

**Neath Port Talbot  
County Borough Council  
Governor Support Services**



**Training Programme  
For School Governors  
and  
Clerks to the Governing  
Body  
Summer Term  
2021**

Dear Governor,

I have pleasure in providing you with a copy of the Summer Term 2021 governor training programme. The programme provides for a variety of training sessions giving you the opportunity to select your choice of event and plan your diary accordingly. **Please note that this term, once again, all training will be carried out virtually via 'TEAMS'. It will be necessary to book onto courses in order that you are sent the joining link for the course of your choice.**

Across the region it has been agreed that where pre-bookings of courses is below 8 in number then the session will be cancelled. It is therefore, more important than ever to pre-book your place in advance. A request is also made that where you find yourself unable to attend a training event after booking would you please notify us of your cancellation.

Don't forget that working in partnership across the region means that you are able to book and attend a number of training sessions in other locations that might be more suitable to you. Attendance at a training event with another local authority will still count towards your training record back at your home authority/school. Local authority partners are: Neath Port Talbot, Swansea, Carmarthenshire, Pembrokeshire, Powys and Ceredigion. A list of all the available training sessions across the region is available on each Local Authority website. Check when booking though that the particular course is open to all governors and not LA specific such as some HR training. Governors are politely asked that should you need to cancel your booking please do so using the usual email address, as some courses have an upper attendance limit and could become oversubscribed. By notifying us of your need to cancel your place can then be offered to someone else. Details of how to cancel are the same as those for booking a course.

Finally, thank you once again for being a governor in Neath Port Talbot and the dedication and commitment you provide to your school.

**Yours sincerely,**



**Kathryn E. Gilbert  
Principal Schools Governance Officer**

**How to make a booking**

Please email [governors@npt.gov.uk](mailto:governors@npt.gov.uk) OR Telephone 01639 763600. Following your booking onto the course you will, near the date of the course, be emailed a link inviting you to join the course.

For courses provided by the City & County of Swansea, please email:

[schoolgovernorunit@swansea.gov.uk](mailto:schoolgovernorunit@swansea.gov.uk)

OR

telephone 01792 636550.

Please remember when signing the attendance sheet at a Swansea run event to clearly state you are a Neath Port Talbot Governor to ensure the information is passed across and your training record updated.

**Feedback:**

All training evaluation forms are read and individual course content and relevance is reviewed based upon the comments provided so please take the time at the end of the training session to complete the form. Obviously during 2019/2020 due to the pandemic and lockdown, a number of courses were cancelled. However, of those that took place, there was, once again, an exceptionally high satisfaction rate with some valuable constructive comments made. As always these comments are always welcome and taken fully on-board.

## Governor Training Overview (by date)

### Summer Term 2021

Please see individual pages for further details of each training event.

<b>DATE</b>	<b>TRAINING</b>	<b>TIME</b>	<b>LOCATION</b>	<b>PAGE No.</b>
Tuesday 20 <sup>th</sup> April, 2021	Induction Training Kathryn Gilbert	6.00 – 8.00pm	VIRTUAL VIA TEAMS	5
Thursday 22 <sup>nd</sup> April, 2021	Primary Data Sarah Griffiths & Meirwen Watts Education Support Officers	2.00 – 4.00pm	VIRTUAL VIA TEAMS	6
Monday 26 <sup>th</sup> April, 2021	Emotional Wellbeing The Wellbeing Team	6.00 – 8.00pm	VIRTUAL VIA TEAMS	7
Thursday 29 <sup>th</sup> April, 2021	Clerk to GB training For new clerks Kathryn Gilbert	12noon – 2pm	VIRTUAL VIA TEAMS	8
Tuesday 4 <sup>th</sup> May, 2021	Clerk to GB Minute course	10 – 12 noon	VIRTUAL VIA TEAMS	9
Thursday 6 <sup>th</sup> May, 2021	Safeguarding Sam Jones Safeguarding Officer	2.00 – 4.00pm	VIRTUAL VIA TEAMS	10
Monday 10 <sup>th</sup> May, 2021	Induction Training Kathryn Gilbert	2.00 – 4.00pm	VIRTUAL VIA TEAMS	5
Thursday 13 <sup>th</sup> May, 2021	School Development Plan Mike Daley & Andrew Herbert Education Support Officers	5.00 – 7.00pm	VIRTUAL VIA TEAMS	11
<b>Half – Term Monday 31<sup>st</sup> May, 2021 – Friday 4<sup>th</sup> June, 2021</b>				
Monday 7 <sup>th</sup> June, 2021	ELLL Chair/Vice Chair Meeting with ELLL SMT	6.00 – 8.00pm	VIRTUAL VIA TEAMS	12
Tuesday 8 <sup>th</sup> June, 2021	Primary Data Robert Purchase & Jonathan Roberts Education Support Officers	5.00 – 7.00pm	VIRTUAL VIA TEAMS	6
Monday 14 <sup>th</sup> June, 2021	Clerk to GB forum Kathryn Gilbert	12.30 – 3.00pm	VIRTUAL VIA TEAMS	13
Thursday 17 <sup>th</sup> June, 2021	Chair of GB Training Kathryn Gilbert	6.00 – 8.00pm	VIRTUAL VIA TEAMS	14
Thursday 24 <sup>th</sup> June, 2021	Emotional Wellbeing The Wellbeing Team	2.00 – 4.00pm	VIRTUAL VIA TEAMS	7
Monday 28 <sup>th</sup> June, 2021	Induction Training Kathryn Gilbert	5.00 – 7.00pm	VIRTUAL VIA TEAMS	5

Tuesday 29 <sup>th</sup> June, 2021	ALN Reform Hayley Lervy Co-ordinator Inclusion Service	6.00 – 8.00pm	VIRTUAL VIA TEAMS	15
Monday 5 <sup>th</sup> July, 2021	The Neurodevelopmental Disorders Pathway Dr Alison Annear, Senior Educational Psychologist, & Ceri Long, support for Learning Manager	5.00 – 7.00pm	VIRTUAL VIA TEAMS	16
Tuesday 6 <sup>th</sup> July, 2021	The New Curriculum Mike Daley & Anne Stoker Education Support Officers	2.00 – 4.00pm	VIRTUAL VIA TEAMS	17
<b>Summer Term Ends Friday 16<sup>th</sup> July, 2021</b>				

## **GOVERNOR INDUCTION - MANDATORY TRAINING (Repeat event)**

If you are a newly elected or appointed governor, it is a mandatory requirement of Welsh Government that you attend for induction training within one year of your appointment or election. Failure to attend within this time limit will mean an automatic suspension as a governor.

Induction training for governors is vital to understand the role and the parameters of responsibilities that come with the position. The induction training will help ensure that as a new governor you have the necessary knowledge and understanding to fulfil the role effectively to support the school in raising standards. The session will develop your confidence to enable you to take a full and active part in the role of the governing body. The training will reflect the legislative framework for school governance in Wales and will focus on what should be expected from governors in meeting their legal requirements. It will also explain a governor's strategic role and how this supports and challenges the work of the school and the senior leadership team; your role in setting policies and targets and how these should be monitored and evaluated and how and to whom governors are accountable.

**Target Audience:** All newly elected or appointed governors who have not previously attended this mandatory course.

**Course Provider:** Neath Port Talbot: Mrs. Kathryn Gilbert, Principal School Governance Officer

Swansea: Officers from School, Governor & Student Services

<b><i>Date</i></b>	<b><i>Time</i></b>	<b><i>Location</i></b>
<b>Tuesday 20<sup>th</sup> April, 2021</b>	<b>6.00 – 8.00pm</b>	<b>Virtually via TEAMS</b>
<b>Monday 10<sup>th</sup> May, 2021</b>	<b>2.00 – 4.00pm</b>	<b>Virtually via TEAMS</b>
<b>Monday 28<sup>th</sup> June, 2021</b>	<b>5.00 – 7.00pm</b>	<b>Virtually via TEAMS</b>

## **UNDERSTANDING DATA (Primary Schools – repeat event)**

This training session is mandatory by Welsh Government and requires all governors to attend within one year of appointment or election. Failure to attend within this time limit will mean an automatic suspension as a governor.

This session will help develop your understanding of the data which is now routinely provided to schools and how to use the data to improve school performance. Being able to analyse school performance data and drill down to the core information will enable governors to make comparisons and benchmark how your school is performing compared with other schools in similar circumstances.

Learning about school data and understanding what it means for your school and what needs to be done to raise standards should give you the confidence to ask challenging questions of the headteacher and school leadership team in order to improve performance and pupil attainment.

One of the sessions will specifically be tailored towards secondary school data; however, governors are welcome to attend any of the listed events.

**Target Audience:** All governors not previously attended this mandatory session.

**Course Provider:** Neath Port Talbot Education Support Officers

Swansea: Officers from School, Governor & Student Services

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Thursday 22<sup>nd</sup> April, 2021</b>	<b>2:00 – 4:00pm</b>	<b>Virtually via TEAMS</b>
<b>Tuesday 8<sup>th</sup> June, 2021</b>	<b>5:00 – 7:00pm</b>	<b>Virtually via TEAMS</b>

## **EMOTIONAL WELLBEING (NEW event)**

This training will focus on understanding the potential impact of the pandemic on children and young people, recognising how anxiety and low mood can present and identifying tools and strategies that can support children and young people.

**Target Audience:** This training will be of benefit to all governors as it highlights one of the services and initiatives are within the Authority to assist those children with emotional issues.

**Course Provider:** Neath Port Talbot Education Wellbeing Team

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Monday 26<sup>th</sup> April, 2021</b>	<b>6:00 – 8:00pm</b>	<b>Virtually via TEAMS</b>
<b>Thursday 24<sup>th</sup> June, 2021</b>	<b>2:00 – 4:00pm</b>	<b>Virtually via TEAMS</b>

**CLERKS TO THE GOVERNING BODY – TRAINING FOR NEW CLERKS**  
**(Repeat Event)**

The clerk to a governing body has a vital role to play in the running of a school as through his/her organisational skills a clerk can help governors have a meaningful input into the school’s improvement.

Since the implementation of mandatory training for clerks in September, 2013, all clerks are required to have both attended and understood the training session to a sufficient standard within a one year period of the legislation being introduced or appointed as a new clerk. This session considers the make-up of governing bodies and their powers, and the statutory duties of the clerk. To ensure compliance with the mandatory requirements and assess that clerks have achieved the required level of competency from the training, there will be a short assessment the end of the session in the form of an individual written quiz or Q&A session.

**Target Audience:** All clerks but especially new clerks who have yet to complete their mandatory training

**Course Provider:**

Mrs. Kathryn Gilbert, Principal Schools Governance Officer

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Thursday 29<sup>th</sup> April, 2021</b>	<b>12.00 noon – 2.00pm</b>	<b>Virtually via TEAMS</b>

## **CLERKS TO THE GOVERNING BODY -MINUTE TAKING (NEW Event)**

The clerk to a governing body has a vital role to play in the running of a school as through his/her organisational skills a clerk can help governors have a meaningful input into the school's improvement.

This course will explain the content of minutes and what should/should not be included during meetings.

**Target Audience:** All clerks as an enhancement to their mandatory training

**Course Provider:**

Mrs. Kathryn Gilbert, Principal Schools Governance Officer

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Tuesday 4<sup>th</sup> May, 2021</b>	<b>10.00am - 12.00 noon</b>	<b>Virtually via TEAMS</b>

**SAFEGUARDING & CHILD PROTECTION: A GENERAL OVERVIEW**  
**(Repeat event)**

The role of protecting and safeguarding children belongs to everyone who comes into contact with children and young people. The Education Act 2002 places specific child protection duties on schools and requires them to: 'Make arrangements to safeguard and promote the welfare of children'.

All schools have identified a governor who is linked to child protection. Safeguarding training sessions are aimed to meet the requirements of providing bi-annual training to all governors. Governors need only attend one session, but may wish to undertake a refresher session after two years.

This session will consider what are the requirements of the governing body, how can they be fulfilled and what are child protection procedures?

**Target Audience:** All governors who have not attended safeguarding training within the past two years.

**Course Provider:** Mrs. Sam Jones, Safeguarding Officer

<i>Date</i>	<i>Time</i>	<i>Location</i>
<b>Thursday 6<sup>th</sup> May, 2021</b>	<b>2.00 - 4.00pm</b>	<b>Virtually via TEAMS</b>

## **SCHOOL DEVELOPMENT PLAN (Repeat event)**

From 1<sup>st</sup> September, 2015 it became a legal requirement for all schools to have in place and publish a School Development Plan.

The School Development Plan is the school's strategic plan for improvement. It sets out the actions a school will take to improve learner outcomes. A School Development Plan will be informed by the regular self-evaluation a school undertakes of its own performance and contextual data, and will contain the school's improvement priorities together with the short and longer-term targets.

Estyn inspectors will use the School Development Plan, school's self-evaluation report and other information to identify and formulate lines of enquiry during an inspection. This essential information will assist the inspection team to choose evidence to sample in order to verify the accuracy of the school's judgements.

This session will outline to governors what the main aspects of a School Development Plan are, what areas should be included and the timescale involved.

**Target Audience:** All governors

**Course Provider:** Mike Daley & Andrew Herbert - Education Support Officers

<i>Date</i>	<i>Time</i>	<i>Location</i>
<b>Thursday 13<sup>th</sup> May, 2021</b>	<b>5.00pm - 7.00pm</b>	<b>Virtually via TEAMS</b>

**CHAIR & VICE-CHAIR OF GOVERNORS TERMLY MEETING WITH THE EDUCATION SENIOR MANAGEMENT TEAM**

On a termly basis, the senior management team of the education directorate meet with chairs and vice-chairs to discuss and share national and local educational issues. In addition, at each meeting an opportunity is used to provide a bespoke short training and information session on a particular and relevant topic.

These meetings are an important vehicle of communication between the authority and governing bodies and are generally well attended.

**Target Audience:** All NPT Chairs and Vice of Governors

**Course Provider:** Education Senior Management Team

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Monday 7<sup>th</sup> June, 2021</b>	<b>6.00pm - 8.00 pm</b>	<b>Virtually via TEAMS</b>

### **CLERK TO GOVERNORS FORUM (Repeat event)**

This event is suitable for all clerks whether new to the role or experienced.

It will be an opportunity to network with other clerks as well as to recognise and share good practice across Neath Port Talbot schools.

Topics will vary to suit demand and an agenda will be circulated nearer the date.

**Target Audience:** All clerks to governing bodies.

**Course Provider:** Mrs. Kathryn Gilbert – Principal Schools Governance Officer

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Monday 14<sup>th</sup> June, 2021</b>	<b>12.30 – 3.00pm</b>	<b>Virtually via TEAMS</b>

## **MANDATORY TRAINING FOR NEW CHAIRS OF GOVERNORS (Repeat event)**

Since the implementation of mandatory training by the Welsh Government, all Chairs are required to attend this training session within six months of being elected to the role. Governors who have already attended since first being elected as Chair are not required to attend again.

The session focuses on leadership and maintaining effective relationships with key partners such as the headteacher, clerk to governing body and the local authority. It will also equip Chairs of governors with the necessary skills to run an efficient and effective governing body and to work with, and provide challenge to, headteachers to raise standards.

Aspiring Chairs of governors or vice-Chairs of governors are able to complete the mandatory Chair training if they wish. If you become a Chair within two years of attending the training you will not be required to attend again.

**Target Audience:** Newly elected and aspiring chair of governors.

### **Course Provider:**

Neath Port Talbot: Mrs. Kathryn Gilbert, Principal Schools Governance Officer, School and Family Support Team

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Thursday 17<sup>th</sup> June, 2021</b>	<b>6.00 – 8.00pm</b>	<b>Virtually via TEAMS</b>

## **ADDITIONAL LEARNING NEEDS REFORM (New Event)**

In 2018 the Welsh Government introduced The Additional Learning Needs and Education Tribunal (ALNET)(Wales) Act 2018, which provides for a new statutory framework for supporting children and young people with Additional Learning Needs (ALN) from birth, while they are in school and through to further education (0-25 years). The Welsh Government describes this new legislation as an ‘ambitious law to create a bold new approach’ and ‘a complete overhaul’ of the way children and young people’s learning needs are met in Wales.

The Act forms part of a wholesale change to providing for children and young people with ALN and the new framework it creates will replace the separate legislation and arrangements which currently exist for pupils with Special Educational Needs (SEN) up to age 16.

**Target Audience:** All governors with an interest in the reform of ALN but particularly those governors with an ALN role within their school

**Course Provider:** Mrs. Hayley Lervy, Co-Ordinator - Support for Inclusion

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Tuesday 29<sup>th</sup> June, 2021</b>	<b>6.00 – 8.00pm</b>	<b>Virtually via TEAMS</b>

## **THE NEURODEVELOPMENTAL DISORDERS PATHWAY (NEW event)**

In 2015 the ‘Together for Children and Young People’ (T4CYP) Programme was launched which aimed to improve the services that support the emotional and mental health of children and young people in Wales. Welsh Government developed the new all Wales Pathway for the diagnosis of neurodevelopmental disorders, specifically Autism Spectrum Disorder (ASD) and Attention Deficit Hyperactivity Disorder (ADHD). The Neurodevelopmental Disorder (ND) Team was funded as a single point of referral to enable the diagnosis of ASD and ADHD.

This session will outline the development of the ND Referral Pathway. It will consider processes involved in supporting children and young people in school who present with difficulties with the development of their social communication and/or attention and concentration skills in school. The process of referring children and young people to the Neurodevelopmental Disorder Team for assessment of a neurodevelopmental disorder will be outlined. The session will also outline the ways in which children who receive a diagnosis of ASD and/or ADHD are supported to help them to reach their potential.

**Target Audience:** This training will be of benefit to all governors as it highlights services/initiatives available within the Authority to assist those children with neurodevelopmental disorders.

**Course Provider:** Dr. Alison Annear, Senior Educational Psychologist, & Ceri Long, Support for Learning Manager

<i>Date</i>	<i>Time</i>	<i>Location</i>
<b>Monday 5<sup>th</sup> July, 2021</b>	<b>5.00 – 7.00pm</b>	<b>Virtually via TEAMS</b>

## **THE NEW CURRICULUM (DONALDSON REPORT) (repeat event)**

In February 2015 Welsh Government published the findings of Professor Graham Donaldson. His report, 'Successful futures' is a comprehensive, independent review of the curriculum and assessment arrangements in Wales.

His report also identifies the shortcomings of the current curriculum arrangements, which essentially remain as devised in 1988, a world before the World Wide Web and the advances in technology and globalisation that affect the way we live and work today. His report argues that the curriculum has become overloaded, complicated and, in parts, outdated. The report identifies 4 purposes for the curriculum. It recommends that the entirety of the school curriculum should be designed to help all children and young people to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world , ready to be citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Professor Donaldson's recommendations mark a radical departure from the curriculum of the last century.

The course will explain in more detail the four purposes and the areas of learning and experience as well as what the implications are likely to be for schools in NPT.

**Target Audience:** All governors.

**Course Provider:** Challenge Advisor Team

<i><b>Date</b></i>	<i><b>Time</b></i>	<i><b>Location</b></i>
<b>Tuesday 6<sup>th</sup> July, 2021</b>	<b>2:00 - 4:00pm</b>	<b>Virtually via TEAMS</b>

