

Neath Port Talbot County Borough Council

Governor Support Services

# **Training Programme**

# **for School Governors**

# **and**

# **Clerks to the Governing Body**

# **ACADEMIC YEAR 2023/24**

# Dear Governor,

I have pleasure in providing you with a copy of the 2023/24 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, once again this year, training will be carried out virtually via Teams and face to face in Civic Centres. It continues to be essential that you book onto any course you wish to attend in order that we can ensure as many training sessions go ahead as planned. Also please be aware that if, for any reason, it is necessary to cancel a course we only notify those governors who have booked.**

Across the region it has been agreed that where pre-bookings of courses are 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.

Governors are politely asked that should you need to cancel your booking please do so by emailing [governors@npt.gov.uk](mailto:governors@npt.gov.uk) or cancelling your booking directly via Eventbrite, 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.

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**

All training sessions now have a link to book your place via Eventbrite. Just click on the link on the page, or copy the link and paste it into your internet browser and it will take you to the page for that training session. Registration will remain open until 24 hours before; however, in order to allow trainers time to set up each session, please book your place in good time before the session takes place. Once registered, you will be sent an email invite to the Teams training/ face to face training- ***please ensure that the email address you provide when registering is correct, as this is the address that the Teams invite will be sent to.***

**Feedback:**

All training evaluation are anonymous and 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. As always these comments are always welcome and taken fully on-board.

## **Governor Training Programme Overview**

Please see individual pages for further details of each training event. You can click on the training event title to take you to the event page.

**AUTUMN TERM 2023**

**Half Term - Monday, 30 October to Friday, 3 November**

| **Date** | **Training Event** | **Time** | **Location** | **Page No.** |
| --- | --- | --- | --- | --- |
| 02/10/23 | [**Safeguarding**](#_SAFEGUARDING_&_CHILD)  Sam Jones and Annaliese Donovan | 5.00 – 7.00pm | Rooms A & B  Neath Civic | 19 |
| 09/10/23 | [**Curriculum for Wales**](#_THE_NEW_CURRICULUM)  Anne Stoker & Jonathan Roberts | 5.00pm– 7.00pm | Rooms A & B  Neath Civic | 15 |
| 23/10/23 | [**Understanding Data (Primary Schools)**](#_UNDERSTANDING_DATA_(Primary)  Tracy Hazel & Hayley Burrows | 10:00am – 11:30am | Rooms A & B  Neath Civic | 9 |
| 26/10/23 | [**Understanding Data (Secondary Schools)**](#_UNDERSTANDING_DATA_-)  Eugene Scourfield & Alan Rowlands | 6.00pm – 7.00pm | Rooms A & B  Neath Civic | 10 |
| 07/11/23 | [**An Introduction to Professional Learning**](#_AN_INTRODUCTION_TO)  Helen Woodford & Gayle Shenton | 9.30am – 10.30am | Online | 14 |
| 09/11/23 | [**Exclusions**](#_EXCLUSIONS_(Repeat_event))  Kathryn Gilbert/John Burge | 5.00pm – 7.00pm | Rooms A & B  Neath Civic | 18 |
| ~~13/11/23~~ | [**~~Governors Association Meeting~~**](#_GOVERNORS_ASSOCIATION_MEETING)  ~~Full Association~~ | ~~5.00pm - 7.00pm~~ | ~~Rooms A, B & C~~  ~~Neath Civic~~ | ~~21~~ |
| 14/11/23 | [**Understanding Data (Primary Schools)**](#_UNDERSTANDING_DATA_(Primary)  Meirwen Watts & Gayle Shenton | 6:00pm – 7:30pm | Online | 9 |
| 16/11/23 | **[ELL SMT meeting with](#_CHAIR_&_VICE)**  **[Chairs and Vice Chairs of Governors](#_CHAIR_&_VICE)** | 5.00pm - 7.00pm | Rooms A & B  Neath Civic | 16 |
| 21/11/23 | [**Chair of Governing Body training**](#_TRAINING_FOR_NEW)  John Burge | 5.30pm – 7.30pm | Online | 8 |
| 23/11/23 | [**School Development Plan**](#_SCHOOL_DEVELOPMENT_PLAN)  Mike Daley & Andrew Herbert | 1:00pm – 3:00pm | The Quays | 17 |
| 28/11/23 | [**Governor Induction**](#_GOVERNOR_INDUCTION_-)  Catherine Jones | 6.00pm - 8.00pm | Online | 7 |

**SPRING TERM 2024**

**Half Term - Monday, 12 February to Friday, 16 February**

| **Date** | **Training Event** | **Time** | **Location** | **Page No.** |
| --- | --- | --- | --- | --- |
| 11/01/24 | [**Safeguarding**](#_SAFEGUARDING_&_CHILD)  Annelise Donovan | 2.00 – 4.30pm | Baglan Education & Training Centre | 19 |
| 18/01/24 | [**Governor Induction**](#_GOVERNOR_INDUCTION_-)  Catherine Jones | 6.00pm – 8.00pm | Online | 7 |
| 24/01/24 | [**Understanding Data (Primary Schools)**](#_UNDERSTANDING_DATA_(Primary)  Owain Hyett & Meirwen Watts | 6.00pm – 7.30pm | Online | 9 |
| 05/02/24 | [**Redundancy Handling**](#_REDUNDANCY_HANDLING_(Repeat)  HR Officers | 6.00pm – 8.00pm | Online | 13 |
| 08/02/24 | [**Understanding the School Budget Formula**](#_UNDERSTANDING_THE_SCHOOL)  Llywelyn Williams | 5.00pm – 7.00pm | Rooms A & B  Neath Civic | 12 |
| 19/02/24 | **[Clerk to Governing Body training](#_CLERK_TO_THE)**  Catherine Jones | 11.00am – 1.00pm | Online | 11 |
| 22/02/23 | **[ELL SMT meeting with](#_CHAIR_&_VICE)**  **[Chairs and Vice Chairs of Governors](#_CHAIR_&_VICE)** | 5.00pm - 7.00pm | Rooms A & B  Neath Civic | 16 |
| 27/02/24 | [**Understanding Data (Secondary Schools)**](#_UNDERSTANDING_DATA_-)  Eugene Scourfield & Alan Rowlands | 6.00pm – 7.30pm | Online | 10 |
| 05/03/24 | [**An Introduction to Professional Learning**](#_AN_INTRODUCTION_TO)  Gayle Shenton | 5.30pm - 7.00pm | Rooms A & B  Neath Civic | 14 |
| 06/03/24 | [**Understanding Religion, Values and Ethics in the Curriculum for Wales**](#_UNDERSTANDING_RELIGION,_VALUES)  Rachel Samuel | 6.00 – 8.00pm | Online | 23 |
| 13/03/24 | [**Safeguarding**](#_SAFEGUARDING_&_CHILD)  Annaliese Donovan | 6.00 – 8.00pm | Online | 19 |
| 19/03/24 | [**Exclusions**](#_EXCLUSIONS_(Repeat_event))  Catherine Jones | 6.00 – 8.00pm | Online | 18 |

**SUMMER TERM 2024**

**Half Term - Monday, 27 May to Friday, 31 May**

| **Date** | **Training Event** | **Time** | **Location** | **Page No.** |
| --- | --- | --- | --- | --- |
| 08/04/24 | [**Clerk to Governing Body Training**](#_CLERK_TO_THE)  Kathryn Gilbert | 10.00am – 12 noon | Online | 11 |
| 16/04/24 | [**Governor Induction**](#_GOVERNOR_INDUCTION_-)  Kathryn Gilbert | 6:00 – 8.00pm | Online | 7 |
| 23/04/24 | [**School Complaints**](#_MANAGING_SCHOOL_COMPLAINTS)  Kathryn Gilbert | 5.00 – 7.00pm | Rooms A & B  Neath Civic | 20 |
| 30/04/24 | [**Chair of Governing Body training**](#_TRAINING_FOR_NEW)  Kathryn Gilbert | 5.00 – 7.00pm | Rooms A & B  Neath Civic | 8 |
| ~~07/05/24~~ | [**~~Governors Association Meeting~~**](#_GOVERNORS_ASSOCIATION_MEETING)  ~~Full Association~~ | ~~5.00pm - 7.00pm~~ | ~~Rooms A, B & C~~  ~~Neath Civic~~ | ~~21~~ |
| 16/05/24 | [**School Development Plan**](#_SCHOOL_DEVELOPMENT_PLAN)  Mike Daley & Andrew Herbert | 6:00 – 8:00pm | Online | 17 |
| 21/05/24 | **[Staff Wellbeing in Schools](#_STAFF_WELLBEING_IN)**  Rhian Miller | 1.00 – 2.30pm | Neath Civic Centre | 24 |
| 23/05/24 | [**Understanding Data (Primary Schools)**](#_UNDERSTANDING_DATA_(Primary)  Anne Stoker & Helen Woodford | 10:00am – 11.30am | The Quays | 9 |
| 05/06/24 | [**Safeguarding**](#_SAFEGUARDING_&_CHILD)  Anneliese Donovan | 6.00 – 8.00pm | The Quays | 19 |
| 11/06/24 | **[ELL SMT meeting with](#_CHAIR_&_VICE)**  **[Chairs and Vice Chairs of Governors](#_CHAIR_&_VICE)** | 6.00 – 8.00pm | Online | 16 |
| 13/06/24 | [**Governor Induction**](#_GOVERNOR_INDUCTION_-)  Kathryn Gilbert | 4.00pm – 6.00pm | The Quays | 7 |
| 18/06/24 | [**Understanding Data (Primary Schools)**](#_UNDERSTANDING_DATA_(Primary)  Hayley Burrows & Meirwen Watts | 6.00 – 7.30pm | Online | 8 |
| 25/06/24 | [**Curriculum for Wales**](#_THE_NEW_CURRICULUM)  Tracey Hazel & Gayle Shenton | 2:00 – 4:00pm | Online | 15 |
| 02/07/24 | [**An Introduction to Online Safety**](#_AN_INTRODUCTION_TO_1)  Darren Long | 6:00 - 8:00pm | Online | 22 |

### **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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 28th 2023 | 6.00 – 8.00pm | Online | [GOVERNOR INDUCTION - MANDATORY TRAINING 28-11-23](https://www.eventbrite.co.uk/e/governor-induction-mandatory-training-tickets-677921781297?aff=oddtdtcreator) |
| January 18th 2024 | 6.00 – 8.00pm | Online | [GOVERNOR INDUCTION - MANDATORY TRAINING 18-01-24](https://www.eventbrite.co.uk/e/governor-induction-mandatory-training-tickets-677922242677?aff=oddtdtcreator) |
| April 16th 2024 | 6.00 – 8.00pm | Online | [GOVERNOR INDUCTION - MANDATORY TRAINING 16-04-24](https://www.eventbrite.co.uk/e/governor-induction-mandatory-training-tickets-677922663937?aff=oddtdtcreator) |
| June 13th 2024 | 4.00 – 6.00pm | The Quays | [GOVERNOR INDUCTION - MANDATORY TRAINING 13-06-24](https://www.eventbrite.co.uk/e/governor-induction-mandatory-training-tickets-677922994927?aff=oddtdtcreator) |

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## **TRAINING FOR NEW CHAIRS OF GOVERNORS - MANDATORY (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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 21st 2023 | 5.30 – 7.30pm | Online | [MANDATORY TRAINING FOR NEW CHAIRS OF GOVERNORS 21-11-23](https://www.eventbrite.co.uk/e/mandatory-training-for-new-chairs-of-governors-tickets-677929865477?aff=oddtdtcreator) |
| April 30th 2024 | 5.00 – 7.00pm | Neath CC  Rooms A&B | [MANDATORY TRAINING FOR NEW CHAIRS OF GOVERNORS 30-04-24](https://www.eventbrite.co.uk/e/mandatory-training-for-new-chairs-of-governors-tickets-677930447217?aff=oddtdtcreator) |

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### **UNDERSTANDING DATA (Primary Schools) - MANDATORY (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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| October 23rd 2023 | 10.00 – 11.30am | Neath CC  Rooms A&B | [UNDERSTANDING DATA - MANDATORY TRAINING (Primary Schools) 23-10-23](https://www.eventbrite.co.uk/e/understanding-data-mandatory-training-primary-schools-tickets-677932102167?aff=oddtdtcreator) |
| November 14th 2023 | 6.00 – 7.30pm | Online | [UNDERSTANDING DATA - MANDATORY TRAINING (Primary Schools) 14-11-23](https://www.eventbrite.co.uk/e/understanding-data-mandatory-training-primary-schools-tickets-677932372977?aff=oddtdtcreator) |
| January 24th 2024 | 6.00 – 7.30pm | Online | [UNDERSTANDING DATA - MANDATORY TRAINING (Primary Schools) 24-01-24](https://www.eventbrite.co.uk/e/understanding-data-mandatory-training-primary-schools-tickets-677932613697?aff=oddtdtcreator) |
| May 23rd 2024 | 10.00 – 11.30am | The Quays | [UNDERSTANDING DATA - MANDATORY TRAINING (Primary Schools) 23-05-24](https://www.eventbrite.co.uk/e/understanding-data-mandatory-training-primary-schools-tickets-677938942627?aff=oddtdtcreator) |

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### **UNDERSTANDING DATA - MANDATORY TRAINING (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 who have not previously attended this mandatory session.

**Course Provider:** Eugene Scourfield & Alan Rowlands **–** Education Support Officers

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| **Date** | **Time** | **Location** | **Link to book your place** |
| October 26th 2023 | 6.00 – 7.00pm | Neath CC  Rooms A&B | [UNDERSTANDING DATA - MANDATORY TRAINING (Secondary Schools) 26-10-23](https://www.eventbrite.co.uk/e/understanding-data-mandatory-training-secondary-schools-tickets-677941339797?aff=oddtdtcreator) |
| February 27th 2024 | 6.00 – 7.00pm | Online | [UNDERSTANDING DATA - MANDATORY TRAINING (Secondary Schools) 27-02-24](https://www.eventbrite.co.uk/e/understanding-data-mandatory-training-secondary-schools-tickets-677941670787?aff=oddtdtcreator) |

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### **CLERK 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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| February 19th 2024 | 11.00 – 1.00pm | Online | [CLERKS TO THE GOVERNING BODY –TRAINING FOR NEW CLERKS 19-02-24](https://www.eventbrite.co.uk/e/clerks-to-the-governing-body-training-for-new-clerks-tickets-677927538517?aff=oddtdtcreator) |
| April 8th 2024 | 10.00am – 12.00pm | Online | [CLERKS TO THE GOVERNING BODY –TRAINING FOR NEW CLERKS 08-04-24](https://www.eventbrite.co.uk/e/clerks-to-the-governing-body-training-for-new-clerks-tickets-677929063077?aff=oddtdtcreator) |

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### **UNDERSTANDING THE SCHOOL BUDGET FORMULA (Repeat event)**

This training will be of benefit to all governors but will have particular relevance for governors with a role on finance committees.

In the first instance, a brief explanation will be provided concerning the wider responsibilities of the Local Authority and its role in allocating the total sum available each year across the various sectors/responsibility areas within the Education Directorate.

More specifically, the course has been designed to help governors understand the methodology and formulae underpinning the calculation of individual school budget shares and how it relates to their own school, focussing on the formula funding elements of budget shares.

**Target Audience:** Members of the Finance Committee.

**Course Provider:** Mr. Llywelyn Williams, Information Management Team

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| **Date** | **Time** | **Location** | **Link to book your place** |
| February 8th 2024 | 5.00 – 7.00pm | Neath CC  Rooms A&B | [UNDERSTANDING THE SCHOOL BUDGET FORMULA 08-02-24](https://www.eventbrite.co.uk/e/understanding-the-school-budget-formula-tickets-689326864207?aff=oddtdtcreator) |

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### **REDUNDANCY HANDLING (Repeat event)**

In the first instance governors will be provided with the definition of redundancy and how this affects schools along with the wider responsibilities of both the school and the Local Authority and their roles within the school redundancy process.

More specifically the course has been designed to assist governors in understanding the redundancy process by including a number of real-life difficult scenarios that HR Officers have experienced across schools during recent years.

Proposals that directly or indirectly affect employees must be handled fairly and sensitively. The importance of pre-planning, careful preparation and a structured approach to the redundancy process is critical. A clear well thought out plan will help to both clarify and communicate the need for redundancies and also ensure that consultation is complied with. Employees affected by the proposals are expected to maintain their motivation and performance throughout the redundancy process and the time spent in planning and preparation will be crucial in anticipating and then dealing with the uncertainty, confusion and suspicion that inevitably arises when redundancy is proposed.

The aim and purpose of this session is to give practical advice and support to governors when managing the difficult task of staff redundancies.

**Target Audience:** This training will be of benefit to governors with a role on both the Staffing Disciplinary Dismissal Committee and the Staffing Disciplinary Dismissal Appeals Committee. Headteachers are also welcome to attend this event.

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| **Date** | **Time** | **Location** | **Link to book your place** |
| February 5th 2024 | 6.00 – 8.00pm | Online | [REDUNDANCY HANDLING](https://www.eventbrite.co.uk/e/redundancy-handling-repeat-event-tickets-689332641487?aff=oddtdtcreator) |

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### **AN INTRODUCTION TO PROFESSIONAL LEARNING – AN ENTITLEMENT FOR ALL SCHOOL STAFF (Repeat event)**

The national approach was launched in 2018, creating a professional learning vision fit for the evolving education system in Wales.

Our aim is to introduce you to understand the role of the GB in ensuring schools are aware of, and implementing, the 8 elements that make up the national approach within a school, local authority and national context.

1. Individual Professional Learning Journey

2. Schools as learning Organisations

3. The professional learning blend

4. Collaborative Networks

5. Professional Teaching and Leadership Standards

6. Pedagogy for professional learning

7. Professional Learning Offer

8. Accreditation and Recognition

**Target Audience:** All governors who have previously attended the new curriculum (Donaldson Report)

**Course Provider:** Helen Woodford & Gayle Shenton **–** Education Support Officers

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 7th 2023 | 9.30 – 10.30am | Online | [INTRODUCTION TO PROFESSIONAL LEARNING – AN ENTITLEMENT FOR ALL SCHOOL STAFF 07-11-23](https://www.eventbrite.co.uk/e/introduction-to-professional-learning-an-entitlement-for-all-school-staff-tickets-677943185317?aff=oddtdtcreator) |
| March 5th 2024 | 5.30 – 7.00pm | Neath CC  Room A&B | [INTRODUCTION TO PROFESSIONAL LEARNING – AN ENTITLEMENT FOR ALL SCHOOL STAFF 05-03-24](https://www.eventbrite.co.uk/e/introduction-to-professional-learning-an-entitlement-for-all-school-staff-tickets-677948260497?aff=oddtdtcreator) |

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### **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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| October 9th 2023 | 5.00 – 7.00pm | Neath CC  Room A&B | [THE NEW CURRICULUM (DONALDSON REPORT) 09-10-23](https://www.eventbrite.co.uk/e/the-new-curriculum-donaldson-report-tickets-677950346737?aff=oddtdtcreator) |
| June 25th 2024 | 2.00 – 4.00pm | Online | [THE NEW CURRICULUM (DONALDSON REPORT) 25-06-24](https://www.eventbrite.co.uk/e/the-new-curriculum-donaldson-report-tickets-677951058867?aff=oddtdtcreator) |

### **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-chair of Governors

**Course Provider:** Education Senior Management Team

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 16th 2023 | 5.00 – 7.00pm | Neath CC | [CHAIR & VICE-CHAIR OF GOVERNOR TERMLY MEETING WITH EDUCATION SMT](https://www.eventbrite.co.uk/e/chair-vice-chair-of-governor-termly-meeting-with-education-smt-tickets-689345369557?aff=oddtdtcreator) |
| February 22nd 2024 | 5.00 – 7.00pm | Neath CC | [CHAIR & VICE-CHAIR OF GOVERNOR TERMLY MEETING WITH EDUCATION SMT](https://www.eventbrite.co.uk/e/chair-vice-chair-of-governor-termly-meeting-with-education-smt-tickets-689347796817?aff=oddtdtcreator) |
| June 11th 2024 | 6.00 – 8.00pm | Online | [CHAIR & VICE-CHAIR OF GOVERNOR TERMLY MEETING WITH EDUCATION SMT](https://www.eventbrite.co.uk/e/chair-vice-chair-of-governor-termly-meeting-with-education-smt-tickets-689349622277?aff=oddtdtcreator) |

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

From 1st 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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 23rd 2023 | 1.00 – 3.00pm | The Quays | [SCHOOL DEVELOPMENT PLAN 23-11-23](https://www.eventbrite.co.uk/e/school-development-plan-tickets-677955201257?aff=oddtdtcreator) |
| May 16th 2024 | 6.00 – 8.00pm | Online | [SCHOOL DEVELOPMENT PLAN 16-05-24](https://www.eventbrite.co.uk/e/school-development-plan-tickets-677956003657?aff=oddtdtcreator) |

### **EXCLUSIONS (Repeat event)**

Permanent exclusion is the most serious punishment a school can issue to a pupil who does something that is against the schools behaviour policy. It means that the pupil is no longer allowed to attend the school and their name will be removed from the school roll.

This session will look at who can exclude, reasons for exclusion and alternatives to exclusion. It will also aim to explain the roles and responsibilities of the committee as well as giving governors an understanding of the exclusion process.

**Target Audience:** All governors particularly those that sit on Pupil Disciplinary Committees.

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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 9th 2023 | 5.00 – 7.00pm | Neath CC  Rooms A&B | [EXCLUSIONS 09-11-23](https://www.eventbrite.co.uk/e/exclusions-tickets-677956665637?aff=oddtdtcreator) |
| March 19th 2024 | 6.00 – 8.00pm | Online | [EXCLUSIONS 19-03-24](https://www.eventbrite.co.uk/e/exclusions-tickets-677958059807?aff=oddtdtcreator) |

### **SAFEGUARDING & CHILD PROTECTION: A GENERAL OVERVIEW**

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 the safeguarding and child protection procedures?

**Target Audience:** Chair of Governors and Safeguarding Governor should attend this training. Also, all governors who have not attended safeguarding training within the past two years.

**Course Provider:** Anneliese Donovan, Safeguarding Officer

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| **Date** | **Time** | **Location** | **Link to book your place** |
| October 2nd 2023 | 5.00 – 7.00pm | Neath CC  Rooms A&B | [SAFEGUARDING & CHILD PROTECTION 02-10-23](https://www.eventbrite.co.uk/e/safeguarding-child-protection-a-general-overview-tickets-677965853117?aff=oddtdtcreator) |
| January 11th 2024 | 2.00 – 4.30pm | Baglan Education & Training Centre | [SAFEGUARDING & CHILD PROTECTION 11-01-24](https://www.eventbrite.co.uk/e/safeguarding-child-protection-a-general-overview-tickets-761040862707?aff=oddtdtcreator) |
| March 13th 2024 | 6.00 – 8.00pm | Online | [SAFEGUARDING & CHILD PROTECTION 13-03-24](https://www.eventbrite.co.uk/e/safeguarding-child-protection-a-general-overview-tickets-677966595337?aff=oddtdtcreator) |
| June 5th 2024 | 6.00 – 8.00pm | The Quays | [SAFEGUARDING & CHILD PROTECTION 05-06-24](https://www.eventbrite.co.uk/e/safeguarding-child-protection-a-general-overview-tickets-677966996537?aff=oddtdtcreator) |

## **MANAGING SCHOOL COMPLAINTS (Repeat event)**

All schools have a statutory duty to have a complaints procedure in place which must be published and available to parents, pupils, staff and governors. The vast majority of concerns and complaints are dealt with by schools immediately, satisfactorily, and through informal discussions by the class/subject teacher or a more senior member of staff of the school. However, there are occasions where complaints are escalated or are required to be dealt with in a more formal manner.

This session will look at the roles and responsibilities of both the headteacher and governing body when handling both 'informal' and 'formal' complaints from parents and other members of the community. The session will also look at effective practice in the various stages of the procedure to ensure that complaints are handled appropriately in order that they are resolved satisfactorily.

**Target Audience:** Chair of Governors and members of the Complaints Committee.

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

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| **Date** | **Time** | **Location** | **Link to book your place** |
| April 23rd 2024 | 5.00 – 7.00pm | Rooms A & B  Neath Civic Centre | [MANAGING SCHOOL COMPLAINTS 23-04-24](https://www.eventbrite.co.uk/e/managing-school-complaints-tickets-680735848247?aff=oddtdtcreator) |

## **GOVERNORS ASSOCIATION MEETING – FULL ASSOCIATION**

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.

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| **Date** | **Time** | **Location** | **Link to book your place** |
| November 13th 2023 | 5.00 – 7.00pm | Neath CC | [GOVERNORS ASSOCIATION MEETING – FULL ASSOCIATION](https://www.eventbrite.co.uk/e/governors-association-meeting-full-association-tickets-689891192127?aff=oddtdtcreator) |
| May 7th 2024 | 5.00 – 7.00pm | Neath CC | [GOVERNORS ASSOCIATION MEETING – FULL ASSOCIATION](https://www.eventbrite.co.uk/e/governors-association-meeting-full-association-tickets-689893920287?aff=oddtdtcreator) |

## **AN INTRODUCTION TO ONLINE SAFETY (Repeat event)**

Online safety is an integral part of the DCF and Curriculum for Wales.

In addition to nationally procured resources, all schools within NPT have been advised to engage with the online safety self-assessment toolkit: 360 degree safe Cymru. This toolkit allows schools to benchmark current provision and identify strengths and areas for development.

Governors are responsible for the approval of schools’ online safety policies and for reviewing effectiveness.

This session will provide governors with information to help understand roles and responsibilities, what questions to ask their schools and what good looks like.

**Target Audience:** All Governors.

**Course Provider:** Darren Long – Education Development Service

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| **Date** | **Time** | **Location** | **Link to book your place** |
| July 2nd 2024 | 6.00 – 8.00pm | Online | [AN INTRODUCTION TO ONLINE SAFETY 02-07-24](https://www.eventbrite.co.uk/e/introduction-to-online-safety-tickets-679269261647?aff=oddtdtcreator) |

## **UNDERSTANDING RELIGION, VALUES AND ETHICS IN THE CURRICULUM FOR WALES**

The aim of the course is to give general information on Religion. Values and Ethics and how the subject has changed within the Curriculum for Wales. It also aims support governors in their understanding role within the Local Authority.

**Target Audience:** All Governors.

**Course Provider:** Rachel Samuel – Education Support Officer

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| **Date** | **Time** | **Location** | **Link to book your place** |
| March 6th 2024 | 6.00 – 8.00pm | Online | [Understanding religion values and ethics](https://www.eventbrite.co.uk/e/understanding-religion-values-and-ethics-in-the-curriculum-for-wales-tickets-761044603897?aff=oddtdtcreator) |

## **STAFF WELLBEING IN SCHOOLS**

This session will explore the importance of attending to school staff wellbeing and the impact of this on the wellbeing and attainment of our children and young people. Current research in this area will be presented as well as the services available to support the wellbeing of our education staff, including those delivered by the School Based Counselling Service

**Target Audience:** All Governors.

**Course Provider:** Rhian Miller – School Based Counselling Service Manager

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| **Date** | **Time** | **Location** | **Link to book your place** |
| May 21st 2024 | 1.00 – 2.30pm | Neath Civic Centre | [STAFF WELLBEING IN SCHOOLS](https://www.eventbrite.co.uk/e/staff-wellbeing-in-schools-tickets-773856725297?aff=oddtdtcreator) |