

GOVERNORS' TRAINING PROGRAMME

Autumn Term 2019



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The Governors' Training Programme is distributed electronically as a pdf file sent to governors' email addresses and will eventually move to an online platform.

This is in line with Lewisham's aim of reducing its environmental impact by using paperless methods of communication where possible. If you are unable to access the Pack electronically please ask your school to provide you with a printed version.

Training News

TRAINING NEWS

Lewisham Services for Schools is the council's online portal for traded services, communications and training. Since April 2018, all governor training has been booked through this portal at www.schoolsservices.lewisham.gov.uk

An account has been created for all governors using the email address we have for you on our database. If you have any issues logging in to view and book governor training courses please email sitbusinesssupport@lewisham.gov.uk or telephone SIT Business Support on 020 8314 3355 or 020 8314 6777.

The **Lewisham Services for Schools user guide for governors** advises how you can log into this portal, how you can book onto training courses, how you can cancel your place on a training course and how you can update your contact details. The user guide can be found at <http://www.schoolsservices.lewisham.gov.uk/Page/9040> and at the back of this booklet on page 35.

We hope that the range of governor training opportunities available in Lewisham between September and December 2019 will interest you and help you to make an important contribution to raising standards in our schools through high quality, effective governance. We have listened to the requests we have received for new and established training sessions and are looking forward to a varied programme of introductory, practical and challenging sessions.

Governors interested in further governance training are encouraged to explore the Modern Governor online training modules that are up-to-date and cover a wide range of governance topics and can be studied at a time of your own convenience. Schools can subscribe to Modern Governor at a reduced rate via the Governors' Services E-learning Service Level Agreement.

The Lewisham Governors' Services Service Level Agreement for the 2019-20 financial year includes two agreements that schools can subscribe to that offer unlimited access to attend the central training programme sessions.

These are the support and training service for schools with independent clerks and the central training programme service for schools with Lewisham Governors' Services clerks. Governors of schools that have not bought into these service level agreements (SLAs) are welcome to attend the central programme training sessions but their schools will be charged at the individual attendance rate for each governor attending a training session.

Governors are reminded that they need to check whether their school has unlimited access to the training sessions or whether their school will be charged at the individual rates before booking a training session.

Details and content notes of all the central training programme and briefing sessions in the autumn term 2019 can be found on pages 21-29 of this booklet.

Chairs' Briefing

There will be a **Briefing for Chairs on Monday 16 September from 7 pm to 9 pm in the Civic Suite**. These are important sessions for schools to be represented at to hear

Training News

the latest reports on recent developments and to share ideas and examples of good practice. If your chair of governors cannot attend we would strongly encourage you to ask your vice-chair or another governor to attend the Briefing session.

New governors

All new governors should attend the **Induction for new governors** training course on **Saturday 9 November from 9 am to 3.30 pm in the St George's Church, Vancouver Road, Forest Hill, SE23 2AG**. The course will give new members of governing boards a good understanding of their roles and responsibilities as governors and the support available to them.

New governors are strongly encouraged to build on the foundations of the Induction course and to attend other governor training sessions.

Safer recruitment

The **Safer recruitment** training course on **Wednesday 6 November will be a full day course from 9.30 am to 4 pm** in the **Civic Suite**. This important training session is offered every term and is the only governors' training session to end with an assessment and to provide a training certificate which is valid for five years. It is good practice for governing boards to encourage as many of their members as possible to complete this course even though the regulations only require one member of school appointments panels to have a valid safer recruitment training certificate.

This training course is also available to school-based staff who undertake recruitment. The cost for a member of school staff who is not a governor at your school will be £230 regardless of whether your school has purchased one of our governor training SLAs.

Finance/ Human Resources

A paper was presented to the Schools' Forum in July 2019 which introduced new ways of working from the Schools' Financial Services perspective. Members of the Financial Services and Schools' Human Resources Services teams will deliver a joint training session which will focus on the new ways of working and partnership needed to support schools. This important session is:

- ***Managing schools' finance – meeting the financial challenge (Autumn 2019 update)***
Monday 14 October, 7 – 9 pm

Governors can also access:

- ***Finance (1): The basics of schools' finance***
Monday 25 November, 7 – 9 pm

Lewisham Learning

Lewisham Learning is a schools-led partnership established by school leaders and the local authority to deliver high quality school improvement to all Lewisham schools. All of our schools are members of Lewisham Learning and have access to a developing membership core offer and a strong model of school improvement.

Training News

Lewisham Learning works closely with the Local Authority and is supported by it. It also works closely with a range of other local organisations who are determined to give our children and young people the best possible start in life.

Three Lewisham Learning courses are open to governors in addition to school leaders. The courses are free to maintained schools and their governors as part of the CPD offer back from Lewisham Learning. Where academies have purchased the CPD package then courses are covered by this, but if not, then there will be a charge per attendee.

New sessions being offered through Lewisham Learning for the first time in the autumn term are:

- ***Understanding and using the New Inspection Framework to support school improvement and self-evaluation***
Thursday 17 October, 7.00 pm – 9.00 pm
- ***Leading in Partnership (for the Headteacher and their Chair of Governors to attend together)***
Wednesday 20 November, 9.00 – 3.30 pm

The Leading in Partnership session will explore the core functions of boards and the features of effective governance in the context of each school / academy. The session will provide an excellent opportunity to enhance professional practices, with the Headteacher / Principal and the Chair of Governors working together in a safe, supportive environment away from school. Please see further details on pages 21-29 (Training Programme and how to book).

NB. This opportunity will be limited to 15 schools (maximum of 30 places)

Governors can also access a repeat of:

- ***Unconscious bias***
Wednesday 4 December, 9 am – 3 pm

Safeguarding in Education

Governors can access:

- ***Are we Ofsted ready? A governor's perspective regarding safeguarding***
Thursday 12 September, a choice of 2 sessions 3 pm – 5 pm or 7 pm – 9 pm (rescheduled from 11 July 2019)
- ***Understanding your Single Central Record (SCR)***
Monday 28 October, 4 – 5.30 pm
- ***Managing parental and Ofsted complaints***
Tuesday 5 November, choice of 3 – 5 pm or 7 – 9 pm

The above three sessions are offered through the Safeguarding in Education Service directly. For further booking and cost details please see the booking link for each session. Details can also be found on pages 21-29.

The Safeguarding session below is offered through Governors' Services:

- ***Governor responsibilities relating to updates in Keeping Children Safe in Education 2019***
Monday 2 December, 7 pm – 9 pm

Training News

Early Years Foundation Stage (EYFS)

For governors from schools with EYFS pupils there is an update on:

- **Early Years Foundation Stage (EYFS): what you need to know**
Wednesday 4 December, 7 pm – 9 pm

Online training evaluation forms

The council's new online portal enables course delegates to complete online training evaluation forms in place of the paper versions.

Following attendance at a training session, governors will receive an email from **Lewisham Services for Schools** [support@frontlinedata.co.uk] requesting that you click on the link to complete a short training evaluation form at www.schoolsservices.lewisham.gov.uk. Your feedback is hugely important to us. It helps us to ensure that the training we offer is both of a high standard and that it meets your development needs in order that you can contribute to effective governance.

Downloadable certificates of attendance

Following your attendance at a training session and your completion of the online training evaluation form (see above), governors will be able to download a certificate of attendance from www.schoolsservices.lewisham.gov.uk.

A certificate of attendance will enable governors to demonstrate that they have participated in governor training. Such evidence is particularly useful when Ofsted inspectors require evidence for the continual professional development of board members. Governors can also obtain certificates whenever they complete a Modern Governor e-learning module and schools can request a termly training record for the governing body.

How to book and cancellation fees

Please see **page 35** at the back of this booklet for details of our online booking service. For other information on charging, cancellation fees and venues please see pages 31-2.

Venue location maps and car parking

Maps of the Civic Suite and St George's Church are included at the end, pages 33-4.

Please remember that when attending central training sessions at the Civic Suite in Catford, **FREE PARKING is available after 6.30 pm behind Laurence House (opposite the Civic Suite)**. The car park entrance is in Canadian Avenue, Catford, SE6.

Other training enquiries

We are always keen to hear your views on how we can improve the training we provide and suggestions for new courses to enhance your knowledge and understanding of the responsibilities of school governors are welcome. Governor Services can be contacted on 020 8314 3355 or 020 8314 6777 or email governors.services@lewisham.gov.uk.

GOVERNANCE TRAINING FOR CHAIRS, CLERKS AND BOARDS FUNDED BY THE DEPARTMENT FOR EDUCATION

Further details and information about upcoming cohorts can be found at <https://www.nga.org.uk/LeadingGovernance.aspx>. Please also refer to the three promotional flyers that follow in this booklet.

Development for Chairs

This programme for chairs, vice chairs, committee chairs and future chairs provides opportunities for developing leadership skills and confident governance.

Cost: The full cost of this programme is £500. Funding for the full cost of the course is available - please contact the NGA to enquire about eligibility.

Check the dates of available courses and book your place at <https://www.nga.org.uk/LeadingGovernance/Chairs.aspx>

Development for Clerks

This ICSA accredited programme is designed for new and experienced clerks currently working in all school settings. It helps develop the knowledge and skills needed for high-quality clerking.

Cost: Only **£75** to pay if you receive funding from the DfE. Check the dates of available courses and book your place at <https://www.nga.org.uk/LeadingGovernance/Clerks.aspx>

Development for Boards

This is a consultant-led bespoke programme tailored specifically to a board's needs. If you are a board governing a Multi Academy Trust (including an empty MAT) or a group of schools / federation (two or more schools), then this is the ideal solution to help you improve governing practice and meet specific outcomes.

The chair or future chair of the governing board will join a development programme for chairs, and will work closely with a consultant analysing an online board self-evaluation, the results of which will inform an action plan for the governing board's development. In addition, the consultant will engage with the whole board and senior leaders so that any further support such as coaching, mentoring and subject specific training needs can be identified and provided.

Cost: Development for Boards - £2,000 (fully funded). Please get in touch with the NGA to enquire about eligibility.



Development *for* Chairs

The National Governance Association (NGA) is a not-for-profit organisation with a strong track record of delivering governance leadership programmes in cooperation with partners across England.

This programme is funded by the Department for Education (DfE) and provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance.

Programme delivery

This programme offers a blend of flexible learning and will take approximately three terms to complete.

Led by experienced facilitators, participants will attend workshops and access effective one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent.

What's included in the programme?

This is a leadership programme designed for those in a chairing role, or a future chair, and will include:

- three face-to-face workshops focusing on leadership development
- a 360° appraisal, to evaluate strengths and development needs
- access to interactive e-learning modules and resources
- participation in action learning sets
- support with creating a school-based project and action plan

Benefits of the programme

This programme aims to develop chairs' leadership skills, ensuring that governance is both effective and sustainable by:

- developing the chair or future chair's knowledge, leadership skills and networks
- supporting the creation of an action plan which is both realistic in scope and will ensure impact on governance practice and therefore pupil outcomes
- targeting areas where knowledge gain is required
- enhancing the chair's awareness of their own strengths and areas for development
- creating self-supporting groups to ensure learning continues beyond the duration of the programme
- offering delegates a system to problem solve through action learning sets

Programme outcomes

By the end of the programme, participants will be able to demonstrate a clear understanding of strategic leadership within the context of governance. Participants will:

- know how to manage and build their team, how to build a relationship with the senior executive leader, how to plan for succession and other changes, and will be able to lead and influence when required
- be knowledgeable about governance structures and effective delegation, and how to work with the clerk to best effect
- understand the governance role in school improvement and will be able to lead the board in effectively challenging the school organisation on its performance
- be able to assess their own effectiveness, to problem solve, and to create and sustain their own networks

Why choose NGA Leading Governance?

NGA Leading Governance programmes:

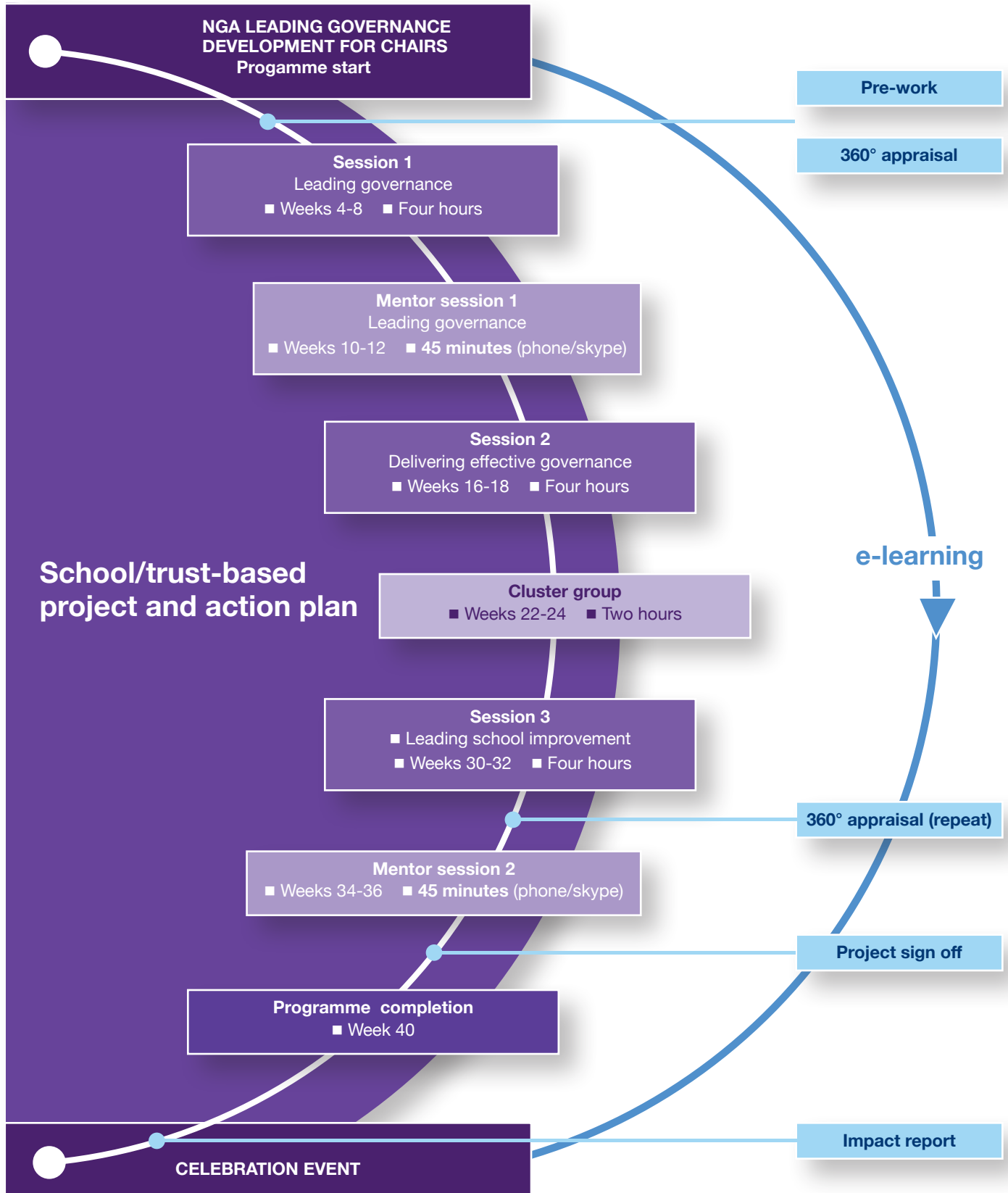
- draw on NGA's unrivalled knowledge of best governance practice
- build on NGA's experience of effective training and development programmes
- provide bespoke training and support to meet participants' needs
- are informed by governance research, DfE and Ofsted expectations
- utilise NGA's online self-evaluation tools
- are delivered by sector-expert facilitators and consultants
- are quality assured
- are excellent value for money
- are located wherever there is local demand
- provide valuable evidence for Ofsted

COSTS AND REGISTRATION

The full cost of this programme is £500.
Funding for £500 is available. Please contact NGA to enquire about eligibility for funding.

0121 237 4600

leading.governance@nga.org.uk



Week numbers for guidance only. Please check cohort dates and details on the NGA Leading Governance website.

Development *for* Clerks

Level 3 Certificate in the Clerking of School and Academy Governing Boards

The National Governance Association (NGA) is a not-for-profit organisation with a strong track record of delivering governance leadership programmes in cooperation with partners across England.

This accredited programme is designed for new and experienced clerks currently working in all school and trust settings. It helps develop the knowledge and skills needed for high-quality clerking.

Programme delivery

This programme offers a blend of flexible learning over approximately a nine month period.

Led by experienced facilitators, participants will attend workshops and access effective one-to-one mentoring throughout the duration of this programme. Learning will be both group-led and independent.

What's included in the programme?

This is a development programme designed for those already in a clerking role and will include:

- four face-to-face workshops with an experienced facilitator focusing on the development of clerking competencies
- a dedicated mentor to provide guidance and support
- a 360° appraisal, of the participant's strengths and areas for development
- access to interactive e-learning modules and resources
- participation in peer-to-peer and group learning to strengthen and support networking
- support with creating and completing a focused school-based project
- support in completion of a learning log to record personalised areas for focus and key learning points

Benefits of the programme

This programme aims to develop and recognise clerking competencies, ensuring that clerking is both effective and sustainable by:

- developing the clerk's knowledge, clerking skills and networks
- the creation of a school-based project which is both realistic in scope and should improve effectiveness in clerking practice
- enhancing the clerk's awareness of their own strengths and areas for development
- creating self-supporting groups to ensure learning and support continue beyond the duration of the programme
- leading to an accredited qualification that recognises the clerk's competency development

Programme outcomes

Participants will have a clear understanding of how to fulfil the role of the modern professional clerk as follows:

- understand the key elements of effective governance
- understand governance structures, delegation, effective communication and the key areas for regulation and compliance
- demonstrate the skills, knowledge and behaviours expected of an effective clerk, evaluating and improving their own practice
- be able to plan and record meetings and the annual business of the board
- be clear about their role in providing information, advice and guidance to the board
- know when and how to deal with complex and challenging governance situations
- build effective networks and relationships with their board, proactively supporting and developing board effectiveness

Why choose NGA Leading Governance?

NGA Leading Governance programmes:

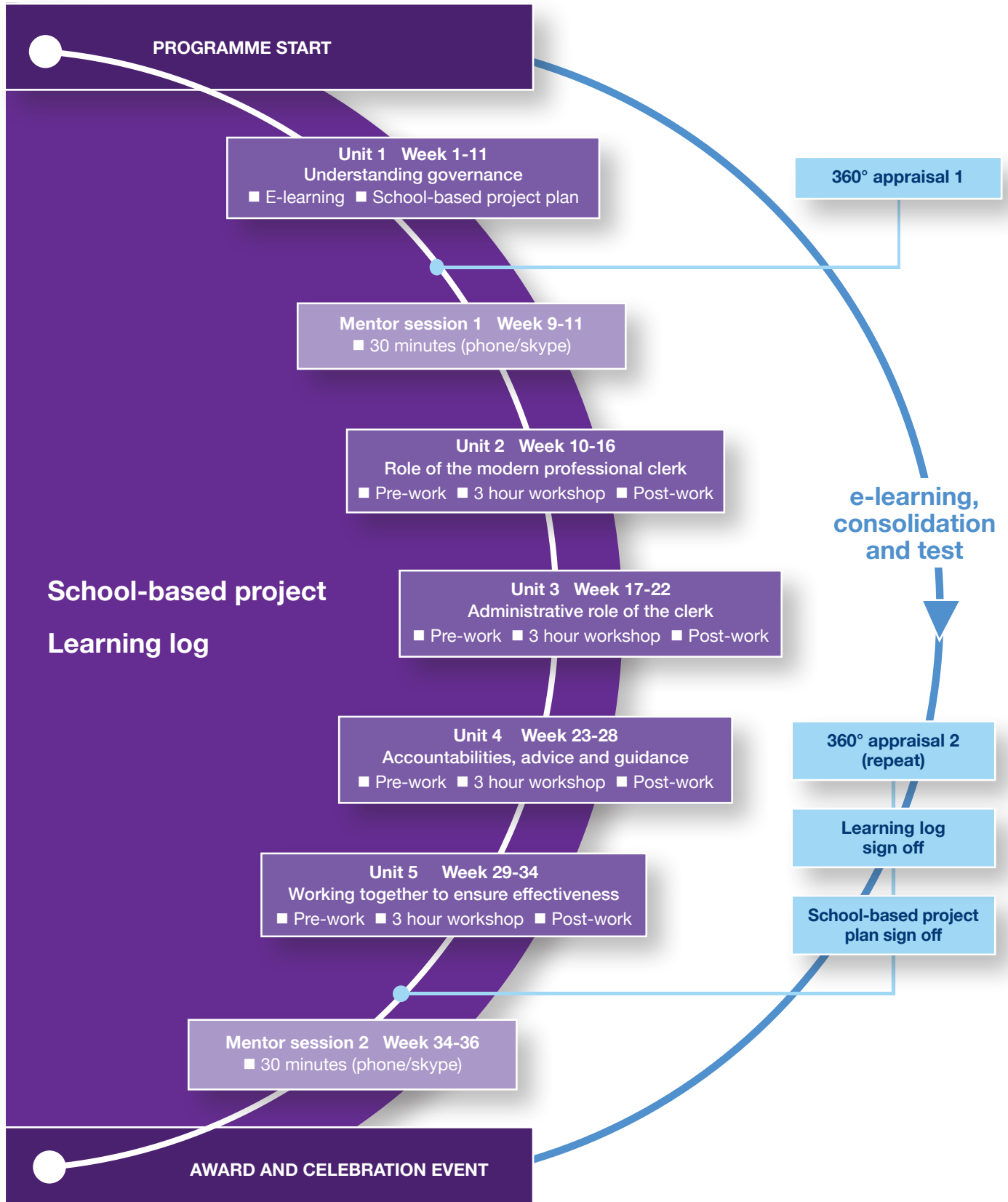
- draw on NGA's unrivalled knowledge of best governance practice
- build on NGA's experience of effective training and development programmes
- provide bespoke training and support to meet participants' needs
- are informed by governance research, DfE and Ofsted expectations
- utilise NGA's online self-evaluation tools
- are delivered by sector-expert facilitators and consultants
- are quality assured
- are excellent value for money
- are located wherever there is local demand
- provide valuable evidence for Ofsted

COSTS AND REGISTRATION

Funding is available worth £350 and can be used against the full cost of the programme. The programme will cost £75 if you take up funding. Please contact NGA to enquire about eligibility for funding.

0121 237 4600

leading.governance@nga.org.uk



Week numbers for guidance only. Please check cohort dates and details on the NGA Leading Governance website.

Development *for* Boards

At NGA, our expert knowledge and leadership has been integral in supporting governance for over 12 years. This is just one of the reasons why the Department for Education (DfE) has chosen us to deliver Leading Governance.

This is a consultant-led bespoke programme is funded by the Department for Education (DfE) and is tailored to your board's circumstances to improve practice and is designed for those governing in more complex circumstances.

Programme delivery

This programme runs over a period of approximately three terms.

Initially, the chair or future chair of the governing board will join a development programme for chairs, and will work closely with a consultant analysing an online board self-evaluation, the results of which will inform an action plan for the governing board's development. In addition, the consultant will engage with the whole board and senior leaders so that any further support such as coaching, mentoring and subject specific training needs can be identified and provided.

What's included in the programme?

Designed to suit each board's circumstances, this programme will include elements such as:

- development for the chair
- evaluation of the board's strengths and weaknesses
- engagement with the board and senior leaders
- support with creating a board action plan
- additional training, coaching and mentoring support as required

The development programme for boards is designed for each board's development needs. Common aspects for all programmes will include: leadership development; board diagnostics; board development; and evaluation.

Benefits of the programme

This programme aims to develop governance so that even in more complex circumstances, it is effective by:

- developing the chair's knowledge, leadership skills and networks
- ensuring that the board knows its own strengths and weaknesses
- supporting the creation of an action plan which is both realistic in scope and will ensure impact on governance practice and therefore pupil outcomes
- targeting areas where knowledge gain is required
- monitoring and evaluating progress

Eligibility

The programme is designed for

- Boards governing multi academy trusts, including empty MATs;
- Boards governing groups of schools; or
- Boards of schools in DfE opportunity areas where the school is either rated by Ofsted as requiring improvement, or rated good or outstanding but identified as coasting.

Programme outcomes

The board will have a clear understanding of effective governance as follows:

- board leadership will be strengthened
- the board will be knowledgeable about governance structures, effective delegation, and how best to work with the clerk or company secretary
- the board will be confident to carry out its role in ensuring school improvement and value for money
- the board will be able to assess their own effectiveness and impact

Why choose NGA Leading Governance?

NGA Leading Governance programmes:

- Build on NGA's experience of effective training and development programmes
- Utilise NGA's online self-evaluation tools
- Informed by governance research
- Work with industry-expert facilitators and consultants
- Quality Assurance
- Locations based on local demand
- Valuable evidence for Ofsted

COSTS AND REGISTRATION

Funding is available up to the value of £2,000. Please contact NGA to enquire about eligibility for funding.

0121 237 4600

leading.governance@nga.org.uk

A The chair undertakes leadership development

The chair (or future chair) develops her/his governance competencies and through group work, builds and experiences the benefits of a networking for establishing sustainable self-led development and support.

B Board evaluation

The board, senior executive leaders and the clerk complete an online board appraisal.

The NGA consultant will work with the chair:

- analysing the appraisal to identify strengths and determine areas for development
- creating a governance action plan which includes engagement with the whole board and will therefore result in a step change in the quality of governance

C Board engagement

The NGA consultant engages with the board by either:

- observing a board meeting and feeding back to

the chair

- carrying out a facilitated self-review session
- delivering a training session focused on a specific area

The chair observes another board meeting on a peer review basis.

D Coaching and mentoring

The NGA consultant will act as coach mentor to ensure that the governance action plan is a live document and is amended as necessary so that it:

- specifically addresses any emerging issues
- that progress is being made
- that the nature of the changes will impact on outcomes for children

E Evaluation

At the end of the programme, the NGA consultant evaluates and assesses progress made by the chair and the board in carrying out the action plan.

The chair completes an impact assessment which is updated two terms after the programme has ended.

MODERN GOVERNOR: ONLINE PROFESSIONAL DEVELOPMENT FOR SCHOOL GOVERNORS, CLERKS AND ACADEMY TRUSTEES

Modern Governor's constantly-growing catalogue of e-learning modules offers professional development for members of school governing bodies and academy trust boards, including clerks, headteachers and senior leadership teams – with 99% of subscribers recommending them to governance colleagues. The constantly-expanding catalogue of modules provides governors with accessible learning designed to work on smartphones and tablets as well as “traditional” computers. In addition, the free Modern Governor mobile app provides additional support for governors through its offline, cross-referenced glossary of educational terms and is available to any governor or trustee via moderngovernor.com/app.

Modern Governor's modules are commissioned from authoritative subject matter experts across the field of school governance and built by teams of graphic and learning designers to be attractive, flexible and easy to use. A three-minute overview of the service can be seen at moderngovernor.com/video and a free trial of five of the latest modules is available at moderngovernor.com/trial.



The smart learning modules adapt to fit the screen of whatever device is being used – whether an Android phone, iPad, Windows desktop or Apple laptop. Progress through any of the modules is tracked, so a module can be started on a computer in a workplace, continued on a smartphone on public transport on the journey home and completed on a tablet in the evening. Any governor who completes a course can access, download and print a personalised certificate, which can be retained as evidence of professional development in the event of inspection.

Modern Governor e-learning modules address critical governance topics, including: *Pupil Premium for Governors, Ofsted, Academy Governance, Financial Management for Governors, Headteacher Recruitment, Helping Headteachers get the best out of their Governing Body, Special Educational Needs, SMSC Development, GDPR, School Governors & Social Media, The curriculum and beyond: what every governor needs to know and Strategic leadership for governors and trustees: obligations, opportunities and pitfalls.* Individual

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governors can choose modules on which to enrol, or a governing body could agree to work through a module before a particular meeting. In addition, specially commissioned modules on effective clerking are based around the Department for Education's *Clerking competency framework* along with a wide range of *Core Skills* modules - supporting "soft" & transferable skills – which are included as part of the service. Covering topics such as healthy lifestyles, personal productivity, time management and leadership development, they can support governors in being more effective individuals in their voluntary role as well as at work or at home.

All Modern Governor modules are mapped onto the Department for Education Competency Framework for Governance and tools within the service allow subscribers to search for modules based on which parts of the Framework they are associated with.

Benefits of using Modern Governor e-learning

- Individual governors and trustees create and manage their own accounts with little or no management required by their school;
- The e-learning modules work on smartphones, tablets and regular desktop or laptop computers;
- Once logged in, an individual's account retains their progress through the Modern Governor e-learning modules;
- The self-paced modules – ranging from 15 to 60 minutes in length – are designed to support the strategic role of governors and trustees in education.
- On completion of a module, a personalised CPD certificate with the governor's name and date of completion of the course is issued – see an example at moderngovernor.com/samplecertificate.
- Access to the dedicated, friendly and responsive Modern Governor support desk via email or phone 7 days a week.
- On request the Governor Support team can issue a report on which governors have signed up, and which courses they have enrolled on and completed – see an example at moderngovernor.com/samplerreport.

Discounted access to Modern Governor for your governing body or trust board

Individual schools and academies subscribing to the Modern Governor service directly do so at a rate of £349 per annum excluding VAT. **However Governing bodies and trust boards who subscribe through Lewisham's Governors' Services SLA can do so for £179 excluding VAT – a discount of over 50% on the standard subscription.**

Any subscriptions taken out after the 1 April 2019 run until the end of March 2020 and rates are subject to VAT.

For access to Modern Governor at this significantly reduced rate, please ask your school to sign up to the "E-learning: Access to Modern Governor Service" part of our Governors' Services SLA at <http://schoolsservices.lewisham.gov.uk/>.

Safeguarding Training

ARE WE OFSTED READY? – A GOVERNOR'S PERSPECTIVE REGARDING SAFEGUARDING

We made the decision to run this course to help support governors in fulfilling their responsibilities according to the [updated Governance Handbook, March 2019](#) as well as the new Ofsted Framework 2019.

The course objective is to give governors an overview of what it would be important to check or be aware of and the role that they would play ahead of any Ofsted inspection. This course would be useful for all governors and perhaps headteachers, particularly if their schools are in the Ofsted window.

Some of the key areas this course will cover already have specific courses created with the objective of gaining a more thorough appraisal of these areas, and governors who need more exclusive training in these areas are advised to look into this further. This course, however, is designed to give you an overview.

The areas that will be covered are safeguarding arrangements including:

- What the legislation expects
- The Single Central Record and safer recruitment
- Policy and procedures
- Training including the Prevent Duty
- EYFS
- Curriculum
- S157/175 audit requirements
- Monitoring of vulnerable children
- Ofsted framework
- Complaints

Effectively the course will outline the governors' role in each of the above in identifying, monitoring and determining the effectiveness of what is in place in their schools and providing advice and guidance around what to look for.

The training is being run as part of the Safeguarding SLA offer and will take place as below:

Date: 12 September 2019

Time: 3 – 5 and 7 – 9 pm

Venue: Civic Suite

Cost: Up to two free places for those schools with the Safeguarding SLA or, if your governing body has purchased the Lewisham Central Governor Training SLA or the Support and Training SLA for schools with independent clerks, any number of governors can attend this course free of charge. The initial charge of £128 will be credited in arrears by the safeguarding team and thus the course will be free to governors of subscribing schools. A charge of £128 will apply to governors of schools without the Lewisham Central Governor Training SLA or the Support and Training SLA for schools with independent clerks.

In the meantime, it would be useful if governing bodies considered the answers to the following **questions**:

Safeguarding Training

- *Have we seen the updated Governance Handbook and identified any changes in practice that need to be implemented?*
- *Has provision within the governing body been identified to oversee the areas summarised above?*
- *Are these areas monitored and frequently fed back to the full governing body?*
- *Are there any training needs identified that would help these duties to be fulfilled more effectively?*

MANAGING PARENTAL / OFSTED COMPLAINTS

Since September 2018 we have had 45 parental / Ofsted complaints, with the highest number of Ofsted and parental complaints recorded since autumn 2016 being 25 complaints in one term during the autumn; the highest previously had been 20. The trends show that bullying and complaints making allegations against staff / leadership continue to be a concern in the borough.

“The boards of all schools have a duty to consider complaints about the school and any community facilities or services that it provides.” (Governance Handbook 2019)



Experience over the past academic year suggests that schools would benefit from reviewing their systems and procedures to ensure complaints are managed effectively and to hopefully reduce the need / likelihood for parents to want to escalate their concerns beyond the school. In the event that this has not been preventable the school should be able to fully demonstrate a fair and appropriate management of this complaint.



As part of supporting schools with this, we continue to provide training. The next session is being run as part of the Safeguarding SLA offer and will take place as below:

Date: Tuesday 5 November 2019

Time: 3 – 5 pm and 7 – 9 pm

Venue: Civic Suite

Cost: Up to two free places for those with the Safeguarding SLA or, if your governing body has purchased the Lewisham Central Governor Training SLA or the Support and Training SLA for schools with independent clerks, any number of governors can attend this course free of charge. The initial charge of £128 will be credited in arrears by the safeguarding team and thus the course will be free to governors of subscribing schools. A charge of £128 will apply to governors of schools without the Lewisham Central Governor Training SLA or the Support and Training SLA for schools with independent clerks.

In the meantime, it would be useful if governing bodies considered the answers to the following **questions**:

- *Does your school have a system / process for receiving, recording and responding to parental / Ofsted complaints?*
- *Are the themes of complaints routinely shared with the governing body to allow for any review of this, to consider the response of the school and provide any recommendations?*
- *Are you aware of whether there is a system to confirm that complainants receive a written response to issues raised?*

Safeguarding Training

- *If you have been made aware of any complaints, are there any issues / is there any learning that the school needs to consider?*
- *If the answer to the above is yes, has this been added to an Action Plan?*
- *Does the Chair of Governors know the processes to follow to manage a complaint that includes an allegation against the Headteacher?*

Attending the course will provide all delegates with the relevant information and training to review their current systems and make any necessary changes to effectively manage complaints.

MONITORING THE SINGLE CENTRAL RECORD

Amanda Spielman, HM Chief Inspector of Education, Children's Services and Skills, addressed the National Governance Association in June 2019 and suggested that it may not be necessary for governors to physically check the Single Central Record (SCR) themselves and that it is "more helpful to look up at the big picture, rather than down into the detail".

It is very true that no legislation specifies *how* you fulfil your governing body responsibility to ensure that the school is compliant with all statutory requirements, but you should have a *demonstrable mechanism* in place to ensure that the single central record is up-to-date and accurate. There is a level of risk involved with not physically seeing evidence of self-declarations as Ofsted is clear that it *will* be looking for this evidence.

It would seem entirely appropriate in my view for a governing body to seek assurances in the same way that Ofsted would, by seeing the relevant evidence. Broken down into statutory, good and best practice options, I think it would look something like the table below. It is up to schools to determine how they provide themselves with the assurances that they need, bearing in mind that whilst the physical completion of the SCR is not the governing body's responsibility, if there is no evidence the governing body has appropriate mechanisms in place to verify these assurances are accurate this would be viewed negatively.

This does not necessarily mean that a governor should check the SCR themselves, although many do, and I completely understand why they would do so.

You can read Amanda Spielman's full speech to the National Governance Association at: <https://www.gov.uk/government/speeches/national-governance-association-speech>.

To provide further support for this area, we will be running a practical training session every term providing a forum where governors, school business managers and headteachers can ask any relevant questions about columns, why they are required and what they should be looking for when conducting the check.

It is really important that there is a clear and full understanding of this document so that the governing body can meet its duties in line with the Governance Handbook, March 2019.

The training is being run as part of the Safeguarding SLA offer and will take place as below:

Safeguarding Training

Date: Monday 28 October 2019

Time: 4 – 5.30 pm

Venue: Civic Suite

Cost: Up to two free places for those with the Safeguarding SLA or, if your governing body has purchased the Lewisham Central Governor Training SLA or the Support and Training SLA for schools with independent clerks, any number of governors can attend this course free of charge. The initial charge of £95 will be credited in arrears by the safeguarding team and thus the course will be free to governors of subscribing schools. A charge of £95 will apply to governors of schools without the Lewisham Central Governor Training SLA or the Support and Training SLA for schools with independent clerks.

SCR Checks

Statutory	Evidence that the Governing Body receives confirmation from the school that it is following statutory safer recruitment processes, including maintaining their SCR	Written confirmation provided with evidence that the governor has seen/received
Good Practice	Evidence that the relevant member of the Governing Body reviews the SCR on a termly basis to <i>ensure</i> that it is complete, up to date, and meeting all statutory guidelines.	Termly monitoring of the SCR with written evidence of what was reviewed, by whom and when
Best Practice	<p>Evidence that the relevant member of the Governing Body has had up-to-date training to ensure that any review of the SCR is based on a sound understanding of the legal requirements.</p> <p>The SCR is reviewed formally on a termly basis by the headteacher and governor to <i>ensure</i> that it is complete, up to date, and meeting all statutory guidelines.</p>	<p>Evidence that the SBM or whoever is responsible for maintaining the SCR has been adequately trained.</p> <p>Evidence that the headteacher / governor responsible for monitoring the SCR has been adequately trained.</p> <p>Evidence that there is termly monitoring of the SCR with written evidence of what was reviewed, by whom and when</p> <p>Evidence that the previous actions from the last review have been followed up and checked by the governor / headteacher</p>

Key Information for Governors

MAY DAY BANK HOLIDAY 2020 MOVED TO FRIDAY 8 MAY

The government has announced that the early May Bank Holiday (May Day) scheduled for Monday 4 May 2020 has now been moved to **Friday 8 May 2020** to commemorate the 75th anniversary of VE Day. This change will be for next year only.

Schools are advised to revise their school term and holiday dates on their website and to notify parents via school newsletters etc.

SCHOOL ADMISSIONS

Admission authority schools' responsibilities for admissions arrangements

(information for governors / trustees of voluntary aided, foundation and free schools and academies)

Governors and Trustees of own admission authority schools (faith schools, foundation schools, free schools and academies) are responsible for the admissions arrangements to their school. This includes:

- determining of their admissions arrangements annually,
- consulting on any changes to the existing arrangements within a statutory timeframe,
- publishing their determined arrangements on the school's website,
- notifying the local authority of the determined arrangements,
- ranking their applicants in accordance with the determined admissions criteria for the planned admissions rounds,
- notifying the local authority of the ranked order by a specified date, and
- informing all unsuccessful applicants of their statutory right of appeal.

To support Lewisham's safeguarding of all children, particularly the most vulnerable, and to ensure an open, fair and transparent process, all own admission authority schools participate in the in-year coordinated scheme.

Consultation and Determination

Once a governing body or board of trustees of an admission authority school decides to make any amendment to their existing admissions arrangements they must formally **consult** on those arrangements. Consultation must last for a minimum of six weeks and be completed by 31 January.

Each academic year governors or trustees of admission authority schools are required to hold a meeting to formally **determine** their admissions arrangements regardless of whether any amendments to those arrangements are being made. The meeting to determine the admissions arrangements must be held before 28 February.

Key Information for Governors

Following determination the governing body / trustees are required to **publish** their admissions arrangements on the school's website and **notify** the local authority of those arrangements by 15 March.

If an objection to a school's determined admissions arrangements is made it is lodged with the Office of the Schools Adjudicator (OSA). It is, therefore, essential that governing bodies or boards of trustees of admission authority schools comply with the consultation timetable as set down in the School Admissions Code 2014.

A copy of the consultation and determination timetable for the 2021/22 admissions year is included in this article.

Ranking of applicants

All local authorities act as the coordinating authority for all maintained mainstream schools in their area. Lewisham LA participates in the pan-London Admissions Scheme for applications for Reception and Year 7 admission following a prescribed and precise timetable. To facilitate this process Lewisham provides an electronic system, SAM, for schools to access their applicants' details, including home to school distances. This system is also used so that schools can rank their applicants in criteria order. The allocation of places is an electronic process, and schools and, ultimately, the governing body / board of trustees are responsible for ensuring the ranking is checked and accurate before the electronic iterative process across London begins as errors cannot be rectified during or at the end of the process.

In year admissions

Although there is no legal requirement to coordinate in year admissions, Lewisham has successfully acted as the coordinating authority for all mainstream, maintained schools in the area for many years. On average the Admissions Team processes in excess of 3,000 in year applications each year. By coordinating in year applications Lewisham is able to:

- safeguard all applicants especially the most vulnerable
- ensure the process is equal, fair and transparent
- refer cases to other agencies such as the Fair Access Panel, SEN, CME and Children's Social Care etc.
- act as a "gatekeeper" for all schools, particularly those who admit a disproportionate number of children with challenges.

To ensure a robust and efficient system Lewisham provides schools with access to its electronic system, SAM. This enables schools to access their applicant's details and respond to the application giving an outcome in a timely manner.

Lewisham's Admissions Team provides comprehensive support and guidance, including giving key dates to schools at the start of the academic year as well as during the process.

Key Information for Governors

Consultation Timetable for admissions to the 2021/22 academic year

Activity	Timetable
Earliest date to start consultation on proposed arrangements 2021/22	1 October 2019
Latest date to start consultation on proposed arrangements for 2021/22	20 December 2019
Deadline for completion of consultation on arrangements	31 January 2020
Minimum length of consultation	6 weeks
Deadline for admission arrangements to be determined by governors / trustees	28 February 2020
Deadline for admission authorities to publish their arrangements for 2021/22 on their school's website and electronically send their determined arrangements to the LA	15 March 2020
Deadline for objections to the Schools Adjudicator	15 May 2020
Deadline for admission authorities to comply with a decision of the Schools Adjudicator	Within two months, or by 28 February (the deadline for determination) where the period before then is less than two months.

For further information and advice on the consultation process and admissions arrangements please contact Linda Fuller, Access and Inclusion Manager at linda.fuller@lewisham.gov.uk.



Training Programme and How to Book

AUTUMN TERM 2019




Central Training / Briefing Sessions

To book a session please click on the title of the session (or time where two times are offered) or go to <http://schoolsservices.lewisham.gov.uk/Training>.

September

Cost	Date	Title (click to book)	Lead	Time	Venue
	Thursday 12 September	Are we Ofsted ready? A governor's perspective regarding safeguarding <i>Choice of 2 sessions</i>	Natasha Orumbie	3.00 – 5.00 pm or 7.00 – 9.00 pm	Civic Suite
	Monday 16 September	Chairs' Briefing	Sara Williams and Suhaib Saeed	7.00 – 9.00pm	Civic Suite

October


	Monday 14 October	Managing schools' finance – meeting the financial challenge (Autumn 2019 update)	Mala Dadlani/ Diane Parkhouse	7.00 – 9.00 pm	Civic Suite
	Thursday 17 October	Understanding the New Inspection Framework	Gulshan Kayembe	7.00 – 9.00 pm	Civic Suite
	Monday 28 October	Understanding your Single Central Record (SCR)	Natasha Orumbie	4.00 – 5.30 pm	Civic Suite

November




	Tuesday 5 November	Managing parental and Ofsted complaints <i>Choice of 2 sessions</i>	Natasha Orumbie	3.00 – 5.00 pm or 7.00 – 9.00 pm	Civic Suite
	Wednesday 6 November	Safer Recruitment	Diane Parkhouse/ George Kwasniewski	9.30 – 4.00 pm	Civic Suite
	Saturday 9 November	Induction for new governors	Sara Sanbrook-Davies/ George Kwasniewski	9.00 – 3.30 pm	St George's Church
	Wednesday 20 November	Leading in Partnership	Michele Robbins	9.00 – 3.30 pm	Civic Suite

Training Programme and How to Book

November (continued)

Cost	Date	Title (click to book)	Lead	Time	Venue
	Monday 25 November	Finance (1): The basics of schools' finance	Mala Dadlani	7.00 – 9.00 pm	Civic Suite

December

	Monday 2 December	Governor responsibilities relating to updates in Keeping Children Safe in Education 2019	Natasha Orumbie	7.00 – 9.00 pm	Civic Suite
	Wednesday 4 December	Unconscious bias	Hannah Jepson	9.00 – 3.00 pm	Civic Suite
	Wednesday 4 December	Early Years Foundation Stage (EYFS): what you need to know	Nikki Sealy	7.00 – 9.00 pm	Civic Suite

Service Provider



Governors' Services



Lewisham Learning



Safeguarding in Education

For details of how to book, how to find the Civic Suite or St George's Church, charging and cancellation fees please see the information at Section 8.3 of the Governors' Information Pack or <http://schoolsservices.lewisham.gov.uk/Page/9040>.

SAVE THE DATE

Lewisham Governors' Conference

Saturday 30 November 2019, 9.00 am to 1.00 pm. Venue T.B.C.

Speakers confirmed:

- Christine Counsell, curriculum expert and member of Ofsted's Curriculum Advisory Panel
- Martha Holder, Headteacher, Mulgrave Primary School
- Michele Robbins, Independent Consultant helping trusts, governing bodies and leadership teams to build strong and effective governance

Further information including how to book your place will be available in September. There will be no charge to governors to attend.

Training Programme and How to Book

Are we Ofsted ready? A governor's perspective regarding safeguarding

Date	Venue/ Time	Aimed at	Led by
Thursday 12 September	Civic Suite 3 pm – 5 pm or 7 pm – 9 pm	Safeguarding link governors, Chairs of Governors, Headteachers	Natasha Orumbie, Safeguarding in Education Lead

The objective of this session is to help provide delegates with a helpful checklist to assist a school with preparing for an Ofsted inspection in respect to areas of safeguarding.

It will cover all of the statutory requirements and be very closely linked to the newly published Ofsted Framework (2019) as well as best practice areas and provide useful pro-forma to facilitate any necessary checks that may need to be undertaken.

Governors / Headteachers will benefit from this training and be provided with a summary of all the relevant legislation and guidance pertaining to the expectations of governors around safeguarding and the assurances they should be seeking to gain ahead of an impending inspection.

Choice of 2 sessions

3 pm – 5 pm: Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98142>

Or 7 pm – 9 pm: Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98128>

Chairs' Briefing

Date	Venue/ Time	Aimed at	Led by
Monday 16 September	Civic Suite 7pm - 9 pm	All Chairs of Governors. If the Chair is unavailable we encourage the Vice Chair or another governor to attend	Sara Williams, Executive Director, Children and Young People and Suhaib Saeed, Service Group Manager, Schools Services

This briefing is for Chairs of Governors or their representatives. There will be an update by the Executive Director of Children and Young People's Services, Director of Education and relevant Service Managers.

In addition, one of the key recommendations from the Strategic Review of Governance has been to find ways for governing bodies to collaborate, observe and learn from one another. We know the power and impact of peer review from the work carried out across many of our schools over the past five years. We have also seen an increased uptake in the number of governing bodies engaging in Reviews of Governance as a non-deficit model of improvement over the last 12 months.

Chairs will also hear about a proposed model and offer of support which merges the External Reviews of Governance with aspects of the approaches to peer review currently in place for school leaders.

There is no charge to attend.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/99481>

Training Programme and How to Book

Managing schools' finance – meeting the financial challenge (Autumn 2019 update)

Date	Time	Aimed at	Led by
Monday 14 October	Civic Suite 7 pm - 9 pm	All Governors and particularly those on finance and resources committees	Mala Dadlani, Interim Finance Manager (CYP) and Diane Parkhouse, Schools' HR Manager

The Financial Service's mission statement is to create an environment where it and the schools community work in partnership towards the common objective of strong financial leadership in schools.

Governing bodies are ultimately responsible for good financial management in schools. This includes setting appropriate budgets to meet the needs of all pupils at the school. For the governing body it is a difficult balance between spending too much and not spending enough. Good financial management should support schools in regularly reviewing budgets and considering a strategic approach to decision making.

The role of the Local Authority in providing a supporting environment for schools is critical. With this in mind a paper was presented to the Schools' Forum at its meeting in July 2019, to introduce new ways of working from the Finance Service perspective.

This workshop will focus on the new ways of working and partnership needed to support schools.

It is a joint session presented by Schools' HR and Finance and will provide guidance on the key considerations schools must focus on when setting their three-year budget plans, reflecting that spending on staffing is the largest element of spend in all schools. Whilst the session will remind governors of restructuring and redundancy processes it will also focus on some practical solutions to reduce and manage staffing costs without impacting on quality services.

The workshop will build on the details discussed at previous training sessions and will endeavour to provide any update to schools finances that we are able to share.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98992>

The New Inspection Framework: understanding and using the new framework to support school improvement and self-evaluation

Date	Venue/ Time	Aimed at	Led by
Thursday 17 October	Civic Suite 7 pm – 9 pm	All governors	Gulshan Kayembe, Independent trainer

How do we solidify our vision for education in a changing landscape, new requirements and rigorous external scrutiny while staying true to our values and beliefs?

This event focuses on the curriculum to help leaders to plan for new requirements and shape the educational provision in their schools/setting – this includes the wider curriculum, values and ethos. The purpose is also to sharpen self-evaluation and to think in more sophisticated ways of how we assess progress and achievement. Participants will look at how teaching and learning are intricately connected to the curriculum and how we define, shape and refine both to meet multiple demands and requirements, from government to parents, while staying true to our values and passion for education.

For governors, there will be opportunities to examine their roles in the light of new and different demands and how they challenge leaders and hold schools to account while also setting the broader strategy and educational direction.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/99982>

Training Programme and How to Book

Understanding your Single Central Record (SCR)

Date	Venue/ Time	Aimed at	Led by
Monday 28 October	Civic Suite 4 – 5.30 pm	Safeguarding link governors, Chairs of Governors, School Business Managers, senior leadership	Natasha Orumbie, Safeguarding in Education Lead

Understanding the requirements for a SCR to be fully compliant with legal stipulations is essential for those who maintain this document and those who monitor it.

Often, School Business Managers (SBMs) who are largely responsible for keeping this document up to date and senior leadership / governors responsible for monitoring it have had little or no training on this. This could ultimately mean that SCRs may not be as robust or accurate as they need to be. It is recommended good practice that all people involved in monitoring this vital spreadsheet have full training.

This 1.5 hour session will ensure that all who attend understand every column in the spreadsheet in terms of what information should be in there and why, which is essential for all schools for the relevant personnel.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98178>

Managing parental and Ofsted complaints

Date	Venue/ Time	Aimed at	Led by
Tuesday 5 November	Civic Suite 3 pm – 5 pm Or 7 pm – 9 pm	Safeguarding link governors, Chairs, School Business Managers, senior leadership	Natasha Orumbie, Safeguarding in Education Lead

This session will focus on understanding best practice around managing parental complaints raised via Ofsted or otherwise.

Governors and headteachers will have the opportunity to go through case studies and explore potential courses of action with real examples of recent Ofsted complaints that have been raised in the Lewisham borough.

Specific examples from a Lewisham headteacher will be presented to provide practical solutions to managing complaints efficiently and effectively ensuring that both the staff and the students are protected, including the role of governors in managing complaints.

Choice of 2 sessions – please select one booking option below

3 pm – 5 pm

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98183>

Or 7 pm – 9 pm

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98181>

Training Programme and How to Book

Safer recruitment (full day session)			
Date	Venue/ Time	Eligibility criteria	Led by
Wednesday 6 November <i>(no longer 14 November)</i>	Civic Suite 9.30 am – 4 pm*	All governors or school staff who undertake recruitment	Diane Parkhouse, Schools' HR Manager and George Kwasniewski, Governor Trainer and National Leader of Governance
<p>This training course is to equip governors and school staff with the information and skills that they require to help strengthen safeguards against employing unsuitable people in schools.</p> <p>The regulations require one member of school appointment panels to have a valid safer recruitment training certificate but it is good practice for governing boards to encourage as many of their members as possible to complete this course.</p> <p>The session will:</p> <ul style="list-style-type: none"> • build participants' understanding of offender behaviour • identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people • consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting; • help participants review their policies and practices in recruitment with a view to making them safer. <p>There is an assessment at the end of the course. Participants who successfully complete the assessment will be awarded a certificate which records the percentage that they attained. Governors and school staff who undertake staff recruitment require the certificate to show Ofsted that they have completed safer recruitment training. Certificates are valid for five years.</p> <p>NB. The cost for a member of school staff who is not a governor at your school will be £230 regardless of whether your school has purchased one of our governor training SLAs.</p> <p>Please book your place at http://schoolsservices.lewisham.gov.uk/Event/98927</p> <p>*Sandwich lunch will be provided</p>			

Induction for new governors (full day session)			
Date	Venue/ Time	Aimed at	Led by
Saturday 9 November	St George's Church 9 am – 3.30 pm*	All new governors and governors requiring a refresher	Sara Sanbrook-Davies, Governor Trainer and Headteacher and George Kwasniewski, National Leader of Governance
<p>Everyone who becomes a governor for the first time or would like to refresh their understanding should attend an induction session to obtain an insight into what being a governor involves, the roles and responsibilities of governors, the support available and how to become an effective member of the governing board.</p> <p>This all day session will focus on the three core strategic functions of the governing board:</p> <ul style="list-style-type: none"> • ensuring clarity of vision, ethos and strategic direction • holding the headteacher to account for the educational performance of the school and its pupils • overseeing the financial performance of the school and making sure its money is well spent. <p>Please book your place at http://schoolsservices.lewisham.gov.uk/Event/98822</p> <p>*Sandwich lunch will be provided</p>			

Training Programme and How to Book

Leading in partnership (full day session)

Date	Venue/ Time	Aimed at	Led by
Wednesday 20 November	Civic Suite 9 am – 3.30 pm*	For the Chair of Governors and Headteacher of schools to attend together	Michele Robbins, Independent Consultant

This is a full day session that requires both the Headteacher and the Chair of the governing board to attend together.

The working relationship between the Headteacher / Principal and the Chair of the governing board is crucial in ensuring school / academy effectiveness.

This session explores the core functions of boards and the features of effective governance in the context of each school / academy. The session provides an excellent opportunity to enhance professional practices, working together in a safe, supportive environment away from school.

Each Chair and Headteacher / Principal pair is asked to bring the following documents to the session:

- SEF (School Evaluation Form) or equivalent used in your school /academy
- the school / academy development plan
- a recent report written by the Headteacher / Principal for the board and;
- the most recent Pupil Premium report

These documents will not be shared with others but will be needed by delegates to evaluate and refine their current practice.

Course outcomes:

This one day seminar is designed to enable Headteachers / Principals and Chairs **in the context of the current expectations of governing boards** to:

- cross reference the core functions of governance to the Competency Framework for governors and the Ofsted evaluation schedule
- review the impact of their working relationship on the effectiveness of their governing boards
- explore strategies for building the capacity and impact of their board action plan to enhance governance.

By the end of the day, Headteachers / Principals and Chairs will be able to:

- articulate their expectations of each other
- evaluate the relevance of the strategic context including Ofsted's expectations of governing boards
- support the board in fulfilling its statutory responsibilities
- evaluate the effectiveness of their committee structure in terms of enabling distributed leadership and effective working
- better manage issues around reporting to the board including the use of data
- action plan to enhance the impact of the board on school performance.

Michele Robbins wrote and will facilitate this session. Michele has extensive experience as a trainer, Chair and NPQH tutor in all categories of schools. Michele's sessions are always well evaluated. Governors will leave the session motivated to return to their boards to implement good practice. You can read more about the trainer at <http://www.michelerobbins.co.uk/>

NB. There is some pre-session preparation which you will receive once you have booked your place via the booking link below.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/99102>

*Sandwich lunch will be provided

Training Programme and How to Book

Finance (1) The basics of schools' finance

Date	Venue/ Time	Aimed at	Led by
Monday 25 November	Civic Suite 7 pm - 9 pm	All governors, particularly new governors and members of finance or resources committees	Mala Dadlani, Interim Finance Manager (CYP)

Overseeing the financial performance of the school and making sure its money is well spent is one of the three core responsibilities of a school's governing board. It is therefore important that all school governors understand the basics of schools' finance.

This training session is designed for governors who are new to finance and for those who are new to the responsibilities of school budget-setting and monitoring processes. It is an introductory session that will cover:

- where schools' money comes from
- budget setting
- budget monitoring
- Schools Financial Value Standard
- value for money
- benchmarking
- annual timetable.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98963>

Governor responsibilities relating to updates in Keeping Children Safe in Education 2019

Date	Venue/ Time	Aimed at	Led by
Monday 2 December	Civic Suite 7 pm – 9 pm	All governors, particularly governors with responsibility for safeguarding	Natasha Orumbie, Safeguarding in Education Lead

This course will provide information for governors on their responsibilities in relation to the updated guidance including the new section (Part 5) on child-on-child sexual violence and sexual harassment.

This section relates to:

- how schools should respond to incidents of sexual violence and sexual harassment, emphasising the need for effective training and policies in schools and colleges
- the need for risk assessments in school following reports of incidents of sexual violence or sexual harassment
- the action that needs to be taken to support victims and alleged perpetrators of sexual violence or harassment.

The course will also give guidance on other updates to safeguarding issues including:

- child criminal exploitation
- children being used to carry drugs or money from urban to rural areas
- homelessness
- domestic abuse
- child sexual exploitation
- children missing from education.

Attendees to the course will understand how they can work with the school's Designated Safeguarding Lead to respond to these issues.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98928>

Training Programme and How to Book

Unconscious bias

Date	Venue/ Time	Aimed at	Led by
Wednesday 4 December	Civic Suite 9 am – 3 pm	Senior leaders and governors who have not attended such training before	Hannah Jepson, Director, Engaging for Success

This session will explore what unconscious bias is, how it can affect our decision-making and what practical steps we can take to mitigate bias in our schools. Attendance at this training is recommended as a key way of ensuring equality is at the centre of all you do as a school leader / governor.

Unconscious (or implicit) biases are learned stereotypes that are automatic, unintentional, deeply engrained, universal, and able to influence behaviour. Unconscious bias training courses are designed to expose people to their unconscious biases, provide tools to adjust automatic patterns of thinking, and ultimately eliminate discriminatory behaviours. The reality is that all of us can harbour unconscious biases that can all too easily cause discrimination and inequality.

Before the session you will need to complete the Implicit Association Test online. You should visit the link below, follow the instructions on the screen and pick one test to complete. You should be prepared to bring your thoughts about the outcome of your test to the session as there will be the opportunity for discussion. It takes around 20 minutes to complete and is completely free. The link is <https://implicit.harvard.edu/implicit/takeatest.html>

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/99077>

Early Years Foundation Stage (EYFS): what you need to know

Date	Venue/ Time	Aimed at	Led by
Wednesday 4 December	Civic Suite 7 pm - 9 pm	All governors in schools with EYFS pupils	Nikki Sealy, Early Years Quality and Sufficiency Service Manager

This session will provide an update for governors on the current landscape with regards to the Early Years Foundation Stage (EYFS). It will:

- provide an update on local and national developments and the Early Years Foundation Stage Profile (EYFSP) and what this means for schools
- consider the government policy on social mobility and what this looks like for early years
- share criteria for judging the EYFS and give examples of what outstanding provision looks like in practice
- provide Q&A opportunities.

Please book your place at <http://schoolsservices.lewisham.gov.uk/Event/98956>

Training Programme and How to Book

SPRING TERM 2020

Central Training / Briefing Sessions

Additional training sessions will be published in the spring term

Date	Title	Lead	Time	Venue
Monday 13 January	Chairs' Briefing	Sara Williams and Suhaib Saeed	7.00 – 9.00 pm	Civic Suite
Saturday 29 February	Induction for new governors	Sara Sanbrook- Davies and George Kwasniewski	9.00 – 3.30pm	St George's Church

SUMMER TERM 2020

Central Training / Briefing Sessions

Date	Title	Lead	Time	Venue
Monday 27 April	Chairs' Briefing	Sara Williams and Suhaib Saeed	7.00 – 9.00 pm	Civic Suite
Saturday 6 June	Induction for new governors	Sara Sanbrook- Davies and George Kwasniewski	9.00 – 3.30pm	St George's Church

Training Programme and How to Book

BOOKING AND OTHER INFORMATION

Venues

Civic Suite

Most courses in the summer term will be held in the Civic Suite in the town hall complex at Catford. The Civic Suite has disabled access, audio loop facility and a reception service. Please see map on page 33 for directions.

Free car parking is available after 6.30 pm behind Laurence House, entrance in Canadian Avenue. Catford, SE6. Alternatively there is street parking in surrounding side streets or access to the Milford Tower multi-storey car park, entrance in Holbeach Road.

Catford is well served by bus routes and overground rail stations; both Catford and Catford Bridge Stations are within easy walking distance.

St George's Church, Vancouver Road, Forest Hill, SE23 2AG

Please see map on page 34 for directions.

Booking

Governor course bookings must be completed online at www.schoolsservices.lewisham.gov.uk. Please see Annex 9.1 at the back of this booklet for full details.

Cancellation fees

IMPORTANT

Please aim to attend the training sessions you have booked to attend. If you are unable to attend please cancel your booking by logging in to your account at www.schoolsservices.lewisham.gov.uk. For details of how to cancel your booking please see the *Lewisham Services for Schools User Guide for Governors* in **Annex 9.1** at the back of this booklet. The User Guide can also be found at www.schoolsservices.lewisham.gov.uk/Page/9040.

- A cancellation fee will not be charged to the school if you give three full days' notice of cancellation at www.schoolsservices.lewisham.gov.uk
- For schools that have **NOT** bought into our Central Training SLA or our Support and Training SLA for schools with independent Clerks, the **full cost of the session will be charged** to the school for non-attendance or failing to provide three full days' notice of cancellation. Delegates should still cancel their booking at www.schoolsservices.lewisham.gov.uk

Training Programme and How to Book

Charging

The governors of schools that subscribe to the Lewisham Central Training Service Level Agreement (SLA) for 2019-20 or the Support and Training SLA for 2019-20 for schools with independent clerks can attend as many central governor training programme sessions as they wish including the Induction for new governors and safer recruitment training sessions without charge.

If your school does not subscribe to one of the above SLAs you are welcome to attend **but there will be a charge to your school as identified below.**

- Individual attendance of £128 at training sessions of 2 hours in duration
- Individual attendance of £150 at training sessions of 3 hours in duration
- Individual attendance of £230 at WHOLE DAY induction training for new governors and safer recruitment training

For **Lewisham Learning** and **Safeguarding in Education service** courses which are also open to governors please see the cost for each course by clicking on the booking links found in the list of courses and content notes at the start of this section.

School-based governor training

Governing boards can request a school-based training session to meet the specific needs of the whole governing board or of an individual panel or committee. This could be a separate two-hour session on a date that suits the school governors or a shorter session that could be part of a regular governing board meeting.

School-based governor training can be tailored to suit your requirements.

Examples of school-based training sessions:

Preparation for Ofsted	Self-evaluation
Health and safety for school governors	Managing exclusions
Equalities issues	Performance management
The governing body's role in self review	Governors' visits
Developing effective committees	School development planning
Statutory roles and responsibilities	Working as a team
The effective governing body	Monitoring the curriculum
Appointing a headteacher	
Special education needs and disabilities (SEND)	

School-based training booking

Please contact Susan Kermode to discuss your requirements:

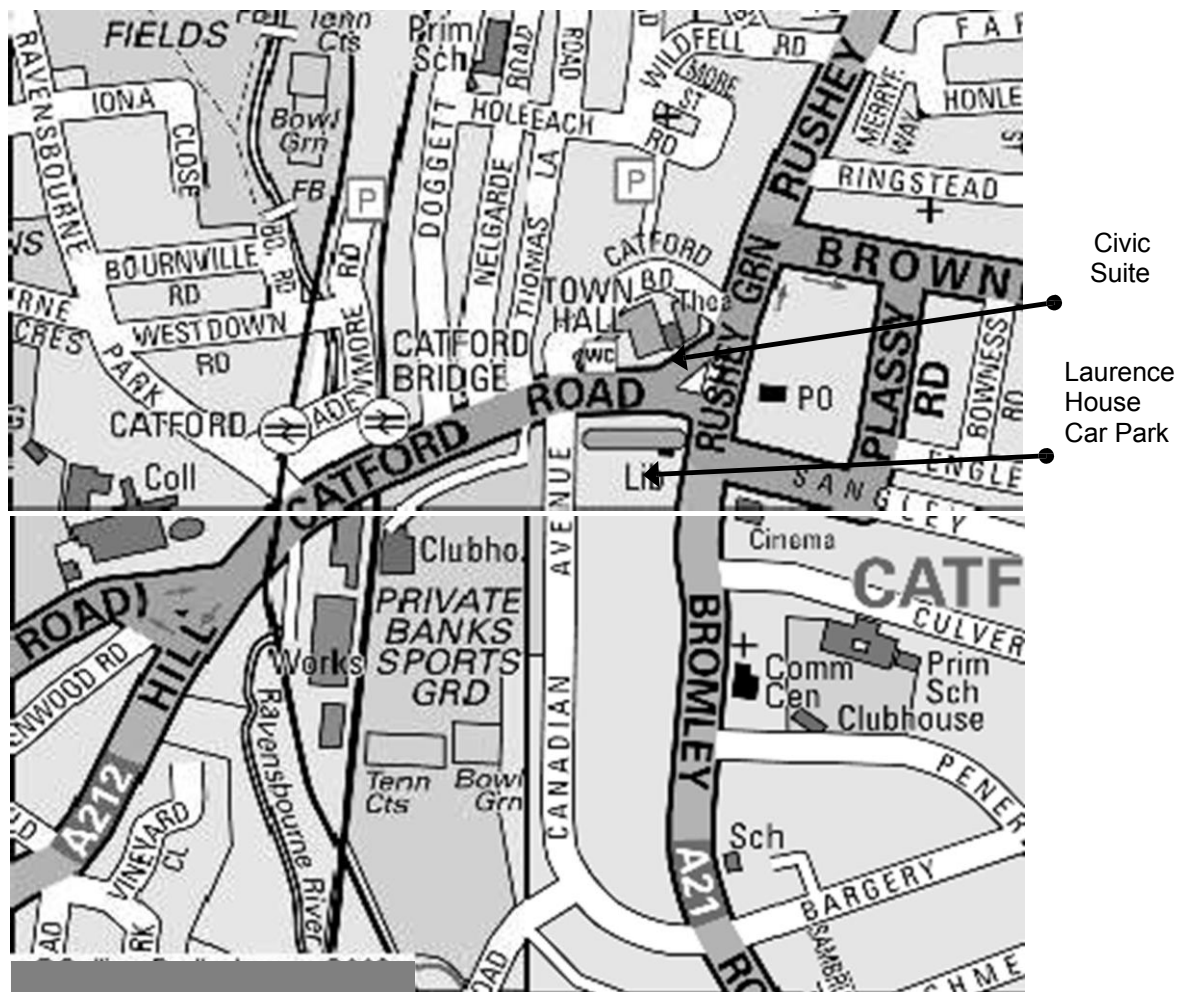
Email: susan.kermode@lewisham.gov.uk

Telephone: 020 8314 7009

Training Programme and How to Book

How to get to the Civic Suite

Address: Civic Suite, Catford Road, London SE6 4RU



Trains: **Catford:** trains from Blackfriars and Sevenoaks.
Catford Bridge: trains from Charing Cross, Waterloo, London Bridge and Hayes (Kent).

Both of these stations are 5 to 10 minutes' walk from the Civic Suite.

Buses from: **Forest Hill:** 185
Sydenham: 75, 202, 181
Catford: 75, 185, 171, 202, 181
Bellingham: 208, 54, 136, 47, 199, 171
Lewisham: 75, 185, 122, 208, 136, 54, 199, 47
Brockley: 122, 171

Parking: Free car parking is available to the public on weekdays after 6.30 pm in the car park behind Laurence House (where the Library is, opposite the Civic Suite). You can access the car park via Canadian Avenue, SE6.

Training Programme and How to Book

How to get to St George's Church

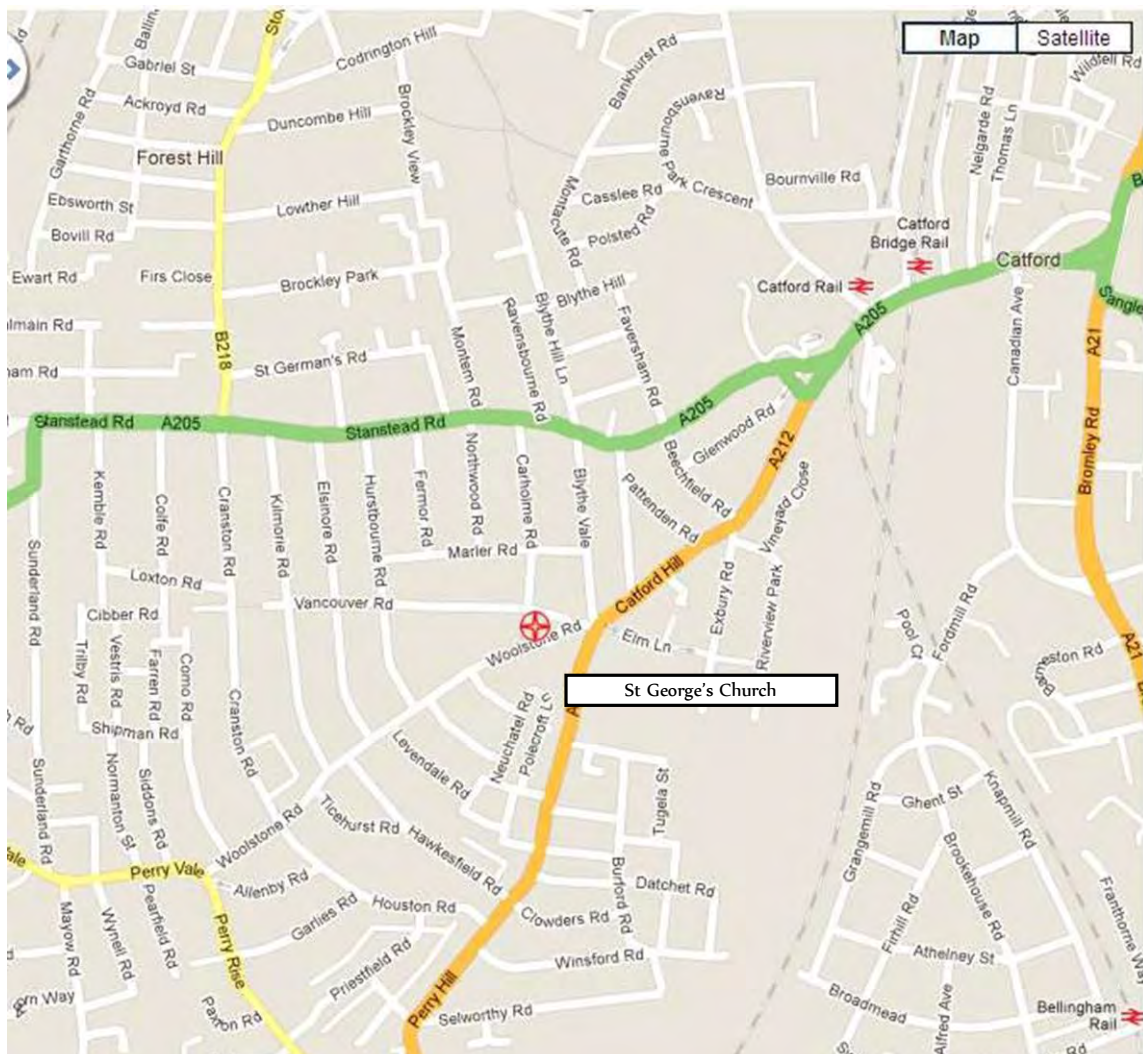
Address: Vancouver Road
Forest Hill
London
SE23 2AG

Directions: The church is located in Vancouver Road, just opposite the end of Carholme Road if coming from the South Circular.

Buses that serve close by are:

- 181 and 202 in Catford Hill
- 75 in Woolstone Road
- 185 and 171 on the South Circular (A205).

Catford and Catford Bridge train stations are both just down the road.



Annex

Lewisham Services for Schools User Guide for Governors

Lewisham Services for Schools is the council's new online portal for traded services, communications and training. All Governor training should now be booked through the system. The following user guide will cover how you can log into this portal, how you can book onto training courses, how you can cancel your place on a training course and how you can update your contact details.

We will be creating an account for you using the email address we have for you on our database.

How to log in

1. Go to www.schoolsservices.lewisham.gov.uk
2. Click **login** in the top right corner



3. Enter your username (this will be your email address) and click **forgotten password**. Clicking forgotten password will send you an email which includes a temporary password for you to log in with. You can then create your own personal password.

Your temporary password will be sent to you from the system using the email address **Lewisham Services for Schools [support@frontlinedata.co.uk]**. This is likely to be your first email from this address so please check your spam / junk folders in case the email goes there rather than to your inbox.

It is advisable to add "Lewisham Services for Schools [support@frontlinedata.co.uk]" as a contact to your email account to ensure that any future alerts are not missed.

How to book training courses

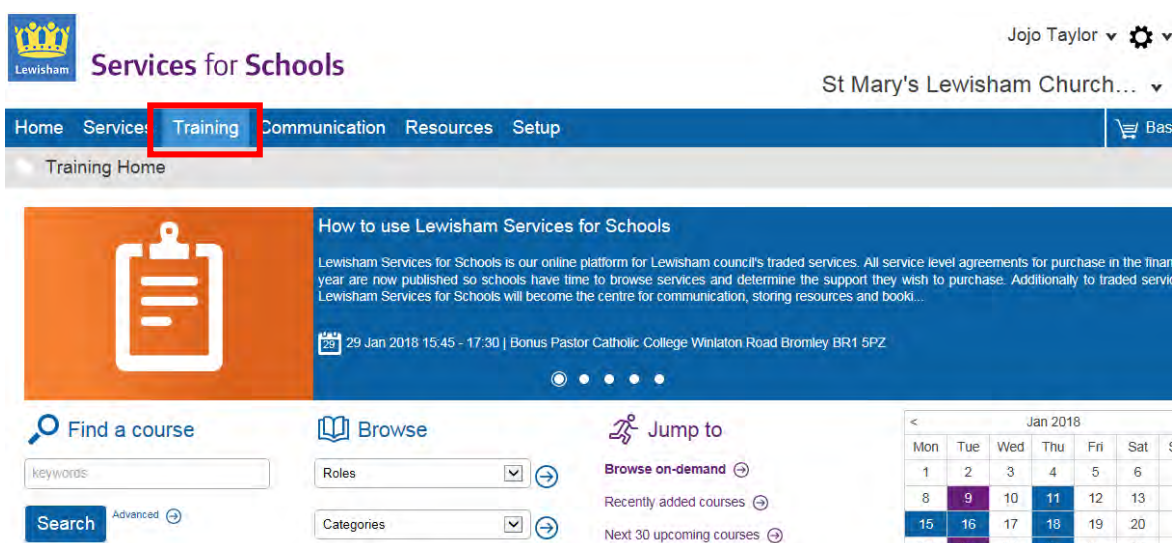
1. Go to www.schoolsservices.lewisham.gov.uk
2. Click **login** in the top right corner
3. Log in with your username (this will be your email address) and password

Annex

4. If you are a governor at more than one Lewisham school, select the correct school by clicking on the small downward facing arrow next to the school name at the top right of the screen



Click on the **Training** tab found in the blue bar along the top




5. Under **Browse** click on the **Roles** drop down menu. Select “Governor” or “Chair of Governors”. This will show courses relevant to your role.
6. Click on the course title to see more details and booking information.
7. For training courses with an associated cost click **Request** to reserve a place on this course and request confirmation from your Headteacher / School Business Manager. **For your place on the course to be confirmed and your booking to be completed your Headteacher or School Business Manager must complete the checkout process. Your Headteacher or School Business Manager will receive an email alert advising that a booking request has been made.**

Programme 

Download 

Make a Booking

The maximum number of delegates this site can book is: 58

Select delegate from the list 

Standard price

£75.00

Total price to pay:

£75.00

Request

Annex

8. If the course is a free course or if your school has purchased either our Central Governor Training SLA or our Support and Training SLA for schools with independent Clerks SLA the cost will show as £0.00. To complete your booking you will need to select **Book and checkout**. Courses with no associated cost are automatically checked out of a basket and places confirmed.

The maximum number of delegates this site can book is: 20

Select delegate from the list



Standard price

£0.00

Total price to pay:

£0.00

Please be aware that this booking will be automatically checked out from the shopping basket and will not require further authorisation

I confirm that I have read and accept the terms and conditions ([Terms & conditions](#))

Book and checkout

How to cancel a booking

1. Click on the **Training** tab found in the blue bar along the top
2. Click on **My Bookings**

The screenshot shows the 'Services for Schools' website interface. At the top, there is a navigation bar with 'Home', 'Services', 'Training', and 'Communication'. Below this is a sub-header 'Training Home'. The main content area features a large orange banner for an 'ATTENDANCE OFFICERS NETWORK MEETING' on 06 Jul 2018. Below the banner are three columns: 'Find a course' with a search box, 'Browse' with dropdown menus for 'Roles' and 'Categories', and 'Jump to' with links for 'Browse on-demand', 'Recently added courses', and 'Next 30 upcoming courses'. At the bottom, there is a 'Suggested courses' section and a 'My bookings' section. The 'My bookings' section is highlighted with a red box and shows a booking for 'Chair of Governors briefing (GS-0418-T001)' on 23 Apr 2018.

3. Click on the course you wish to cancel

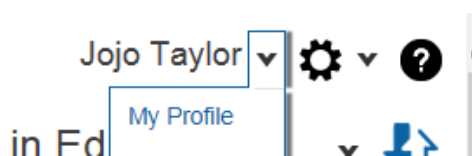
Annex

4. Under **Common Activities** in the right hand column click **Request cancellation**
5. Scroll down to **Cancel booking**, view any cancellation policy before entering the **Reason** for your cancellation in the free text box
6. Click **Confirm**

How to update contact details

It is important for the Local Authority to be able to contact you regarding your role as a governor. Please make sure that you keep your contact details on the system up to date.

1. Go to www.schoolsservices.lewisham.gov.uk
2. Click login in the top right corner
3. Click on the small arrow to the right of your name and click on **My Profile**



4. Click on the pencil to the right of **Account details** and update any of your personal information

A screenshot of the 'Account details' form. The title 'Account details' is at the top left, and a pencil icon and a small downward arrow are at the top right. Below the title, there are two rows of text: 'Name: Jojo Taylor' and 'Email: josephine.taylor@lewisham.gov.uk'.

Further help and guidance for school and non-school users can be found here: <http://www.schoolsservices.lewisham.gov.uk/Page/9040>

If you do experience any difficulty making a course booking please email sitbusinesssupport@lewisham.gov.uk or call the team on 020 8314 8313.

Lewisham Governors' Services
2nd Floor, Laurence House
1 Catford Road
London, SE6 4RU

Telephone: 020 8314 3355
or 020 8314 6777

E-mail:
governors.services@lewisham.gov.uk