

Updated March 2024

MERTON AND SUTTON GOVERNOR SUPPORT SERVICE

Governor Training Programme 2023 - 2024



Governor
Support
Service

Contents (in date order)

New Clerks’ Induction - GOV/23/0300..... 4

Sutton Chairs’ Briefing – Autumn 2023 - GOV/23/0301..... 5

Merton Chairs’ Briefing – Autumn 2023 - GOV/23/0302..... 6

Merton and Sutton Clerks’ Briefing – Autumn 2023 - GOV/23/0303..... 7

Training Governor Briefing – Autumn 2023 - GOV/23/0304 8

Headteacher Appraisal and Pay/Performance System for Staff - GOV/23/0305..... 9

Secondary School Governors – Key Topics - GOV/23/0306 10

Primary Assessment and Pupil Achievement Data - GOV/23/0307 11

Ofsted – Being Ready for Inspection- GOV/23/0308 12

Mental Health - Promoting Mental and Emotional Wellbeing in Schools GOV/23/0309 13

Questioning and Challenging Effectively – Monitoring to hold your school to account - GOV/23/0310 14

Safer Recruitment (Accredited Course – cost £100) - GOV/23/0312..... 15

Health and Safety - what governors need to know GOV/23/0311..... 16

Safeguarding – The Role and Responsibilities of All School Governors- GOV/23/0314 17

Anti-racism in Organisations: the role of governors and leaders - GOV/23/0315..... 18

Statutory Relationships, Sex and Health Education (RSHE) - Governor Training - GOV/23/0316 19

SEND – Supporting and Challenging Provision in Your School - GOV/23/0317 20

Chair of Governors’ Induction (FGB)- GOV/23/0318 21

Welcome to Governance – Part 1 and Part 2 – Evening Sessions - GOV/23/0319 22

Chairs of Committees - Good Practice GOV/23/0320 23

Primary Curriculum - GOV/23/0321..... 24

Pupil Premium – The Role of Governors- GOV/23/0322 25

Diversity: Equality, Diversity and Inclusion – how governors can lead the way - GOV/23/0348 26

Financial Management for Maintained Schools- GOV/23/0313 27

Merton Chairs’ Briefing – Spring 2024 - GOV/24/0323 28

Sutton Chairs’ Briefing – Spring 2024 - GOV/24/0324..... 29

Merton and Sutton Clerks’ Briefing – Spring 2024 - GOV/24/0325 30

Exclusions – Understanding the Process for Governors and Clerks - GOV/24/0326 31

Safeguarding for Safeguarding Link Governors Only - GOV/24/0327..... 32

Equality Duties – your statutory duty and legal requirements- GOV/24/0328 33

Succession Planning – Developing your Governing Board and School - GOV/24/0329 34

Children Looked After (CLA) & Children with a Social Worker - The Governing Board’s Duties – GOV/24/0330..... 35

Visiting Your School - GOV/24/0331 36

Safeguarding – The Role and Responsibilities of All School Governors- GOV/24/0332 37

Attendance Matters – GOV/24/0333 38

Welcome to Governance – Part 1 and Part 2 –Daytime Session - GOV/24/0334..... 39

Handling Parental Complaints – what governors need to know, ask and do - GOV/24/0335..... 40

SEND – Supporting and Challenging Provision in your school, including the role of the SEND Link Governor - GOV/24/0336	41
Early Years – What governors need to know - GOV/24/0337	42
Ofsted Judgements: Behaviour, Attitudes and Personal Development – Understanding the Governor’s Support and Challenge Role - GOV/24/0338	43
Strategic Role of Governors GOV/24/0339	44
Racism and School Life - GOV/24/0340.....	45
Driving Practical Change: How Governors can ensure their schools are effectively Embedding Equality, Diversity and Inclusion - Part 1 of 2 - Where are we now? - GOV/24/0350	46
Sutton Chairs’ Briefing – Summer 2024 - GOV/24/0341.....	47
Merton Chairs’ Briefing – Summer 2024 - GOV/24/0342.....	48
Welcome to Governance – Part 1 and Part 2 – Evening Sessions - GOV/24/0343	49
Merton and Sutton Clerks’ Briefing – Summer 2024 - GOV/24/0344	50
Training Governor Briefing – Summer 2024 - GOV/24/0345	51
Safeguarding – The Role and Responsibilities of All School Governors- GOV/24/0346	52
Diversity: The Language of Equality - GOV/24/0349	53
Prevent and British Values - GOV/24/0347	54
Driving Practical Change: How Governors can ensure their schools are effectively Embedding Equality, Diversity and Inclusion – Moving Forward - Part 2 of 2 - GOV/24/0350	55

MEET THE MERTON AND SUTTON GOVERNOR SUPPORT TEAM

Name	Title	Contact Tel. No.
June Crame	Governor Support Manager	020 8545 3923
Sue Ryan	Governor Support Officer	020 8545 3118
Karen O’Regan	Governor Support Assistant	020 8545 3307
Email:	governor.support@merton.gov.uk	

New Clerks' Induction - GOV/23/0300

Description:

This course will give new clerks an introduction to clerking, where to access support and how they impact on school improvement.

Objectives:

By the end of the session the clerk will be able to:

- Understand the workings of a governing board and the expectations on school governors
- Identify ways of working with the Chair and Headteacher to ensure effective governance
- Identify good practice in providing advice, record keeping and minute taking.

Tuesday 12th September 2023 - Chaucer Centre - 09:30 to 12:30 - June Crame / Sue Ryan

Sutton Chairs' Briefing – Autumn 2023 - GOV/23/0301

Description:

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Sutton and will be delivered via Zoom.

Objectives:

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways that governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Tuesday 19th September 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame / Sue Ryan

Merton Chairs' Briefing – Autumn 2023 - GOV/23/0302

Description:

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Merton and will be held at Merton Civic Centre.

Objectives

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways the governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Thursday 21st September 2023 - Merton Civic Centre - 19:00 to 21:00 - June Crame / Sue Ryan

Merton and Sutton Clerks' Briefing – Autumn 2023 - GOV/23/0303

Description:

This session is a briefing for Clerks to Governing Bodies in Merton and Sutton and will be held at the Chaucer Centre.

Objectives:

By the end of this session clerks will be familiar with:

- The latest clerking developments, opportunities and good practice
- The different ways the governing body/clerks can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Tuesday 27th September 2023 - Chaucer Centre - 09:30 to 11:30 - June Crame / Sue Ryan

Training Governor Briefing – Autumn 2023 - GOV/23/0304

Description:

This session will be delivered via Zoom and will focus on our latest training offer, giving advice on courses governors should attend, alongside tips on how to encourage your governors to fulfill their training requirement.

Objectives:

By the end of each session governors will be able to:

- Clearly identify the latest training developments, opportunities and good practice
- Explore the different ways the governing board can develop their skills and knowledge
- Know where to look for further support, information and tools to help you in your role

Tuesday 27th September 2023 - Virtual - Zoom meeting - 19:00 to 20:00 - Sue Ryan

Headteacher Appraisal and Pay/Performance System for Staff - GOV/23/0305

Description:

This course will outline governors' responsibilities and the procedures governors should use in conducting appraisal, suggesting how to get the best out of the process and offer advice and guidance. It will show how this links with pay progression and discuss dealing with appeals.

Objectives:

By the end of the course governors will be able to:

- Build confidence in supporting and challenging the headteacher and the school
- Recognise how the appraisal process of staff and Headteachers can be used to support continued school improvement.
- Identify statutory requirements relating to pay and headteachers performance review and any subsequent appeals procedures

**Tuesday 3rd October 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Carolyn Graham /
Kate Sheraton**

Secondary School Governors – Key Topics - GOV/23/0306

Description:

The aim of this course is to provide governors with an overview of the most significant policy changes and curriculum developments affecting their schools. The 11-19 curriculum offer (including apprenticeships) will be considered and also any impact this has on governors' roles and responsibilities. Both the local and national context will be considered and the likely effect on outcomes for the young people of Merton and Sutton.

Objectives:

By the end of the course governors will be able to: -

- Understand the context of changes in education policy and provision of careers guidance in schools.
- Reflect on current curriculum and qualification developments and their impact on their school, and the governors' role in monitoring and evaluation
- Identify significance of policy and curriculum change for young people in your school

Tuesday 10th October 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Paul McGivern

Primary Assessment and Pupil Achievement Data - GOV/23/0307

Description:

To develop governors' understanding of the data available in relation to pupil outcomes.

Objectives:

By the end of the session, participants will: -

- know what is assessed in the primary phase;
- become familiar with the available sources of data;
- understand the data presented in the Assessing School Performance (ASP) publication;
- identify questions they could ask about the data.

Wednesday 11th October 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - George Hopson / Kate Sheraton / Sigi Leigh

Ofsted – Being Ready for Inspection- GOV/23/0308

Description:

The aim of this session is to share an overview of inspection arrangements under the current Ofsted framework focusing on governance. We will explore the leadership and management evaluation criteria and subsidiary guidance for school governance. In addition, we will look at the key messages given by Ofsted in relation to school governance and how the governing board can best prepare itself for an inspection.

Objectives:

By the end of the course governors will be able to: -

- Recognise the criteria against which your governing board will be judged at your next Ofsted inspection and be able to apply this to their own schools
- Identify areas which require the governing board's focus
- Apply knowledge gained of the preparation needed for inspection to their own school situation.

Monday 16th October 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Nick Flesher

Mental Health - Promoting Mental and Emotional Wellbeing in Schools GOV/23/0309

Description:

The aim of this course is to develop governors' understanding of the expectations on schools to promote good mental health and to consider and examine the important role of governors in evaluating effective provision in schools.

Objectives:

By the end of the course governors will be able to: -

- Understand the role schools play in supporting children to be resilient and mentally healthy and how this supports learning.
- Be familiar with national guidance for schools, including “Mental health and behaviour in schools”
- Recognise and share good practice in this area
- Understand how governors can evaluate provision for mental health in their schools
Identify questions it would be appropriate for governors to ask.

Tuesday 17th October 2023 Virtual - Zoom meeting - 19:00 to 21:00 - Denise Dyer / Jane Morgan

Questioning and Challenging Effectively – Monitoring to hold your school to account - GOV/23/0310

Description:

Ensuring robust accountability is a key function of the Governing Board. In this session we will explore how to question and challenge and how to monitor the work of your schools.

The session will cover:

1. How best to challenge and hold the school to account
2. Questioning Skills
3. Sources of information to use
4. School visits/virtual monitoring meetings

Objectives:

At the end of this session participants will understand: -

- how to ask probing questions,
- how to challenge proportionately
- where to find information
- how visits/virtual monitoring visits can be purposeful
- good practice

Monday 30th October 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame / Sue Ryan

Safer Recruitment (Accredited Course – cost £100) - GOV/23/0312

Description:

This session will be delivered via Zoom.

It is a legal responsibility for schools to have someone on every selection panel who has undergone training in safer recruitment. This one day accredited course will give governors, headteachers and school staff the information and understanding they need to recruit safely and comply with relevant statutory guidance. The course will explore safer recruitment and the wider context of safeguarding, abuser profiles, recruitment processes, setting acceptable standards of behaviour and maintaining an ongoing culture of vigilance. This one-day workshop is accredited by the Safer Recruitment consortium. Delegates will complete four modules and a multiple choice assessment and receive a certificate of attendance upon course completion.

*Please note this course is not suitable for early years or nurseries.

Objectives:

By the end of the course delegates will: -

- Be able to identify the key features of staff/volunteer recruitment that help deter or prevent the appointment of unsuitable people
- Receive help and guidance on evaluating their organisations' policies and practices in order to make them safer places for children.
- Help schools demonstrate that they have effective safeguarding processes in place.

Tuesday 31st October 2023 - Virtual - Zoom meeting - 09:00 to 16:30 - Ann Marie Christian

Health and Safety - what governors need to know GOV/23/0311

Description and Objectives:

The aim of this course is to enable governors to have an awareness of their responsibilities, within the legislative framework, including the HSE Fee for Intervention. It will help them understand forms of control, such as risk assessment, training and management of contractors. The session will also cover record keeping, e.g. accident/incident and near miss reporting, inspections, etc. By the end of the session Governors will know where to get further help and support.

Wednesday 1st November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Lydia Stanley

Safeguarding – The Role and Responsibilities of All School Governors- GOV/23/0314

Description:

The aim of this course is to familiarise all governors with the legal framework in relation to safeguarding and their roles and responsibilities as a governor.

This session will cover: -

- Government Guidance/Ofsted Inspection Framework
- The latest edition of the London Child Protection Procedures
- 'Keeping Children Safe in Education' Statutory Guidance
- Your roles and responsibilities

Objectives:

By the end of the session you will be able to:

- Clearly identify your role and responsibilities in ensuring school pupils are safe and that schools are fulfilling their safeguarding duties
- Reflect on current practice in the light of any changes in local and national guidance and legislation
- Understand how to evidence compliance with the Ofsted inspection framework, particularly in relation to whether pupils feel safe in school.

Wednesday 8th November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Hayley Cameron / Stephen Welding

Anti-racism in Organisations: the role of governors and leaders - GOV/23/0315

Description:

This workshop is essential for governors and educational/ school leaders seeking an understanding of their role and how they could approach tackling racism in organisations. It examines current regulations and the duties held by different leaders under these legislations and suggests ways leaders may approach fulfilling these duties.

Monday 13th November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 – Professor Paul Miller

Statutory Relationships, Sex and Health Education (RSHE) - Governor Training - GOV/23/0316

Description:

This evening workshop will explore the DfE statutory requirements and guidance for RSHE. The workshop will enable participants to:

- Clarify the facts about statutory Relationships Education, RSE and Health Education based on the current Government guidance; correcting any areas of confusion and helping Governors see which elements schools need to make decisions about
- Provide an awareness of the review of the RSHE guidance taking place in 2023 and an update on relevant developments in legislation and from Ofsted
- Ensure Governors understand that research evidence underpins RSE
- Recognise features of high quality, inclusive Relationships and Sex Education (RSE)
- Understand the requirement for parental consultation, and the benefits of ongoing parental communication, and consider possible methods
- Be familiar with the responsibilities of Governors in relation to statutory RSHE

Throughout the short course governors accumulate a set of questions they can use to find out more about RSE at their school, questions which are appropriate for their role. Participants will also be signposted to tools that can support school senior leaders to prepare for statutory RSE including a whole-school audit tool.

The session will be interactive with opportunities for questions.

Objectives:

By the end of the course governors will be able to: -

- Support your school to work toward delivering statutory RSHE
- Understand the evidence base that supports RSE.
- Understand parental consultation and involvement with RSE.
- Actively participate in utilisation of the whole-school RSE audit tool

Tuesday 14th November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 – Lucy Emmerson

SEND – Supporting and Challenging Provision in Your School - GOV/23/0317

Description:

The aim of this course is to be aware of the current Legal framework for SEN(D) and be able to apply practical actions to their own school situation. We will also be providing an overview of the DfE's SEND and Alternative Provision Improvement Plan - Right Support, Right Place, Right Time. This is the response to the SEND Green paper that was published in March 2022 and which proposes a number of reforms to the special educational needs and disabilities (SEND) and alternative provision (AP) system.

Objectives:

By the end of the course governors will be able to: -

- Understand the current SEN (D) framework and proposed changes
- Recognise statutory duties and responsibilities which they have in relation to SEN(D)
- Identify strategies to support their own school practice

**Monday 20th November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 – Nick Flesher /
Amalia Banon / Jane Morgan**

Chair of Governors' Induction (FGB)- GOV/23/0318

Description:

This course will help new Chairs of full governing boards to understand their roles and responsibilities, as the leader of the governing board. It will also consider strategies, structures and best practice that can be adopted to help make your governing board the most effective it can be.

Objectives:

By the end of this course governors will be able to:

- Identify the key role of the Chair as the leader of the governing board.
- Explain different structures and practice on how to organise the workload effectively and use succession planning to involve and motivate all members of the governing board
- Build confidence and recognise how to develop good working relationships with the headteacher and Clerk to governors and building the team
- Identify and apply best practice in meeting their duties and know where to look for further information

Wednesday 22nd November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame

Welcome to Governance – Part 1 and Part 2 – Evening Sessions - GOV/23/0319

Description:

These sessions will be delivered via Zoom.

The aim of these two sessions is to develop an understanding of the role and responsibilities of school governors focusing on their three core strategic functions and providing an induction to good practice and the Ofsted Inspection framework.

Objectives:

By the end of the two sessions governors will be able to:

- Understand the difference between working strategically and operationally
- Know how to effectively challenge and support the school by monitoring and evaluating and asking pertinent question
- Know how to hold the school to account and to be accountable
- Understand the basics of school finances and governors' responsibilities
- Describe good practice and know where to look for further/more detailed information

Thursday 23rd November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Sue Ryan

Thursday 30th November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Sue Ryan

Chairs of Committees - Good Practice GOV/23/0320

Description:

The aim of this course to help Chairs of Committees and prospective Chairs of Committees to consider strategies and systems which lead to effective meetings and outcomes.

Objectives:

By the end of the session governors will be able to:

- Understand the role and responsibilities of the Chair of a Committee
- Know how to best prepare for and run effective meetings
- Identify the features of good Chairing skills and how to get the most out of the committee meetings to meet school
- priorities and outcomes
- Know what structures and good practice for their work lead to highly effective outcomes.

Wednesday 29th November 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame

Primary Curriculum - GOV/23/0321

Description:

To develop governors' understanding of the primary curriculum.

Objectives:

By the end of the session, participants will: -

- know the statutory requirements for the primary curriculum;
- know the statutory requirements for the primary curriculum;
- understand the central place of the curriculum in the new Ofsted framework;
- be aware of different approaches to organisation and delivery of the curriculum;
- identify questions they could ask about the curriculum.

Monday 4th December 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - George Hopson / Kate Sheraton / Sigi Leigh

Pupil Premium – The Role of Governors- GOV/23/0322

Description:

The aim of this course is to understand how the pupil premium funding is used. Pupil Premium - and the recovery premium (COVID catch-up funding) - is the additional funding given to schools to raise the attainment of disadvantaged pupils from reception to year 11.

Objectives:

By the end of the course governors will be able to: -

- Recognise the triggers for Pupil premium funding to be allocated and the impact it can have on closing the gap in attainment / progress of students
- Explore different ways that governors can effectively monitor and evaluate the use of pupil premium to ensure maximum impact within their own school

Wednesday 6th December 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Alison Cramp / Paul McGivern

Diversity: Equality, Diversity and Inclusion – how governors can lead the way - GOV/23/0348

Description:

During the training participants will:

- Consider what is required for a strategic whole school approach to promoting equality, diversity and inclusion
- Recognise how policies and procedures can drive or undermine equality, diversity and inclusion work in schools and explore examples of equality impact assessments on policies in order to be able to question/challenge their own leaders
- Explore how schools can effectively consult with the wider school community to identify and solve equality issues
- Recognise how equality monitoring data can be utilised to inform strategy and how schools can develop effective, SMART, evidence-based equality objectives
- Explore what is meant by decolonising the curriculum and how schools can start to embed equality, diversity and inclusion into curriculum planning
- Utilise their learning to consider their roles in recruitment, disciplinary hearings, exclusion panels and complaints and steps that they can take to eliminate discrimination and advance opportunity through case study examples.

Objectives:

By the end of this course governors will:

- be confident to support their school in promoting diversity
- understand what is required for a strategic whole school approach to promoting equality, diversity and inclusion
- be confident in recognising how policies and procedures can drive or undermine equality, diversity and inclusion
- have best practice examples of equality objectives
- be confident in how to eliminate discrimination and advance opportunity in their work

Wednesday 13th December 2023 - Virtual - Zoom meeting - 19:00 to 21:00 - Equaliteach

Financial Management for Maintained Schools- GOV/23/0313

Description:

The aim of this course is to provide information on the principles of financial management and governors roles and responsibilities surrounding it.

- Source Funding
- Financial management – principles, roles and responsibilities including Value for money
- Budget setting and monitoring
- 3 year financial planning
- School Financial Value Standards (SFVS)
- Financial reporting and the accounts

Objectives:

By the end of the course governors will be able to: -

- Understand where source funding comes from and have an awareness of how different factors can affect the levels of income given.
- Recognise the principles of financial management and achieving value for money.
- Reflect on the monitoring role in relation to consistent financial reporting, planning, budget setting and required documentation such as the SFVS.
- Review of an example monitoring report.
- Relate best practice to your own school situation and be able to identify areas to strengthen.

New Date – Thursday 18th January 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Karen Gentry

Merton Chairs' Briefing – Spring 2024 - GOV/24/0323

Description:

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Merton.

Objectives

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways the governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Tuesday 23rd January 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame / Sue Ryan

Sutton Chairs' Briefing – Spring 2024 - GOV/24/0324

Description:

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Sutton and will be delivered via Zoom.

Objectives:

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways that governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Thursday 25th January 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame / Sue Ryan

Merton and Sutton Clerks' Briefing – Spring 2024 - GOV/24/0325

Description:

This session is a briefing for Clerks to Governing Bodies in Merton and Sutton and will be delivered via zoom.

Objectives:

By the end of this session clerks will be familiar with:

- The latest clerking developments, opportunities and good practice
- The different ways the governing body/clerks can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Tuesday 30th January 2023 - Virtual - Zoom meeting - 09:30 to 11:30 - June Crame / Sue Ryan

Exclusions – Understanding the Process for Governors and Clerks - GOV/24/0326

Description:

This course looks at the responsibilities of the Governors in the exclusion process. It will focus on the role of governors at the discipline committee; the changes to the legislation and guidance around exclusions; and consider which pupils are most vulnerable to exclusion from school.

Objectives:

By the end of the course governors will be able to: -

- Understand their role in respect of exclusions; and any changes / updates in legislation and guidance
- Apply knowledge learnt to their school situation and confidently be able to monitor and reflect on current practices within their schools.
- Recognise areas of weakness in processes that could lead to an exclusion being overturned on appeal.
- Identify which pupils are more vulnerable to exclusion and evaluate strategies which may be put in place for them.

Wednesday 31st January 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Liz Kelly / Sarah Westall

Safeguarding for Safeguarding Link Governors Only - GOV/24/0327

Description:

This course will look at the skills, activities and questions which will help a safeguarding link governor fulfil their statutory role.

Objectives:

By the end of the session the governor will be able to:

- Understand remit and expectations for a Safeguarding Link governor
- Identify activities that may assist them in developing their role
- Know where to access further information and guidance relevant to their role

Thursday 1st February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Hayley Cameron / Stephen Welding

Equality Duties – your statutory duty and legal requirements- GOV/24/0328

Description:

This course will provide an opportunity to explore legislation and best practice regarding the equality duties for schools, and how this impacts on pupils. We will also highlight supporting learners using English as an Additional Language (EAL) and EAL questions for Governors to consider.

Objectives

By the end of this course governors will be able to: -

- Understand their role and responsibilities in relation to Equality Duties
- Share examples of how different schools demonstrate their policies in day to day practice
- Identify and apply best practice in meeting their duties

Tuesday 6th February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Alison Cramp / Viv Pratt

Succession Planning – Developing your Governing Board and School - GOV/24/0329

Description:

This course will provide an opportunity for Governing Boards to continue to consider their own succession planning needs and that of the whole school workforce. It is important that Governing Boards have an opportunity to reflect on successful strategies to maintain a strong and vibrant school workforce and governing board. The workshop will explore best practice across our schools, including reference to Staff and Governors in relation to:

- recruitment and retention
- governor training/CPD
- developing leaders

Objectives

By the end of the course governors will be able to: -

- Develop a culture of effective succession planning
- Recognise examples of best practice
- Reflect on how schools/governing boards would respond to different scenarios
- Identify action points to further develop the school and governing board

Wednesday 7th February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Ewan Morrison / June Crame

Children Looked After (CLA) & Children with a Social Worker - The Governing Board's Duties – GOV/24/0330

Description:

The course aims to ensure that Governors are aware of their responsibilities toward Children Looked After, and post-CLA children, and Children with a Social Worker and can support schools to raise their educational attainment.

Objectives:

By the end of the course governors will be able to: -

- Understand their duty to promote the educational achievement of Children Looked After and children that leave care through adoption, guardianship or child arrangement orders
- Understand how to promote the educational achievement of Children with a Social Worker (CIN/CP)
- Identify characteristics of Children Looked After, children that leave care, and Children with a Social Worker and the support schools need to provide to help them overcome them

Thursday 8th February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Karen Reid / Kate Leyshon

Visiting Your School - GOV/24/0331

Description:

The purpose of the session: All governors, trustees and academy committee members should visit their school or schools at least twice a year and it is vital that valuable volunteer time is used effectively to monitor the work of their school or schools. The session will cover:

1. Why visits matter
2. Linking visits to strategy
3. Policies and protocols
4. Planning visits
5. Reporting and follow up

Outcomes:

At the end of this session participants will understand: -

- the rationale for visits,
- how visiting can be purposeful,
- how to avoid some of the pitfalls.

Wednesday 21st February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Ewan Morrison / June Crame

Safeguarding – The Role and Responsibilities of All School Governors- GOV/24/0332

Description:

The aim of this course is to familiarise all governors with the legal framework in relation to safeguarding and their roles and responsibilities as a governor.

This session will cover: -

- Government Guidance/Ofsted Inspection Framework
- The latest edition of the London Child Protection Procedures
- 'Keeping Children Safe in Education' Statutory Guidance
- Your roles and responsibilities

Objectives:

By the end of the session you will be able to:

- Clearly identify your role and responsibilities in ensuring school pupils are safe and that schools are fulfilling their safeguarding duties
- Reflect on current practice in the light of any changes in local and national guidance and legislation
- Understand how to evidence compliance with the Ofsted inspection framework, particularly in relation to whether pupils feel safe in school.

Thursday 22nd February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Hayley Cameron / Stephen Welding

Attendance Matters – GOV/24/0333

Description:

This course will outline governing board responsibilities around overall attendance and persistent absence and include how to analyse and question attendance data

Objectives:

By the end of the course governors will be able to:

- Understand recent national policy changes and the current national and local position
- Identify what governors can do to improve attendance and reduce persistent absence in school
- Recognise methods to support and challenge your school to improve
- Know how to prepare for Ofsted

Monday 26th February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Yvonne Wilkins

Welcome to Governance – Part 1 and Part 2 –Daytime Session - GOV/24/0334

Description:

This daytime session will be held at the Chaucer Centre and will cover both Parts 1 and 2 of Welcome to Governance.

The aim of this session is to develop an understanding of the role and responsibilities of school governors focusing on their three core strategic functions and providing an induction to good practice and the Ofsted Inspection framework.

Objectives:

By the end of the two sessions governors will be able to:

- Understand the difference between working strategically and operationally
- Know how to effectively challenge and support the school by monitoring and evaluating and asking pertinent question
- Know how to hold the school to account and to be accountable
- Understand the basics of school finances and governors' responsibilities
- Describe good practice and know where to look for further/more detailed information

Tuesday 27th February 2024 - Chaucer Centre - 09:30 to 14:30 - Sue Ryan

Handling Parental Complaints – what governors need to know, ask and do - GOV/24/0335

Description:

Managing parental complaints can be challenging for school leaders. This session focuses on the latest Department for Education guidance regarding parental complaints and explores the role of governors throughout the processes especially complaint panel hearings.

Objectives:

By the end of the session governors/trustees will:

- Understand the role of governors in the process of handling parental complaints
- Be aware of the statutory frameworks underpinning parental complaint panel hearings and to know how panels must be conducted
- Be prepared to participate in panel hearings and be aware of the skills and behaviours required for successful outcomes.

Thursday 29th February 2024 - Virtual - Zoom meeting - 19:00 to 21:00 – Bronwen Tumani

SEND – Supporting and Challenging Provision in your school, including the role of the SEND Link Governor - GOV/24/0336

Description:

The aim of this course is to be aware of the current Legal framework for SEN(D) and be able to apply practical actions to their own school situation. We will also be providing an overview of the DfE's SEND and Alternative Provision Improvement Plan - Right Support, Right Place, Right Time. This is the response to the SEND Green paper that was published in March 2022 and which proposes a number of reforms to the special educational needs and disabilities (SEND) and alternative provision (AP) system.

We will look at the skills, activities and questions which will help a SEND link governor fulfil their role.

Objectives:

By the end of the session the governor will be able to:

- Understand the current SEN (D) framework and proposed changes
- Recognise statutory duties and responsibilities which they have in relation to SEN(D)
- Identify strategies to support their own school practice
- Understand remit and expectations for a SEND Link governor
- Identify activities that may assist them in developing their role

Monday 4th March 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Amalia Banon / Jane Morgan / Nick Flesher

Early Years – What governors need to know - GOV/24/0337

Description:

This course will help governors understand the importance of the Early Years Foundation Stage (EYFS), how it is assessed by Ofsted including the Good Level of Development and covering national updates and to reflect on their own provision.

Outcomes:

By the end of the course governors will be able to: -

- Understand the role and responsibilities of a governor in relation to the Early Years Foundation Stage
- Identify other issues which can impact on Early Years provision
- Recognise and share good practice and reflect on their own school provision

Tuesday 5th March 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Marie Butler

Ofsted Judgements: Behaviour, Attitudes and Personal Development – Understanding the Governor’s Support and Challenge Role - GOV/24/0338

Description:

This course will consider the requirements of the OFSTED framework in relation to the two key judgements (1. Personal Development, and 2. Behaviour and Attitudes) and will explore the role of governors in achieving good or outstanding in these areas.

Objectives:

By the end of the course governors will be able to: -

- Understand the OFSTED Framework in relation to Personal Development, Behaviour and Attitudes including Anti-bullying
- Recognise and share good practice in this area
- Identify questions it would be appropriate to ask
- Understand how governors can evaluate behaviour and personal development in their schools

Wednesday 13th March 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Denise Dyer / Jane Morgan

Strategic Role of Governors GOV/24/0339

Description:

The aim of this session is to enable governors to clearly distinguish between operational issues and their strategic role. It will give examples of types of issues which governing bodies may be involved in and identify methods to address them strategically.

Objectives:

By the end of the course governors will be able to: -

- Understand the distinction between working operationally and strategically
- Recognise the roles of the Headteacher and Senior Leadership team and
- Develop their own confidence in setting the strategic direction of the school

Thursday 14th March 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame / Sue Ryan

Racism and School Life - GOV/24/0340

Description:

This workshop will focus on Governance and accountability. We will explore how policies, structures and procedures can be racist and how governors can recognise issues and hold leaders to account.

Wednesday 20th March 2024 - Virtual - Zoom meeting - 19:00 to 21:00 – Professor Paul Miller

Driving Practical Change: How Governors can ensure their schools are effectively Embedding Equality, Diversity and Inclusion - Part 1 of 2 - Where are we now? - GOV/24/0350

Description:

This two part programme has been designed to equip governors with the knowledge, skills and tools to drive a strategic whole school approach to promoting equality, diversity and inclusion. This is a more advanced training opportunity for governors who already have some understanding on issues of equality, diversity and inclusion.

During the session participants will:

- Explore the governors' role in driving a strategic whole school approach to promoting equality, diversity and inclusion.
- Understand how the school should be collecting and utilising and sharing equalities monitoring data with governors to inform strategy and measure impact.
- Reflect on their school's current practice in terms of eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations.
- Be equipped with tools they can use to hold themselves and the Senior Leadership to account.
- Be equipped with skills to have courageous conversations as a board and with the senior leadership team on issues of equality, diversity and inclusion.

Task: Participants will be provided with a self-evaluation audit to gather information about the steps that the school and governing body currently take to eliminate discrimination, advance equality of opportunity and foster good relations. Governors will have the opportunity to feedback and highlight key questions they would like the next session to cover ahead of the session.

Please discuss your participation in this programme with your Headteacher/EDI Lead before contacting the Governor Support Service at governor.support@merton.gov.uk to book your place.

**Tuesday 26th March 2024 - Virtual - 19:00 to 21:00 – Equaliteach
(Part 2 of 2 – Wednesday 13th November 2024 – Virtual - 19:00 to 21:00)**

Sutton Chairs' Briefing – Summer 2024 - GOV/24/0341

Description:

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Sutton and will be delivered via Zoom.

Objectives:

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways that governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Tuesday 30th April 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - June Crame / Sue Ryan

Merton Chairs' Briefing – Summer 2024 - GOV/24/0342

Description:

This session is a briefing for Chairs and Vice Chairs to Governing Boards in Merton.

Objectives

By the end of this session chairs will be familiar with:

- The latest developments, opportunities and good practice
- The different ways the governing body/chairs can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Wednesday 1st May 2024 - Merton Civic Centre- 19:00 to 21:00 - June Crame / Sue Ryan

Welcome to Governance – Part 1 and Part 2 – Evening Sessions - GOV/24/0343

Description:

These sessions will be delivered via Zoom.

The aim of these two sessions is to develop an understanding of the role and responsibilities of school governors focusing on their three core strategic functions and providing an induction to good practice and the Ofsted Inspection framework.

Objectives:

By the end of the two sessions governors will be able to:

- Understand the difference between working strategically and operationally
- Know how to effectively challenge and support the school by monitoring and evaluating and asking pertinent question
- Know how to hold the school to account and to be accountable
- Understand the basics of school finances and governors' responsibilities
- Describe good practice and know where to look for further/more detailed information

Wednesday 8th May 2024 -Virtual - Zoom meeting - 19:00 to 21:00 Sue Ryan

Wednesday 15th May 2024 - Virtual - Zoom meeting - 19:00 to 21:00 Sue Ryan

Merton and Sutton Clerks' Briefing – Summer 2024 - GOV/24/0344

Description:

This session is a briefing for Clerks to Governing Bodies in Merton and Sutton and will be delivered via zoom.

Objectives:

By the end of this session clerks will be familiar with:

- The latest clerking developments, opportunities and good practice
- The different ways the governing body/clerks can develop their skills and knowledge
- and know where to look for further support, information and tools to help in their role

Thursday 9th May 2024 – Chaucer Centre - 09:30 to 11:30 - June Crame / Sue Ryan

Training Governor Briefing – Summer 2024 - GOV/24/0345

Description:

This is an opportunity for Training Representatives to feedback on our training offer for this year and to share ideas for the training programme for the new academic year.

Objectives:

By the end of each session governors will be able to:

- Clearly identify the latest training developments, opportunities and good practice
- Explore the different ways the governing board can develop their skills and knowledge
- Know where to look for further support, information and tools to help you in your role

Thursday 9th May 2024 - Virtual - Zoom meeting - 19:00 to 20:00 - Sue Ryan

Safeguarding – The Role and Responsibilities of All School Governors- GOV/24/0346

Description:

The aim of this course is to familiarise all governors with the legal framework in relation to safeguarding and their roles and responsibilities as a governor.

This session will cover: -

- Government Guidance/Ofsted Inspection Framework
- The latest edition of the London Child Protection Procedures
- 'Keeping Children Safe in Education' Statutory Guidance
- Your roles and responsibilities

Objectives:

By the end of the session you will be able to:

- Clearly identify your role and responsibilities in ensuring school pupils are safe and that schools are fulfilling their safeguarding duties
- Reflect on current practice in the light of any changes in local and national guidance and legislation
- Understand how to evidence compliance with the Ofsted inspection framework, particularly in relation to whether pupils feel safe in school.

Monday 20th May 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Hayley Cameron / Stephen Welding

Diversity: The Language of Equality - GOV/24/0349

Description:

During the session participants will:

- Have the opportunity to ask questions and have their fears allayed about the correct use of terminology
- Consider the power and impact of language in the promotion of equality
- Understand the language of the Equality Act 2010, including what is covered by the protected characteristics and prohibited behaviours
- Explore terminology and understand the reasons why terms are acceptable or unacceptable

Objectives:

By the end of this course governors will:

- understand the power and impact of language in the promotion of equality
- have more confidence in their use of language and terminology

Wednesday 22nd May 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Equaliteach

Prevent and British Values - GOV/24/0347

Description:

This course aims to inform governors of their role and responsibilities in regard to the Prevent Strategy / British Values and the links with the Social, Moral, Cultural and Spiritual within the Ofsted Framework. Prevent works at the pre-criminal stage by using early intervention to encourage individuals and communities to challenge extremist and terrorist ideology and behaviour.

Objectives:

By the end of the course governors will be able to: -

- Understand the Prevent Strategy and steps that schools need to be aware of in its implementation
- Recognise how the school can identify students at risk and appropriate methods of referrals etc.
- Identify systems that actively map the coverage of British values in school.
- Confidently monitor and evaluate strategies and policies that are implemented by schools in this area.
- Understand how the Prevent Strategy links closely with safeguarding for schools.

Monday 10th June 2024 - Virtual - Zoom meeting - 19:00 to 21:00 - Keith Shipman / Stephen Welding

Driving Practical Change: How Governors can ensure their schools are effectively Embedding Equality, Diversity and Inclusion – Moving Forward - Part 2 of 2 - GOV/24/0350

Description:

This two part programme has been designed to equip governors with the knowledge, skills and tools to drive a strategic whole school approach to promoting equality, diversity and inclusion. This is a more advanced training opportunity for governors who already have some understanding on issues of equality, diversity and inclusion.

During the session participants will:

- Share their experiences since the first session, the positive work that is happening in their schools and areas for improvement that they have identified.
- Be equipped with practical solutions that they can take to diversify their governing body.
- Develop skills and be equipped with procedures that will support objectivity, reduce bias, and ensure decisions are based on evidence in processes such as recruitment, disciplinaries, complaints and exclusions.
- Work together to troubleshoot issues raised at the start of the session and be provided with guidance in driving further improvement.

Please discuss your participation in this programme with your Headteacher/EDI Lead before contacting the Governor Support Service at governor.support@merton.gov.uk to book your place.

**Wednesday 13th November 2024 - Virtual - 19:00 to 21:00 – Equaliteach
(Part 1 of 2 – Tuesday 26th March 2024 - Virtual - 19:00 to 21:00)**