

ITN Administrative Arrangements and Support

Core ITN Programme delivered in Districts	
<ul style="list-style-type: none"> • X 12 sessions EY Twilights 3 times a year • X 12 sessions AEN Twilights 3 times a year • X12 NQT induction programme based on ½ days 6 times a year 	
T & D	
<ul style="list-style-type: none"> • Book a school venue for sessions in the main programme (school can claim £25 for twilight session expenses and £35 for ½ day session expenses) • Prepare Marketing Information from information provided by programme leaders for session content • Receive delegate bookings by online booking • Provide registration form • Provide evaluation forms • Provide evaluation Reports • Provide attendance reports by role and organisation 	
Conferences	
1 Senior Leaders conference 1 x NQT 1 x Middle Leaders (External Venues)	ITN members can access one free place on each of these conferences however they do not have a right to a place therefore if they try and book and the event is full they will not get a place.
Headteacher meetings	
<p>There is a total annual allowance of £1000 per district for the organisation and running of Headteacher meetings. Districts can decide how many meetings they have and in what format e.g. a breakfast briefing, morning or full day, including or not including refreshments as long as they don't exceed the budget for these meetings. Where there are additional costs incurred the district will need to fund this itself.</p> <p>Organisation, set up and booking still lies with Steve Winch at Oxford Road.</p>	
Senior Leader meetings	
External and school venues. Different agenda per district depending on district priorities. Where there are additional costs incurred the district will need to fund this itself. Organisation again with Steve Winch	To the value of £1000 allowance per district per year
Local District Planning	
Districts can plan CPD according to their priorities and needs. The budget can be used to set up local CPD or network meetings that district schools will attend. It is essential that this does not duplicate already planned programmes or activities already published to schools but focuses on meeting local needs and adding value. It can also be used to release teachers from schools to come to central CPD or commission additional expertise. Please set up through Training and Development.	Annual district allowance £4000

Bookings:

All bookings must be made through CPD online so that all events are captured and can be evaluated centrally and locally. It is also essential for all bookings to be on the system so that the T & D team can confirm numbers with the venue, including school venues, so that all planning and preparation can be supported. District Administration teams can get a hyperlink from T&D to take them straight to each booking which they can then use in their communications with schools and target audiences. Delegates then only have to click on the link to take them straight to the event where they can book a place.