Level 1 clerking role, with the opportunity to share good practice and meet other new clerks from your area.

| Date            | Code       | Venue and Location              | LLN                      |
|-----------------|------------|---------------------------------|--------------------------|
| 22 October 2008 | GT3CL02/01 | Venue TBC - According to demand | <input type="checkbox"/> |
| 14 January 2009 | GT3CL02/02 | Venue TBC - According to demand | <input type="checkbox"/> |
| 28 April 2009   | GT3CL02/03 | Venue TBC - According to demand | <input type="checkbox"/> |

## Clerks' Induction 2 - Minutes and Agendas

 **Clerks**    **All**    **Half Day (1200-1500)**    **\*No charge /£65.00**




*This course is for both new clerks, who have attended 'Getting Started', and for any existing clerks wishing to improve their minute taking skills. The course will enable you to understand the process of negotiating and compiling an agenda, take notes to reflect the business of the meeting and understand how to produce well structured and professional minutes.*

| Date             | Code       | Venue and Location                                  | LLN   |
|------------------|------------|---|---|
| 26 November 2008 | GT3CL03/01 | Whitfield and Aspen School, Dover                   |  |
| 26 February 2009 | GT3CL03/02 | Kings Hill Conference & Training Centre, Kings Hill |  |
| 3 June 2009      | GT3CL03/03 | Ashford Enterprise Centre, Ashford                  |  |

## Clerks' Induction 3 - One Year On!

 **Clerks**    **All**    **Half Day (1200-1500)**    **\*No charge /£65.00**



*This course is for new clerks who have attended 'Getting Started' and 'Minutes and Agendas' and for any existing clerks wishing to improve their clerking skills and ideally after serving as a clerk for a year. The session will provide a revision of procedures, regulations and the clerks' responsibilities including exploring the various types and sources of information available, how they should be stored and retrieved and how to provide information and guidance during meetings.*

| Date              | Code       | Venue and Location                          | LLN   |
|-------------------|------------|---|---|
| 30 September 2008 | GT3CL04/01 | Riverside Family Learning Centre, Gravesend |  |
| 27 January 2009   | GT3CL04/02 | Clover House, Whitstable                    |  |
| 19 May 2009       | GT3CL04/03 | Aylesham Family Learning Centre, Canterbury |  |

## Clerks' Managing Appeal Panels

 **Clerks**    **All**    **2 hour Session (1300-1500)**    **\*No charge /£65.00**

*The aim of this session is to ensure that clerks are confident in their ability to fulfil the clerking function in preparing and minuting at appeal panel meetings. Clerks will gain an understanding of the law and guidance principles for appeals, the timescales and framework for conducting exclusion appeals and the role of the clerk, chair and panel members.*

| Date            | Code       | Venue and Location                                  | LLN   |
|-----------------|------------|---|---|
| 3 February 2009 | GT3CL06/01 | Aylesham Family Learning Centre, Canterbury         |  |
| 12 May 2009     | GT3CL06/02 | Kings Hill Conference & Training Centre, Kings Hill |  |





## Strategic Leadership

This section focuses on training and development opportunities designed to strengthen the governor's strategic role and deepen understanding. The following range of topics can be accessed via the core programme as specified or by commissioning a bespoke session for your governing body, local group of schools or local children's services partnerships.

### Achieving Financial Management Standards in Schools

 **All Governors**       **All**       **1 Evening (1900-2100)**       **\*No charge /£65.00**

The session will provide an overview of FMSiS (Financial Management Standards in Schools), including new requirements for Governors. The ethos of a "Financially Well Managed School" will be examined.


| Date             | Code       | Venue and Location                  | LLN   |
|------------------|------------|-------------------------------------|---|
| 3 November 2008  | GT4SL01/01 | Swanley Technology College, Swanley |    |
| 11 November 2008 | GT4SL01/02 | Palm Bay Primary School, Margate    |   |
| 19 November 2008 | GT4SL01/03 | Cranbrook CEP School, Cranbrook     |  |
| 27 November 2008 | GT4SL01/04 | Hildenborough CEP School, Tonbridge |  |

### BTEC Advanced Certificate in School Governance

 **All Governors**       **All**       **6 Sessions Evening (1900-2100)**       **see below**

This programme is for governors of primary, secondary and special schools with one year's experience. It is a competence based award requiring governors to compile a portfolio of evidence demonstrating that they have met a range of criteria which will give governors formal recognition of the work that they do in support of their school.

The course will run over 6 sessions with a flexible option to catch up at the end. As a new governor or someone without experience of producing a portfolio of evidence, you might attend in the first year and become familiar with what is required and attend again in the second year and complete your portfolio of evidence. Governors who are already working on their portfolio will be welcome to attend any session and there will be time during the final half hour for some delegates to have individual discussion with the Essex Mentor if required. Communication by email will be available between sessions to submit work and to ask questions. We will also encourage delegates to contact one another by email or telephone to provide group support.

 **Fees** - There will be an extra cost involved for this course and details are available from Anne Williams on 01622 203800.

## BTEC Advanced Certificate in School Governance

| Date             | Code       | Venue and Location       | LLN |
|------------------|------------|--------------------------|-----|
| 9 October 2008   | GT4SL12/01 | Oakwood House, Maidstone |     |
| 6 November 2008  | GT4SL12/02 | Oakwood House, Maidstone |     |
| 10 December 2008 | GT4SL12/03 | Oakwood House, Maidstone |     |
| 5 February 2009  | GT4SL12/04 | Oakwood House, Maidstone |     |
| 5 March 2009     | GT4SL12/05 | Oakwood House, Maidstone |     |
| 2 April 2009     | GT4SL12/06 | Oakwood House, Maidstone |     |
| 6 October 2008   | GT4SL12/07 | Clover House, Whitstable |     |
| 3 November 2008  | GT4SL12/08 | Clover House, Whitstable |     |
| 1 December 2008  | GT4SL12/09 | Clover House, Whitstable |     |
| 2 February 2009  | GT4SL12/10 | Clover House, Whitstable |     |
| 23 March 2009    | GT4SL12/11 | Clover House, Whitstable |     |
| 27 April 2009    | GT4SL12/12 | Clover House, Whitstable |     |

## Chairs and Clerks Working Effectively Together

All Governors    All    1 Evening (1900-2100)    \*No charge /£65.00

Please see page 12 for further information.

## Collective Worship - Why? What? How?

All Governors    All    1 Evening (1900-2100)    \*No charge /£65.00

The session will address governors' responsibilities towards ensuring the school meets legal requirements and provides quality acts of collective worship for all pupils/students.













It will inform governors of the new guidance from Kent Standing Advisory Council for Religious Education on Collective Worship - Gather Together: Policy and Practice for Collective Worship.

| Date             | Code       | Venue and Location                               | LLN |
|------------------|------------|--|-----|
| 4 November 2008  | GT4SL10/01 | St Ethelbert's Catholic Primary School, Ramsgate |     |
| 13 November 2008 | GT4SL10/02 | The Malling School, West Malling                 |     |
| 18 November 2008 | GT4SL10/03 | John Wesley Primary School, Ashford              |     |

## Early Years Governor Seminar

 **All Governors**    **KS Foundation, 1 & 2**    **1 Evening (1900-2100)**    **\*No charge /£65.00**

Early Years Governor Seminars are designed for all primary governors. They are particularly pertinent for Early Years Governors. The sessions will address current Early Years issues and provide opportunities for Governors to ask questions and raise issues that relate to their own experiences. From September 2008 the Early Years Foundation Stage (EYFS) curriculum becomes statutory and the Foundation Stage Profile had been updated in line with the requirements of the EYFS. Schools are required to reflect on their practice in the light of the changes and the seminars will support governors in their role in ensuring that their statutory duties related to the Early Years Foundation Stage are fulfilled.

| Date             | Code       | Venue and Location                       | LLN   |
|------------------|------------|--|---|
| 16 October 2008  | GT4SL03/01 | Hall Place Enterprise Centre, Canterbury |    |
| 5 November 2008  | GT4SL03/02 | Angel Centre, Tonbridge                  |    |
| 6 November 2008  | GT4SL03/03 | Ashford Enterprise Centre, Ashford       |    |
| 12 November 2008 | GT4SL03/04 | The Ark Christian Centre, Dover          |    |
| 17 November 2008 | GT4SL03/05 | Oakwood House, Maidstone                 |    |
| 21 November 2008 | GT4SL03/06 | Oakfield Children's Centre, Dartford     |   |
| 28 January 2009  | GT4SL03/07 | Minster College, Sheerness               |  |
| 29 January 2009  | GT4SL03/08 | The Riverside Centre, Gravesend          |  |
| 5 February 2009  | GT4SL03/09 | Shepway Business Centre, Folkestone      |  |
| 10 February 2009 | GT4SL03/10 | St Julian's Club, Sevenoaks              |  |
| 11 March 2009    | GT4SL03/11 | Pfizer Sports and Social Club, Sandwich  |  |
| 18 March 2009    | GT4SL03/12 | Cranbrook CEP School, Cranbrook          |  |

## From SEF to Strategic Plan to Ofsted - Aim for outstanding

 **All Governors**    **All**    **1 Evening (1900-2100)**    **\*No charge /£65.00**

This course will give you a clearer understanding of the process and requirements for completing the school self evaluation document for Ofsted inspection. Advice and guidance will be provided on how school self evaluation leads into school improvement planning.

| Date            | Code       | Venue and Location                             | LLN   |
|-----------------|------------|--|---|
| 16 October 2008 | GT4SL04/01 | Sandwich Technology School, Sandwich           |  |
| 6 November 2008 | GT4SL04/02 | Harcourt Primary School, Folkestone            |  |
| 20 January 2009 | GT4SL04/03 | Cranbrook CEP School, Cranbrook                |  |
| 11 March 2009   | GT4SL04/04 | The Discovery School, West Malling             |  |
| 7 May 2009      | GT4SL04/05 | The Riverside Centre, Gravesend                |  |
| 19 May 2009     | GT4SL04/06 | Sittingbourne Community College, Sittingbourne |  |





## Governing Body Self Review (Bespoke)

This session is offered as a bespoke training session. It will help governing bodies improve their understanding of good practice in governance, and enable them to challenge each other about their current strengths and weaknesses and plan for improvement.

## Grievances - How to deal with grievances (Bespoke)

Offered as a bespoke training session to provide advice and guidance in dealing with grievances and the policies which should be in place to enable governors to support and monitor this process.

## Inclusion and Achievement - Current issues and practice the SEN Governor

 **AEN Governors**     **All**     **1 Evening (1900-2100)**     **\*No charge /£65.00**

This session is open to all SEN governors and those wishing to keep themselves up to date with current practice and issues relating to Inclusion and Special Educational Needs. It will focus on current issues, the SEN governor strategic role and understanding the right questions to ask in your governing body.

| Date             | Code       | Venue and Location                  | LLN   |
|------------------|------------|-------------------------------------|---|
| 21 October 2008  | GT4SL05/01 | Clover House, Whitstable            |  |
| 26 November 2008 | GT4SL05/02 | The Riverside Centre, Gravesend     |  |
| 26 January 2009  | GT4SL05/03 | Great Chart Primary School, Ashford |  |
| 24 February 2009 | GT4SL05/04 | Vale View Community School, Dover   |  |
| 12 March 2009    | GT4SL05/05 | Cranbrook CEP School, Cranbrook     |  |
| 25 March 2009    | GT4SL05/06 | Oakwood House, Maidstone            |  |

## Interviewing Skills for the appointment of a New Headteacher (Bespoke)

Offered as a bespoke training session to provide advice, guidance and support to governors in effectively undertaking the process of appointing a new Headteacher considering new guidelines.

## Leading Together (Bespoke)

This national programme is designed to develop and improve working partnerships between senior leaders and the governing body to ensure effective leadership of the school. A nominated working party of school staff and governors work together with a facilitator for three two-hour sessions spread over 9-12 months. There will be an additional cost for these 3 sessions and mid-term support from a facilitator. For further details and costs please contact Anne Williams 01622 203800

## New Models of Governance (Bespoke)





This session is offered as a bespoke training session and will explore new models of leadership and governance to enable governors to ensure high quality strategic leadership in their schools.

### Performance Management for Governors -





#### Understanding whole school and head's performance management

 All Governors  All  1 Evening (1900-2100)  \*No charge /£65.00

This course will provide governors with an understanding of the regulations and requirements of the performance management process across the school, how it links into the school plan, how to work with the school improvement partner in setting objectives for the Headteacher and how to manage the review meeting and monitor performance.

| Date             | Code       | Venue and Location                              | LLN   |
|------------------|------------|---|---|
| 8 October 2008   | GT4SL06/01 | Hunton CEP School, Maidstone                    |    |
| 27 November 2008 | GT4SL06/02 | Palm Bay Primary School, Margate                |   |
| 9 December 2008  | GT4SL06/03 | New Ash Green Primary School, Longfield         |  |
| 7 May 2009       | GT4SL06/04 | Oakley School (Secondary Site), Tunbridge Wells |  |





### Primary Curriculum - Effective use of tracking and data

 All Governors  KS 1 & 2  1 Evening (1900-2100)  \*No charge /£65.00

How does tracking and data inform planning, teaching and learning in your school? Does this support personalised learning? Advice and guidance on understanding this important aspect of education will be provided in this session.

| Date          | Code       | Venue and Location                              | LLN   |
|---------------|------------|---|---|
| 28 April 2009 | GT4SL07/01 | TBC   |  |
| 7 May 2009    | GT4SL07/02 | Bridge and Patricbourne CEP School, Canterbury  |  |
| 12 May 2009   | GT4SL07/03 | Sandwich Technology School, Sandwich            |  |
| 21 May 2009   | GT4SL07/04 | Oakley School (Secondary Site), Tunbridge Wells |  |
| 1 June 2009   | GT4SL07/05 | Palm Bay Primary School, Margate                |  |
| 9 June 2009   | GT4SL07/06 | Brookfield Junior School, West Malling          |  |





## Primary Curriculum - How to use the renewed frameworks effectively

 **All Governors**       **KS 1 & 2**       **1 Evening (1900-2100)**       **\*No charge /£65.00**

*This session will provide advice and guidance on how the renewed frameworks should be used in school in order to impact on attainment and achievement for all pupils.*

| Date             | Code       | Venue and Location                            | LLN   |
|------------------|------------|---|---|
| 9 October 2008   | GT4SL08/01 | New Ash Green Primary School, Longfield       |  |
| 22 October 2008  | GT4SL08/02 | Palm Bay Primary School, Margate              |  |
| 4 November 2008  | GT4SL08/03 | St Augustine's Catholic Primary School, Hythe |  |
| 10 November 2008 | GT4SL08/04 | Paddock Wood Primary School, Tonbridge        |  |
| 19 November 2008 | GT4SL08/05 | Iwade Community Primary School, Sittingbourne |  |
| 1 December 2008  | GT4SL08/06 | Oakwood House, Maidstone                      |  |

## Primary Curriculum - The role of the Subject Leader

 **All Governors**       **KS 1 & 2**       **1 Evening (1900-2100)**       **\*No charge /£65.00**

*This session will provide advice and guidance to understand the roles and responsibilities of the subject leader.*

| Date             | Code       | Venue and Location                  | LLN   |
|------------------|------------|-------------------------------------|---|
| 19 January 2009  | GT4SL09/01 | The Riverside Centre, Gravesend     |  |
| 22 January 2009  | GT4SL09/02 | Joy Lane Primary School, Whitstable |  |
| 4 February 2009  | GT4SL09/03 | John Wesley Primary School, Ashford |  |
| 11 February 2009 | GT4SL09/04 | St John's CEP School, Sevenoaks     |  |
| 3 March 2009     | GT4SL09/05 | Astor College for the Arts, Dover   |  |
| 17 March 2009    | GT4SL09/06 | St John's CEP School, Maidstone     |  |

## RE - New Kent Agreed Syllabus for RE (Bespoke)

*This session is offered as a bespoke training session and will introduce the requirements of the new Kent Agreed Syllabus for RE and equip governors to more effectively monitor and support quality RE in their school.*





## Roles and Responsibilities of Governors -

### A fresh look at strategic responsibilities during times of change (Bespoke)

Offered as a bespoke training session in order to review key roles and responsibilities for the governing body. Advice and guidance will be provided to ensure that your governing body is meeting its statutory and strategic responsibilities.

## The New Secondary Curriculum -

### What's new, what's different, what does it mean to schools?

 **All Governors**       **KS 3, 4 & 5**       **1 Evening (1900-2100)**       **\*No charge /£65.00**

The New Secondary Curriculum is being implemented into Secondary Schools this term. What does this mean for pupils, teachers and Governors? This session will provide you with information, and share ideas to enable you to answer these and many more questions.

| Date              | Code       | Venue and Location                  | LLN   |
|-------------------|------------|-------------------------------------|---|
| 29 September 2008 | GT4SL11/01 | Clover House, Whitstable            |  |
| 30 September 2008 | GT4SL11/01 | Dartford Grammar School, Dartford   |  |
| 13 October 2008   | GT4SL11/01 | Ashford Enterprise Centre, Ashford  |  |
| 14 October 2008   | GT4SL11/01 | Palm Bay Primary School, Margate    |  |
| 17 November 2008  | GT4SL11/01 | The Cranbrook School, Cranbrook     |  |
| 18 November 2008  | GT4SL11/01 | Brookfield Junior School, Larkfield |  |

## Spiritual, Moral, Social and Cultural Development (Bespoke)

Offered as a bespoke training session in order to consider what is meant by spiritual, moral, social and cultural development within an educational context. Support and guidance will be offered to assist governors in developing understanding on how this relates to the ethos and values of the school and impact on children's personal and academic development.

## Succession Planning -

### Plan for future leadership in your school and governing body (Bespoke)

*Offered as bespoke training and linked to this year's Annual Governor Conference. Using new tools learn how to ensure strategies are in place for your school to consider development of all staff and governors in preparation for leadership roles within school.*

## Sustainable Schools - How to become an ECO-school -

### In pursuit of a sustainable school environment (Bespoke)

*Offered as a bespoke training session to develop understanding of the ECO-schools process and including discussion to clarify how existing activity will support schools in providing a sustainable school environment.*

# Monitoring and Accountability

*This section focuses on training and development opportunities designed to strengthen the governor's role in monitoring and accountability. The following range of topics can be accessed through the core programme or via bespoke sessions for your governing body, local group of schools or local children's services partnerships as specified.*

## Achieving Financial Management Standards in Schools

 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00

*Please see page 14 for further Information.*

## Anti-Bullying - Policy and Strategies (Bespoke)

*Offered as a bespoke training session to support schools in the construction and monitoring of the anti-bullying policy and will include advice and guidance on creating effective home-school agreements.*

## Behaviours for Learning (Bespoke)

This is offered as a bespoke training session to introduce and outline to governors circumstances which can lead to bullying and will include guidance on developing strategies to counter bullying and promote the fostering of good inter-personal relationships in school.

## BTEC Advanced Certificate in School Governance

 All Governors     All     6 Sessions Evening (1900-2100)

Please see page 14 for further information.

## Complaints - Policy and process to guide governors (Bespoke)

This is offered as a bespoke training session to introduce a policy document and explore the processes that should be in place in your school to deal with complaints appropriately, fairly and efficiently.

## Exclusions - Developing good practice in managing exclusions (Bespoke)

This is offered as a bespoke training session to support governors in understanding new legislation relating to exclusions, their role in exclusion panels and monitoring exclusions in school. Guidance will be provided to deepen knowledge of correct procedures in managing the exclusions process and how to avoid pitfalls.

## Finance - Governors' statutory roles and responsibilities





 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00

This course aims to inform governors on the subject of school finances. It is designed for governors who have responsibility for finance and will build on the Introduction to Finance course.

| Date             | Code       | Venue and Location                              | LLN   |
|------------------|------------|---|---|
| 1 October 2008   | GT5MA02/01 | Clover House, Whitstable                        |  |
| 8 October 2008   | GT5MA02/02 | Oakley School (Secondary Site), Tunbridge Wells |  |
| 26 November 2008 | GT5MA02/03 | Oakwood House, Maidstone                        |  |
| 28 January 2009  | GT5MA02/04 | The Riverside Centre, Gravesend                 |  |
| 13 May 2009      | GT5MA02/05 | Whitfield and Aspen School, Dover               |  |
| 21 May 2009      | GT5MA02/06 | Ashford Enterprise Centre, Ashford              |  |

## Inclusion and Achievement -

Current issues and practice the SEN Governor

 **AEN Governors**     **KS All**     **1 Evening (1900-2100)**     **\*No charge /£65.00**

Please see page 17 for further Information.

## ICT - Internet Safety (Bespoke)

*This is offered as a bespoke training session to navigate governors through a tour of our own local resources and those of the world-wide web as a management resource for schools. The session will also consider the risks of web use in a personal context and for children in schools.*

## RAISEonline -

Understanding and monitoring the data your school receives (Bespoke)

*This is offered as a bespoke training session to assist governors in understanding the wealth of information that is provided to schools. Governors will be shown how to place their school's performance data in context and how to use relevant information as a key to asking effective questions in order to contribute to school improvement.*

## Personnel Issues (Bespoke)

*Offered as a bespoke training session to support the governing body in understanding their role in appointing staff, performance management, pay procedures and the policies that the governing body should have in place to monitor these processes.*

## Critical Friend

This section focuses on training and development opportunities designed to strengthen the governor's role as a Critical Friend. The following range of topics can be accessed through the core programme or via bespoke sessions for your governing body, local group of schools or local children's services partnerships as specified.

### BTEC Advanced Certificate in School Governance

 All Governors     All     6 Sessions Evening (1900-2100)

Please see page 14 for further information.

### Roles and Responsibilities of Governors -

A fresh look at strategic responsibilities during times of change (Bespoke)

Offered as a bespoke training session in order to review key roles and responsibilities for the governing body. Advice and guidance will be provided to ensure that your governing body is meeting its statutory and strategic responsibilities.

### The Governor Role in Visiting and Monitoring

 All Governors     All     1 Evening (1900-2100)     \*No charge /£65.00

The course is divided into two sections. The first part addresses the governors role in monitoring and evaluating the work of the school in the light of the governors statutory responsibilities. The second part looks at monitoring in practice through visits to the school including classrooms.

| Date             | Code       | Venue and Location                                 | LLN   |
|------------------|------------|--|---|
| 20 October 2008  | GT6CF01/01 | Ifield Smile, Gravesend                            |  |
| 13 November 2008 | GT6CF01/02 | Ashford Enterprise Centre, Ashford                 |  |
| 27 January 2009  | GT6CF01/03 | Callis Grange Nursery & Infant School, Broadstairs |  |
| 23 February 2009 | GT6CF01/04 | Bishops Down Primary School, Tunbridge Wells       |  |
| 28 April 2009    | GT6CF01/05 | St John's CEP School, Maidstone                    |  |
| 14 May 2009      | GT6CF01/06 | Iwade Community Primary School, Sittingbourne      |  |





### Working as an Effective Team (Bespoke)

Offered as a bespoke training to focus on developing the governing body as a team. This session will include guidance to assist governors with effective questioning techniques to challenge and support their school in order to contribute to raising standards for pupils and to provide the best outcome during school inspections.



## Conferences and Special Events

This section details the conferences we are inviting governors and clerks to attend during the coming year and includes special events/workshops designed to increase motivation and further develop the effectiveness of governing bodies.

### Annual Clerks' Conference 2009

 **Clerks**     **All**     **1 Day (0900-1600)**     **\*No charge /£65.00**

The aim of the conference is to support clerks in developing their professional role together with other colleagues. Offered in two locations this conference will be based on a common theme, including key presentations, workshops and lunch. This is an invaluable opportunity for clerks to receive key national and local input, develop their professional skills and share and learn effective practice from each other.

| Date          | Code       | Venue and Location                                  | LLN  |
|---------------|------------|---|--|
| 7 March 2009  | GT3CL01/01 | Ashford International Hotel, Ashford                |   |
| 18 March 2009 | GT3CL01/02 | Kings Hill Conference & Training Centre, Kings Hill |  |

### Annual Conference for Governors 2009

#### Succession Planning - Growing the Leaders of Tomorrow

 **All Governors**     **All**     **1 Day (0930-1600)**     **\*No charge /£130.00**




All governors are invited to attend our Annual Conference on Succession Planning. Governors will have the opportunity to focus on the development of leadership skills and creating a culture for growth in order to build capacity for future leadership.

| Date             | Code      | Venue and Location                   | LLN   |
|------------------|-----------|--------------------------------------|---|
| 28 February 2009 | GT7C01/01 | Ashford International Hotel, Ashford |  |

### Dedicated Headship Time and Strategic Leadership

 **Headteacher & Chair of Governors**     **All**     **1 Day (0930-1530)**     **\*No charge /£130.00**

A special event for Headteachers with their Chair of Governors - an opportunity to gain an understanding of dedicated headship time and work life balance and how this can impact on strategic leadership.




| Date            | Code       | Venue and Location                           | LLN   |
|-----------------|------------|--|---|
| 1 October 2008  | WD0DH01/01 | East Malling Conference Centre, West Malling |  |
| 9 October 2008  | WD0DH01/02 | London Beach Hotel, Tenterden                |  |
| 21 October 2008 | WD0DH01/03 | St Augustines Ltd, Westgate-On-Sea           |  |

To make an online booking visit  [www.kenttrustweb.org.uk?askbooking](http://www.kenttrustweb.org.uk?askbooking)




\*For an explanation of our charges see page three.

## Governor Workshop - Managing Change -

Inter-active workshop to address the impact of change in schools and governing bodies

 **All Governors**       **All**       **1 Day (0900-1515)**       **\*No charge /£130.00**

*A unique opportunity for governors to consider a fresh approach to modelling change through gaining a deeper understanding of the impact of change, examining new models of governance and developing teamwork skills in order to increase effectiveness within your governing body. This is an interactive workshop designed to motivate governors towards embracing change. Early booking is recommended.*

| Date             | Code      | Venue and Location                           | LLN   |
|------------------|-----------|--|---|
| 20 November 2008 | GT7C02/01 | East Malling Conference Centre, West Malling |  |
| 3 December 2008  | GT7C02/02 | Venue TBC                                    |  |
| 21 January 2009  | GT7C02/03 | St Augustines Ltd, Westgate-On-Sea           |  |

## Governor Training Workshop -

Developing the role of the Training & Development/Link Governor

 **All Governors**       **All**       **1 Half-day (1230-1530)**       **\*No charge /£65.00**

*An exciting opportunity for the designated Training & Development/Link Governor to participate in an innovative workshop to create a structured approach to training and development for governors. Governors will receive advice, guidance and support to build a professional portfolio of development to improve strategic leadership skills linking directly with the School Improvement Plan and 3 year budgets. Includes buffet lunch.*

| Date             | Code      | Venue and Location                    | LLN   |
|------------------|-----------|---------------------------------------|---|
| 16 October 2008  | GT7C03/01 | London Beach Hotel, Tenterden         |  |
| 13 November 2008 | GT7C03/02 | Venue TBC, Maidstone                  |  |
| 18 November 2008 | GT7C03/03 | Hadlow Manor Hotel, Tonbridge         |  |
| 11 December 2008 | GT7C03/04 | Hempstead Valley Hotel, Sittingbourne |  |
| 6 January 2009   | GT7C03/05 | St Augustines Ltd, Westgate-On-Sea    |  |
| 3 February 2009  | GT7C03/06 | Manor Hotel, Gravesend                |  |

## Working in Partnership with Others

*The Governor Training and Development Team are committed to building effective relationships with our professional colleagues in order to provide a broad and varied Governor Professional Development and Training Programme. Regular meetings are held with School Governance Unit, our Diocesan Partners and members of the Kent Governor Association to inform the programme and address training needs of all governors across Kent.*

### Partnership with the Diocesan Authorities

*The three Dioceses in the County contribute to the Kent RE Agreed Syllabus which is used in all community, controlled and foundation schools. They advise voluntary aided schools about their own RE Syllabus and offer training and support for church school governors. The Diocesan Boards are working together to develop training.*

### Archdiocese of Southwark Commission for Schools and Colleges

Dr Dilys Wadman, St Edwards House, St Paul's Wood Hill, Orpington, Kent BR5 2SR

Tel 01689 829331 Fax 01689 829255 Website [www.rcsouthwark.org.uk](http://www.rcsouthwark.org.uk)

*The Catholic Archdiocese of Southwark provides governor training twice a year on the Distinctive Nature of Catholic Schools. The Diocese also offers governor briefing sessions twice a year on important and topical issues for governors. Governors are invited to attend and further details can be obtained from the address above.*

### Canterbury Diocesan Board of Education

The Revd Nigel Genders, Canterbury Diocesan Board of Education

Diocesan House, Lady Wootton's Green, Canterbury CT11NQ

Tel 01227 459401 Fax 01227 450964 Email [ngenders@diocant.org](mailto:ngenders@diocant.org)

*We are developing a new programme of governor training which will be covering a variety of subjects over the course of the year. These will include sessions on admissions; Statutory Inspection of Anglican Schools; collective worship; building leadership capacity within Church of England schools; federation; governance in the future; new foundation governor induction; development of VA school buildings etc.*

*The training will be offered over the course of the year and details will be sent to all our schools. If you have any specific enquiries or requirements then please contact us.*

## Rochester Diocesan Board of Education

**Rev. Canon John L Smith** (Bishop's Officer and Director of Education) - 'Training about general governance'.

**Ms Jan Thompson** - 'Training about curriculum and ethos'.

Rochester Diocesan Board of Education, Deanery Gate, The Precinct, Rochester, ME1 1SJ

Tel 01634 843667 Email [john.smith@rochester.anglican.org](mailto:john.smith@rochester.anglican.org)

*Much of the Board's governor training consists of bespoke courses for whole governing bodies, for example - the change of school status; admissions; school ethos and distinctiveness; governor services for Voluntary Aided schools. This year there will be a number of larger events, on the outcomes of research into children's lives and on VA schools Admissions arrangements.*

## Kent Governors Association (KGA)

*All governors are entitled to attend meetings and every governing body is encouraged to nominate a governor to attend the Kent Governors' Association county assembly meetings held in Maidstone. The KGA aims to broaden participation in governance and consultation and provide a democratic forum for the exchange of ideas.*

### Future KGA County Assembly Meetings

|                 |              |  |
|-----------------|--------------|--|
| 6 October 2008  | 7.00pm (AGM) | Sessions House, County Road, Maidstone           |
| 9 February 2009 | 7.00pm       | Invicta Grammar School, Huntsman Road, Maidstone |

*Further updates on meetings can be found in Governors' Briefing Notes.*

### Kent Governors' Association Contacts

To find your Cluster representative follow this link:

[www.clusterweb.org.uk/Communication/kga\\_contacts\\_2006.cfm](http://www.clusterweb.org.uk/Communication/kga_contacts_2006.cfm)

Details of meetings are published in the Briefing Notes where you will also find the contacts list or you can email [kga@kent.gov.uk](mailto:kga@kent.gov.uk) and ask for your mail to be forwarded to your representative.

**To find out more about the Kent Governors' Association visit:**

[www.clusterweb.org.uk/Communication/kga\\_about\\_2006.cfm](http://www.clusterweb.org.uk/Communication/kga_about_2006.cfm)

## Local Children's Services Partnerships (LCSP)

*The 23 Local Children's Services Partnerships will come into being from 1st September 2008 and will directly replace Clusters. The LCSP will lead the delivery of improved ECM outcomes for children, young people and their families, as agreed with the Kent Children's Trust, through effective integrated planning and commissioning across children's services in the locality. We anticipate that some training and development for governors will be commissioned through this route where appropriate.*

## Working in Partnership with other agencies


We will continue to provide training linking to other agencies within and outside KCC as appropriate to provide the best strategic development for governors.

## Useful Addresses

### Advisory Service Kent


Shepway Centre  
Oxford Road  
Maidstone  
Kent ME15 8AW

 01622 203800

 [www.kenttrustweb.org.uk/ask](http://www.kenttrustweb.org.uk/ask)

### DCSF

Department for Children, Schools and Families  
Sanctuary Buildings  
Great Smith Street  
London SW1P 3BT

 0870 000 2288

 [www.dcsf.gov.uk](http://www.dcsf.gov.uk)

### Governornet

 [www.governornet.gov.uk](http://www.governornet.gov.uk)

### Kent County Council

County Hall  
Maidstone  
Kent ME14 1XQ

 08458 247 247

 [www.kent.gov.uk](http://www.kent.gov.uk)

### Office for Standards in Education (Ofsted)

Alexandra House  
33 Kingsway  
London WC2B 6SE

 0207 4216744

 [www.ofsted.gov.uk](http://www.ofsted.gov.uk)

### National College for School Leadership (NCSL)

Triumph Road  
Nottingham NG8 LDH

 0845 609 0009

 [www.ncsl.org.uk](http://www.ncsl.org.uk)

### National Governors' Association (NGA)

2nd Floor SBQ1  
29 Smallbrook,  
Queensway  
Birmingham B5 4HG

 0121 643 5787

 [www.nga.org.uk](http://www.nga.org.uk)

### School Governance Unit

Bishops Terrace  
Bishops Way  
Maidstone  
Kent ME14 1AF

 01622 605160

 [www.kenttrustweb.org.uk/Advisory/governor.cfm](http://www.kenttrustweb.org.uk/Advisory/governor.cfm)

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## Terms & Conditions

### Booking a Place

Places for courses are registered on a first-come, first-served basis. Wherever possible, please apply at least six weeks before the course is due to take place, as low bookings after this time may lead to cancellation.

In the event of a course being cancelled due to low delegate numbers, the Advisory Service Kent will endeavour to give a minimum of ten working days notice to delegates booked on the course.

#### The following is included:

- a place on the training course;
- copies of resources and materials used on the course (on occasion a specific publication or piece of ICT software may be included in the course fee - this will be clearly advertised in the course outline);
- refreshments on arrival and during breaks in the course, lunch where specified;
- lunch on full day courses.

Every attempt will be made to provide the courses in the form described in the course outline. In the event that there are significant changes (for example, date or venue) delegates will be notified in writing of the changes.

### Commitment to Quality

ASK is committed to providing a high quality professional development and training programme, including:

- accessible venues
- expert course facilitators
- high standard of course content which is informed by relevant research and best practice
- sensitivity to the experience and needs of participants
- evaluation sheets so that improvement can be identified.

### Charges


Course fees are detailed in this brochure and on the course summary tab on-line. Schools who but into package A will be invoiced on a monthly basis.

### Package A

*This package includes:*

- Induction Training for all new governors
- Attendance at any two hour Core Training Sessions
- One 2 hour Bespoke Training per school
- Advice for Training and Development Governors
- Annual Conference and Workshops

To buy into **Package A** or for further details your school should contact Kent Services for Schools:

 [school.services@kent.gov.uk](mailto:school.services@kent.gov.uk)

 01622 694208

 01622 221584

### Also available Governor Training 'Pay as you Go'

Prices for the current financial year are displayed below. Please contact the Governor Training Manager on 01622 203800 to discuss any individual needs.

| Attendance for one governor at a:       | £      |
|---|--------|
| 2 hour training                         | 65.00  |
| Half-day session                        | 65.00  |
| Full-day course                         | 130.00 |
| Conference                              | 130.00 |
| In-house bespoke session x 2 hours from | 250.00 |

### Cancellation Policy

#### Governor Training Subscription Courses

No cancellation charge will be levied to schools subscribing to Package A.

## Booking Form

 If you are viewing this brochure online **click here** to complete an electronic booking form

REMEMBER to photocopy this booking form so that it can be used more than once.

Please complete all details in block capitals. Failure to do so may delay your application.

**Course title** \_\_\_\_\_

Course venue \_\_\_\_\_

Course code \_\_\_\_\_ Course date \_\_\_\_\_

**Name in full** \_\_\_\_\_ **Title** \_\_\_\_\_ e.g. Mr Mrs etc

Correspondence Address \_\_\_\_\_

Name of your school \_\_\_\_\_

Governor Role \_\_\_\_\_

**Telephone** \_\_\_\_\_

**Email** \_\_\_\_\_

This must be completed as confirmation will be sent to this email address.

Please tick this box if you wish to receive email information about related courses in the future.

Please indicate if you have any special / dietary / access requirements \_\_\_\_\_

Please ensure your Clerk / T & D Governor is aware of this booking and our Terms & Conditions (see page 34)

Please complete and return to the address below



**Training & Development Team**

Advisory Service Kent (ASK) Shepway Centre, Oxford Road, Maidstone, Kent ME15 8AW



**01622 203800**



**01622 759648**



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*children's workforce | learning together*

