

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



**Governor Training  
Programme  
Autumn Term 2018**

Dear Governor,

I have pleasure in providing you with a copy of the Autumn Term 2018 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. Training Programmes for Spring and Summer Term 2019 will be available around Christmas time.

Across the region it has been agreed via ERW 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 ERW 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. ERW 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 the ERW website: [www.erw.wales](http://www.erw.wales) 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.

With regards training sessions in Neath Civic Centre free parking is available on the 3<sup>rd</sup> floor of the multi-storey car park from 3.00pm onwards. Please note that should you decide to park on any floor without paying the appropriate fee, you risk receiving a parking fine. On the days when there are training sessions at Neath the car park will remain open until 8.00pm, unless otherwise stated, at all other times it will close at 7.30pm.

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**

In order to facilitate arrangements with the required number of chairs, hand-outs, tea/coffee etc., please would you pre-book a place on the course of your choice. It is preferable to make bookings by emailing: [governors@npt.gov.uk](mailto:governors@npt.gov.uk) or by telephoning Governor Services on: 01639 763600.

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. During the 2016/17 academic year once again there was 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)

### Autumn Term 2018 Only

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

Date	Training Event	Time	Location	Page No.
<b>AUTUMN TERM</b>				
Monday 17 <sup>th</sup> September '18	Primary School Data – Anne Stoker	09.00 – 11.00am	Neath Civic Centre Committee Rooms A & B	5
Monday 17 <sup>th</sup> September '18	Pupil Attendance – What You Can Do To Improve It - Lesley Mathews	6.00 – 8.00pm	Neath Civic Centre Committee Rooms A & B	6
Tuesday 18 <sup>th</sup> September '18	Governor Induction – Kathryn Gilbert	6.00 – 8.00pm	Port Talbot Civic Centre Committee Rooms 1 & 2	7
Wednesday 19 <sup>th</sup> September '18	Mandatory training for Clerks to the Governing Body – Kathryn Gilbert <b>(for new clerks only)</b>	1.00 – 3.30pm	Neath Civic Centre Committee Rooms A & B	8
Thursday 20 <sup>th</sup> September '18	School Development Plan – Mike Daley & Andrew Herbert	6.00 – 8.00pm	Port Talbot Civic Centre Committee Rooms 1 & 2	9
Thursday 27 <sup>th</sup> September '18	Challenging Racism in Schools – Officers from Show Racism the Red Card Wales	6.00 – 8.00pm	Neath Civic Centre Committee Rooms A & B	10
Thursday 4 <sup>th</sup> October '18	Primary School Data – Sarah Griffiths & Meirwen Watts	6.00 – 8.00pm	Neath Civic Centre Committee Rooms A & B	5
Monday 8 <sup>th</sup> October '18	Statement of Special Educational Needs – Jeffrey Thomas	6.00 – 8.00pm	Port Talbot Civic Centre Committee Rooms 1 & 2	11
Tuesday 9 <sup>th</sup> October '18	Safeguarding & Child Protection – Sam Jones	6.00 – 8.00pm	Port Talbot Civic Centre Committee Rooms 1 & 2	12
Wednesday 10 <sup>th</sup> October '18	Clerk to GB Forum – Kathryn Gilbert	1.00 – 3.30pm	Neath Civic Centre Committee Rooms A & B	13
Monday 22 <sup>nd</sup> October '18	Governors Association - AGM	6.00 – 8.00pm	Neath Civic Centre Committee Rooms A & B	14
<b>Half - Term Monday 29<sup>th</sup> October – Friday 2<sup>nd</sup> November 2018</b>				
Monday 12 <sup>th</sup> November '18	Chair & Vice Chair Termly meeting with Education Senior Management	6.00 – 8.00pm	Neath Civic Centre Committee Rooms A & B	15
Thursday 15 <sup>th</sup> November '18	Secondary School Data – Steve Jones	6.00 – 8.00pm	Port Talbot Civic Centre Committee Rooms 1 & 2	16
Tuesday 20 <sup>th</sup> November '18	Mandatory Chair of GB Training – Kathryn Gilbert	6.00 – 8.00pm	Neath Civic Centre Committee Rooms A & B	17
Thursday 22 <sup>nd</sup> November '18	Donaldson – Rob Purchase	6.00 - 8.00pm	Neath Civic Centre Committee Rooms A & B	18

Monday 3 <sup>rd</sup> December'18	Governor Induction – Kathryn Gilbert	6.00 - 8.00pm	Neath Civic Centre Committee Rooms A & B	7

## **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 Challenge Advisers

Swansea: Officers from School, Governor & Student Services

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Monday 17<sup>th</sup> September, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>9.00 – 11.00am</b>
<b>Tuesday 25<sup>th</sup> September, 2018</b>	<b>Swansea Civic Centre Committee room 1</b>	<b>4.00 – 6.00pm</b>
<b>Thursday 4<sup>th</sup> October, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6.00 – 8.00pm</b>

## **PUPIL ATTENDANCE – WHAT YOU CAN DO TO IMPROVE IT (Repeat Event)**

This training will be of benefit to all governors but particularly any governors with a role relating to pupil attendance.

An understanding of the Education Welfare Service will be provided along with the responsibilities of the Local Authority with regards the monitoring of attendance within schools, and the removal of any barriers that may prevent a child from attending school/achieving their full potential.

This course is designed to inform governors of their role and responsibility with regards increasing pupil attendance, which in the context of the School Effectiveness Framework is a whole school improvement issue and has a direct relationship with the attainment of individuals and groups of students and the standards thereby achieved by the school.

**Course Provider:** Mrs. Lesley Mathews, Manger, Education Welfare Service

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Monday 17<sup>th</sup> September, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6.00 – 8.00pm</b>

## **GOVERNOR INDUCTION (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:** Newly elected or appointed governors

**Course Provider:** Neath Port Talbot: Mrs. Kathryn Gilbert, Principal  
School Governance Officer  
Swansea: Officers from School, Governor & Student Services

<i>Date</i>	<i>Venue</i>	<i>Time</i>
<b>Tuesday 18<sup>th</sup> September, 2018</b>	<b>Port Talbot Civic Centre Committee Rooms 1 &amp; 2</b>	<b>6.00 – 8.00pm</b>
<b>Thursday 18<sup>th</sup> October, 2018</b>	<b>Swansea Civic Centre Committee Room 1</b>	<b>6.00 – 8.00pm</b>
<b>Wednesday 14<sup>th</sup> November, 2018</b>	<b>Swansea Civic Centre Committee room 2</b>	<b>4.30 – 6.30pm</b>
<b>Monday 3<sup>rd</sup> December, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6.00 – 8.00pm</b>
<b>Wednesday 5<sup>th</sup> December, 2018</b>	<b>Swansea Civic Centre Committee Room 2</b>	<b>2.30 – 4.30pm</b>



**MANDATORY TRAINING FOR CLERKS TO THE GOVERNING BODY**  
**(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

**Course Provider:**

Mrs. Kathryn Gilbert, Principal Schools Governance Officer

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Wednesday, 19<sup>th</sup> September, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>1.00 – 3.30pm</b>
<b>Thursday 22<sup>nd</sup> November, 2018</b>	<b>Swansea Civic Centre Committee Room 3</b>	<b>2.00 – 4.00pm</b>

## **THE 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:** Mr. Mike Daley – Lead Challenge Adviser

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Thursday, 20<sup>th</sup> September, 2018</b>	<b>Port Talbot Civic Centre Committee Rooms 1&amp;2</b>	<b>6.00 – 8.00pm</b>

## **CHALLENGING RACISM IN SCHOOLS (new event)**

The aim of this training is to raise awareness of the consequences of racism and the effects on young people. This is an opportunity for governors to improve their knowledge and gain new skills to confidently discuss racism and promote equality in their classroom and the whole school. This training will cover:

- How to educate young people about racism through group activities
  - Understanding unconscious bias
  - How to recognise, respond to and report racist incidents in school
  - Understanding terminology – exploring the history of terms and understanding what is acceptable.
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- **Target Audience:** All governors
  - **Course Provider:** ‘Show Racism the Red Card – Wales’

<i>Date</i>	<i>Venue</i>	<i>Time</i>
<b>Thursday 27<sup>th</sup> September, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6.00 – 8.00pm</b>

## **STATEMENTS OF SPECIAL EDUCATIONAL NEEDS (Repeat Event)**

This training is for Governors who wish to improve/gain a greater understanding of Statements of SEN and implications for schools and Governing Bodies.

- Statement – How ? What ? Why ?
- Implications for Schools & GBs
- Statutory rights
- Legal Implications
- What next ?

**Target Audience:** All governors but specifically those with responsibility for this area.

**Course Provider:** Mr. Jeffrey Thomas - Manager, ALNST

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Monday 8<sup>th</sup> October, 2018</b>	<b>Port Talbot Civic Centre Committee Rooms 1&amp;2</b>	<b>6.00 – 8.00pm</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><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Tuesday 9<sup>th</sup> October, 2018</b>	<b>Port Talbot Civic Centre Committee Rooms 1&amp;2</b>	<b>6.00 – 8.00pm</b>

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

This new event will take place once a term and will be suitable for all clerks whether experienced or new to the role.

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 – Principle Schools Governance Officer

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Wednesday 10<sup>th</sup> October, 2018</b>	<b>Neath Civic Centre Committee Rooms A &amp; B</b>	<b>1.00 – 3.30pm</b>

## **GOVERNORS ASSOCIATION – ANNUAL GENERAL MEETING (Repeat Event)**

The Governors Association is a professional forum for governing bodies to share information and best practice, and to discuss matters of general interest. It is also your formal means of communication with the local authority. In addition, at each meeting an opportunity is used to provide a bespoke short training and information session on a particular and relevant topic.

The association meets twice a year. You can suggest a topic for discussion at an upcoming meeting by sending an email to [governor.support@denbighshire.gov.uk](mailto:governor.support@denbighshire.gov.uk).

### **Agenda and minutes:**

Agendas are sent out prior to each meeting along with the minutes of the previous meeting.

**Target Audience:** All governors nominated to represent their governing body. It is important to have as many governing bodies as possible represented at each meeting.

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Monday 22<sup>nd</sup> October, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6:00 – 8:00pm</b>

**CHAIR & VICE CHAIR TERMLY MEETING WITH THE EDUCATION SENIOR MANAGEMENT TEAM (Repeat Event)**

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>Date</i>	<i>Venue</i>	<i>Time</i>
<b>Monday 12<sup>th</sup> November, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6:00 – 8:00pm</b>



## **UNDERSTANDING DATA (Secondary 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:** Mr. Steve Jones - Challenge Adviser

**Swansea:** Officers from School, Governor & Student Services

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Tuesday 2<sup>nd</sup> October, 2018</b>	<b>Swansea Civic Centre Committee Room 1</b>	<b>4.00 – 6.00pm</b>
<b>Thursday 15<sup>th</sup> November, 2018</b>	<b>Port Talbot Civic Centre Committee Rooms 1&amp;2</b>	<b>6.00 – 8.00pm</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  
Swansea: XXXXXXXX

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Tuesday 20<sup>th</sup> November, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6.00 – 8.00pm</b>
<b>Tuesday 11<sup>th</sup> December, 2018</b>	<b>Swansea Civic Centre Committee Room 1</b>	<b>2.00 – 4.00pm</b>

## **THE 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:** Mr. Rob Purchase - Challenge Advisor

<i><b>Date</b></i>	<i><b>Venue</b></i>	<i><b>Time</b></i>
<b>Thursday 22<sup>nd</sup> November, 2018</b>	<b>Neath Civic Centre Committee Rooms A&amp;B</b>	<b>6.00 - 8.00pm</b>

