



# Governance Professional Development

Our centrally based programme of courses and conferences is intended to support continuing professional development for schools and the education workforce.

This course directory provides details of all courses published up to Sunday 26 May 2019.

New courses will appear in the directory when added to CPD Online.

For viewing course details and for making a booking please log onto [www.babcock-education.co.uk/4Scpd](http://www.babcock-education.co.uk/4Scpd)

If you have queries about a training course, please email the relevant admin contact as shown in the course details on CPD Online. Alternatively, please contact the Training & Conferencing Team by email ([course.bookings@babcockinternational.com](mailto:course.bookings@babcockinternational.com)) or by telephone (0800 073 4444 ext 835008).

## Visiting the School - What Governors Need to Know

This session focuses on how governors should conduct visits to their school, how to ensure they are effective and that learning from such visits is effectively shared and contributes to the collective knowledge of the full governing body.

Code	Date	Time	Venue
19T/14832	Tuesday 4 June 2019	19:00 - 21:00	The Holiday Inn, Shepperton, Shepperton, TW17 8NP

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## Safeguarding - The Role of the Governing Body

This session will provide governors with an overview of safeguarding issues in schools and also a clear understanding of their statutory duties.

Code	Date	Time	Venue
19T/14833	Wednesday 5 June 2019	10:00 - 12:00	Imber Court, Molesey, KT8 0BT

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **NEW: Clerking – Effective use of an Annual Work Planner**

Creating and working to an Annual Work Plan is an essential tool for the clerk to the board, ensuring that compliance activities are scheduled in advance of appropriate deadlines, and that school improvement discussions, monitoring activities and decisions are allocated to the correct meeting of the board at the right time.

This workshop-style session, will provide each clerk with the opportunity to work and collaborate with a small group. To maximise the benefit of participation in this session, please bring a copy of your terms of reference c schemes of delegation, your school improvement plan and any other context-related information you would expect to use to plan your work over an annual cycle.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14852	Thursday 6 June 2019	10:00 - 12:00	NASUWT Offices, Milestone House, Portsmouth Road, GU23 7JY

**£100**

£120 inc VAT

## **SEND - What Governors Need To Know**

Special Educational Needs and Disabilities (SEND) is a key aspect of school provision and one that has changed considerably recently. Governors need to ensure they know their responsibilities and those of their school with regards to SEND and must ensure that they are monitoring their schools work and its impact on outcomes for this group of pupils.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14834	Monday 10 June 2019	10:00 - 12:00	Kingswood Golf & Country Club, Sandy Lane, KT20 6NE

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **NEW: Financial Planning – benefits and risks**

In maintained school governing bodies and at academy trust level, the board plays a key strategic role in financial management, including approval of the annual budget, authorisation of a three-year forward plan, setting financial priorities with reference to the school improvement plan, and ensuring financial probity and achieving best value.

This session provides an introduction to the role of the board in financial planning with an emphasis on the application of skills and expertise in assessing organisational benefits and risks and holding the school or academy to account for effective and efficient financial outcomes.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14854	Tuesday 11 June 2019	19:00 - 21:00	Reigate Baptist Church, Reigate, RH2 7LR

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **NEW: Inspecting the Substance of Education – approaching the new Ofsted Framework**

This session provides an overview of the curriculum research and key themes supporting the proposals for the introduction of the new Ofsted Inspection framework in September 2019.

Based on extensive curriculum research, conducted by Ofsted, the proposals are designed to reshape inspection to look more closely at the substance of education: what is taught and how it is taught, with test and exam outcomes looked at in that context. Those responsible for governance need to have strategic oversight of this.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14853	Tuesday 11 June 2019	10:00 - 12:00	Imber Court, Molesey, KT8 0BT

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **Holding up the Mirror – a practical approach to GB self-evaluation**

A practical workshop for governors and trustees to both explore and understand what constitutes good and outstanding governance in their context.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14835	Wednesday 12 June 2019	19:00 - 21:00	The Holiday Inn, Guildford, Guildford, GU2 7XZ

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **Academy Finance - What Trustees Need to Know**

This session focuses on the financial oversight role of academy trustees. We will explore the current expectations of boards of trustees and how these are informed by the Academies Financial handbook, company and charity law, and the Academy Trusts' Funding Agreement.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14838	Wednesday 19 June 2019	19:00 - 21:00	The Holiday Inn, Guildford, Guildford, GU2 7XZ

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## Safer Recruitment - A Strategic Overview

Governing bodies have statutory responsibilities relating to safeguarding of children in their schools and it this includes ensuring schools only employ those who are safe to work with children. This course will ensure governors understand their responsibilities for Safer Recruitment and know how to monitor the effectiveness of Safer Recruitment in their school.

THIS COURSE FOCUSSES ON GOVERNING BODY DUTIES. IT IS NOT THE CERTIFIED SAFER RECRUITMENT TRAINING THAT EQUIPS SCHOOL LEADERS TO INTERVIEW STAFF.

Code	Date	Time	Venue
19T/14839	Thursday 20 June 2019	10:00 - 12:00	Reigate Baptist Church, Reigate, RH2 7LR

### **£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## New: Better Strategic Planning

Ensuring clarity of vision and strategic direction is the first of the three core functions of governing bodies and academy trust boards.

This session offers an insight into the annual cycle of creating, monitoring and reviewing school and academy strategic plans. With skills-based governance now the expectation for all, participants will explore strategic planning beyond purely academic performance and how they might be expected to apply their skills and experience to hold the school more effectively to account for school improvement plans that take them on a defined journey towards their vision for the school in three to five years' time.

Code	Date	Time	Venue
19T/14855	Wednesday 26 June 2019	19:00 - 21:00	Imber Court, Molesey, KT8 0BT

### **£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **e-Safety - What Governors Need to Know**

This session will raise governors' awareness of e-safety related issues that are currently impacting on schools and the ways which schools are embracing technology and social media to educate children and young people to be safe online.

The session will look at e-safety policies and good practice for monitoring the school's e-safety provision and equip governors with questions to ask when seeking assurance that appropriate measures are in place to protect children and young people.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14840	Thursday 27 June 2019	19:00 - 21:00	The Holiday Inn, Guildford, Guildford, GU2 7XZ

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **Introduction to School Governance**

This course will provide newly appointed/elected school governors with an understanding of their roles and responsibilities.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14841	Monday 1 July 2019	10:00 - 12:00	Kingswood Golf & Country Club, Sandy Lane, KT20 6NE

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **Better Minutes – a practical approach to improving the quality of your minutes**

A practical workshop for clerks to both explore and understand what constitutes good minute taking.

Participants are encouraged to bring a set of minutes to use in a peer review exercise, and will be supported to improve their practice through a series of table based activities. Good practice tips will include the use of tailored agendas, managing confidential items, and dealing with conflicts of interest.

There is no charge for Schools & Academies that have a Clerks' Training and Development Service Level Agreement or Academy Service Level Agreement with Strictly Education 4S.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14843	Wednesday 3 July 2019	10:00 - 12:00	The Thames Club, Staines, TW18 2PD

**£100**

£120 inc VAT

## **Safeguarding - The Role of the Governing Body**

This session will provide governors with an overview of safeguarding issues in schools and also a clear understanding of their statutory duties.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14842	Wednesday 3 July 2019	19:00 - 21:00	The Holiday Inn, Guildford, Guildford, GU2 7XZ

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**

## **New: Taking the Chair**

Are you stepping up to the role of Chair either of the board or of a committee this term or from September 2019? If so, this session will provide a functional introduction to the role of the Chair and an opportunity to understand the expectations and explore what constitutes good practice in chairing in 2019.

Using the DfE Competency Framework as a reference, we will consider the skills and behaviours expected of the Chair and the more practical aspects of the chairing role including the importance of developing effective relationships with the Headteacher, the clerk and the wider team.

<b>Code</b>	<b>Date</b>	<b>Time</b>	<b>Venue</b>
19T/14856	Tuesday 9 July 2019	19:00 - 21:00	The Holiday Inn, Guildford, Guildford, GU2 7XZ

**£100**

£120 inc VAT

**No charge for schools with Governance SLA**