

Cumbria's Training Events for School Governors



Spring &
Summer
2017

Cumbria's Training Events for School Governors - Spring and Summer 2017

Welcome to 'Cumbria's Training Events for School Governors' course brochure for the 2017 spring and summer terms.

This brochure brings together courses which have been identified by The Apprenticeship and School Development and Governor Support Teams. There are a selection of high quality, value-for-money full day/ half day/evening session courses and conferences, designed to address key areas of school improvement, based on our best intelligence of current needs.

As always additional courses will undoubtedly be planned and added to our programme throughout the year in response to demand and emerging needs. These additional courses will be distributed to schools and settings electronically. The brochure and any subsequent additions will also be available on the Schools Portal and the Cumbria County Council Website –

<http://www.cumbria.gov.uk/childrensservices/schoolsandlearning/lss/tradedservices/>

An electronic brochure can also be downloaded on the SLA Online system; these brochures can be filtered by subject area for your convenience.

Some of the courses featured in this brochure can be offered as a bespoke training event or as part of an 'INSET day' for your school. Please contact the Apprenticeship and School Development Team who will be happy to arrange this for you.

Pricing

Each event detailed in this brochure has been scrutinised to ensure the proposed fee is as low as possible.

Following feedback from schools and partners, we have made the prices for each course the same for ALL delegates. This means that there are no additional charges to delegate places from academy and independent schools, please note that this does not include VAT where applicable.

Booking Arrangements

Places for all courses can be booked by registered users through our online system SLA Online – <https://secure2.sla-online.co.uk/?logo=10>

Places are confirmed via the system once the delegate name has been added and the course checked out of the shopping basket. The Apprenticeship and School Development Team will also send out an email reminder one week before courses are due to take place. When booking places on multiple courses, these can all be 'checked out' of your shopping basket at the same time, using the same purchase order number. There is no need to check each course out separately (unless you wish to use different order numbers).

We hope we have included sufficient information on each course within this brochure, but please do not hesitate to contact the Apprenticeship and School Development Team, if you require further information email: schooldevelopment@cumbria.gov.uk, or telephone: **01228 226817**

Commitments and Cancellations

Establishments will not be charged if cancellations of bookings are received more than five working days prior to the event, if cancellations are not made within five working days this will result in the full cost of the course being applied. This also applies in the case of non-attendance, which is identified from the attendance list. Any courses that are an exception to this, will detail the cancellation policy in the course details and confirmation/reminders.

If for any reason we have to cancel or postpone training, we will notify all delegates booked onto the course as quickly as possible; a full refund will be given in the event of cancellation by us.

Payment

Accepted bookings will be treated as a firm commitment. The following billing arrangements will then apply:

- By booking on to a course, LA schools will have authorised a transfer of the full costs from their school budget
- 'Cheque book' schools and other clients will be invoiced
- Non-Cumbrian schools will need to send a cheque to cover payment in advance of the course to secure the booking. Please make all cheques payable to 'Cumbria County Council'.

All charges to Cumbrian schools will be made at the end of each term.

Evaluation

To ensure that our courses remain relevant, effective and of high quality, we encourage delegates to provide feedback. After the course has taken place delegates will be emailed a link which should be followed to input evaluation comments; this should be done within two weeks of the course date. Once the feedback has been submitted a certificate of attendance will be available to download.

If you have any other comments about any aspect of our training courses, or would like to see anything else included in our offer, please do not hesitate to contact us:

email: schooldevelopment@cumbria.gov.uk, or
telephone: **01228 226817**

We look forward to seeing you at our courses during the remainder of the year.

Yours Sincerely

M. Watson

Margaret Watson
Apprenticeship and School Development Manager

Course Title	Course Code	Date	Time	Venue	Course Provider	Price	Bespoke training option	Page No
Governors								
Safeguarding for School Governors	GST TS 38 D	18/05/17	6.00pm - 8.00pm	Penrith Rugby Football Club, Winters Park, Penrith, CA11 8RQ	Sandy Cameron - Senior Adviser, Cumbria County Council	£25.00	Yes	7
	GST TS 38 E	05/06/17	6.00pm - 8.00pm	Phoenix Business Centre, Phoenix Road, Barrow in Furness, LA14 2UA	Sandy Cameron - Senior Adviser, Cumbria County Council	£25.00	Yes	7
	GST TS 38 F	08/06/17	6.00pm - 8.00pm	Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ	Sandy Cameron - Senior Adviser, Cumbria County Council	£25.00	Yes	7
Health and Safety Awareness for School Governors	HS GST 02 D	03/05/17	6.00pm - 8.00pm	St Michael's Church, Falcon Place, Workington, CA14 2EZ	Sharon McCubbin - Health Safety and Wellbeing Manager, Cumbria County Council	Free	No	8
	HS GST 02 E	04/05/17	6.00pm - 8.00pm	Phoenix Business Centre, Phoenix Road, Barrow-in-Furness, LA14 2UA	Sharon McCubbin - Health Safety and Wellbeing Manager, Cumbria County Council	Free	No	8
	HS GST 02 F	09/05/17	6.00pm - 8.00pm	Penrith Rugby Football Club, Winters Park, Penrith, CA11 8RQ	Sharon McCubbin - Health Safety and Wellbeing Manager, Cumbria County Council	Free	No	8
Effective Clerking	GST 34 D	07/02/17	9.30am - 1.00pm	Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	9
	GST 34 E	08/02/17	9.30am - 1.00pm	Penrith Rugby Football Club, Winters Park, Penrith, CA11 8RQ	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	9
	GST 34 F	13/02/17	9.30am - 1.00pm	Phoenix Business Centre, Phoenix Road, Barrow-in-Furness, LA14 2UA	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	9

Course Title	Course Code	Date	Time	Venue	Course Provider	Price	Bespoke training option	Page No
Governors (continued)								
An Introduction to Governance	GST 33 D	16/03/17	9.30am - 3.00pm	St Michael's Church, Falcon Place, Workington, CA14 2EZ	Colleagues from the Governor Support Team, Cumbria County Council	£30.00	Yes	10
	GST 33 E	22/03/17	9.30am - 3.00pm	Westmorland County Agricultural Society, Lane Farm, Crooklands, Milnthorpe, LA7 7NH	Colleagues from the Governor Support Team, Cumbria County Council	£30.00	Yes	10
	GST 33 F	28/03/17	9.30am - 3.00pm	The Auctioneer, Rosehill Estate, Carlisle, CA1 2RW	Colleagues from the Governor Support Team, Cumbria County Council	£30.00	Yes	10
The Role of the Chair – Leading the Team	GST 35 B	26/01/17	6.00pm - 8.00pm	Phoenix Business Centre, Phoenix Road, Barrow-in-Furness, LA14 2UA	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	11
	GST 35 C	30/01/17	6.00pm - 8.00pm	Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	11
	GST 35 D	10/05/17	6.00pm - 8.00pm	Westmorland County Agricultural Society, Lane Farm, Crooklands, Milnthorpe, LA7 7NH	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	11
	GST 35 E	16/05/17	6.00pm - 8.00pm	St Michael's Church, Falcon Place, Workington, CA14 2EZ	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	11
	GST 35 F	23/05/17	6.00pm - 8.00pm	The Auctioneer, Rosehill Estate, Carlisle, CA1 2RW	Colleagues from the Governor Support Team, Cumbria County Council	£25.00	Yes	11

Course Title	Course Code	Date	Time	Venue	Course Provider	Price	Bespoke training option	Page No
Governors (continued)								
Finance for Governors	GST TS 36 A	07/03/17	6.00pm - 8.00pm	Pennine Way Primary School, Edgehill Road, Harraby, Carlisle, CA1 3SN	Helen Hamilton - Finance Manager, Cumbria County Council	£25.00	No	12
	GST TS 36 B	14/03/17	6.00pm - 8.00pm	Westmorland County Agricultural Society, Lane Farm, Crooklands, Milnthorpe, LA7 7NH	Helen Hamilton - Finance Manager, Cumbria County Council	£25.00	No	12
	GST TS 36 C	21/03/17	6.00pm - 8.00pm	Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ	Helen Hamilton - Finance Manager, Cumbria County Council	£25.00	No	12
Early Help Training for Governors	GST TS 37 A	03/04/17	6.00pm - 8.00pm	The Auctioneer, Rosehill Estate, Carlisle, CA1 2RW	Early Help Officers, Cumbria County Council	£25.00	No	13
	GST TS 37 B	04/04/17	6.00pm - 8.00pm	St Michael's Church, Falcon Place, Workington, CA14 2EZ	Early Help Officers, Cumbria County Council	£25.00	No	13
	GST TS 37 C	05/04/17	6.00pm - 8.00pm	Kirkbie Kendal School, Lound Road, Kendal, LA9 7EQ	Early Help Officers, Cumbria County Council	£25.00	No	13

Safeguarding for School Governors

Course Outline:

This course will inform delegates of the relevant legislation, inspection framework and local procedures in regard to safeguarding children. It will raise governors' awareness of their roles and responsibilities, as well as advise them on how to carry out their strategic role in monitoring and reviewing of safeguarding policy and practice.

Target Audience:

School Governors of Primary and Secondary Schools – in particular those responsible for child protection

Course Provider:

Sandy Cameron – Senior Adviser, Cumbria County Council

Outcomes:

- To identify any gaps in governors' own knowledge about their safeguarding responsibilities
- To identify any gaps in school practices
- To evaluate the effectiveness of their school's safeguarding practice
- To help prepare for an Ofsted inspection of safeguarding

Dates and Time:

Course D: Thursday 18 May 2017

Course E: Monday 5 June 2017

Course F: Thursday 8 June 2017

All sessions run from 6.00pm – 8.00pm

Refreshments:

Please note that refreshments will be provided at this course

Venue:

Course D: Penrith Rugby Football Club, Winters Park, Penrith, CA11 8RG

Course E: Phoenix Business Centre, Phoenix Road, Barrow in Furness, LA14 2UA

Course F: Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ

Course Fee:

All Schools: £25.00

Course Code:

GST TS 38 (D – F)

This course can be offered as a bespoke training event to a single school/cluster.

Please contact the Apprenticeship and School Development Team who will be able to make the arrangements for you.

Tel: 01228 221312/221316 **email:** schooldevelopment@cumbria.gov.uk

Health and Safety Awareness for School Governors

Course Outline:

This short course will introduce you to the basics of health and safety management and legislation relevant to your role as a school governor. It will cover roles and responsibilities for the health and safety of school employees, pupils and others on the school premises or when on off-premises educational visits.

Target Audience:

School Governors of Primary and Secondary Schools, in particular those taking on the Health and Safety Governor role

Course Provider:

Sharon McCubbin – Health Safety and Wellbeing Manager, Cumbria County Council

Outcomes:

- To understand the health and safety responsibilities of your strategic role and how you can best fulfil them
- To provide an overview of health and safety legislation applicable to schools
- To cover the key elements of a health and safety policy
- To outline key routine and emergency systems that should be in place
- To outline the review and monitoring arrangements needed to ensure the policy is kept up-to-date and that it is implemented
- To provide links to health and safety advice and guidance

Dates and Time:

Course D: Wednesday 3 May 2017

Course E: Thursday 4 May 2017

Course F: Tuesday 9 May 2017

All sessions run from 6.00pm – 8.00pm

Refreshments:

Please note that refreshments will be provided at this course

Venue:

Course D: St Michael's Church, Falcon Place, Workington, CA14 2EZ

Course E: Phoenix Business Centre, Phoenix Road, Barrow-in-Furness, LA14 2UA

Course F: Penrith Rugby Football Club, Winters Park, Penrith, CA11 8RQ

Course Fee:

LA School Governors: Free

Cumbrian Academies/Independent Governors: Free

Governor's whose school subscribes to the LA Health and Safety Service: Free

All Others: £25.00

Course Code:

HS GST 02 (D – F)

Effective Clerking

Course Outline:

This is essential training for new clerks; however, experienced clerks may choose to attend as a refresher course. This course covers governing body organisation, categories of governors and administrative duties including record keeping, attendance records, policy review, agenda setting, attending meetings, writing minutes and advising the governing body.

Cluster Training:

This course is also available as a shortened session by arrangement through the Governor Support Team.

Target Audience:

New Clerks of Primary and Secondary Schools

Experienced Clerks of Primary and Secondary Schools who wish to attend as a refresher course

Course Provider:

Colleagues from the Governor Support Team, Cumbria County Council

Outcomes:

- To develop a clear understanding of the role of the clerk
- To network and share effective practice
- To reflect on how you currently fulfil your role

Dates and Time:

Course D: Tuesday 7 February 2017

Course E: Wednesday 8 February 2017

Course F: Monday 13 February 2017

All sessions run from 9.30am – 1.00pm

Refreshments:

Please note that refreshments will be provided at this course

Venue:

Course D: Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ

Course E: Penrith Rugby Football Club, Winters Park, Penrith, CA11 8RQ

Course F: Phoenix Business Centre, Phoenix Road, Barrow-in-Furness, LA14 2UA

Course Fee:

All Schools: £25.00

Course Code:

GST 34 (D – F)

This course can be offered as cluster training for a minimum of 3 schools.

Please contact the Governor Support Team who will be able to make arrangements for you.

Tel: 01228 226922/226925 **Email:** gst@cumbria.gov.uk

An Introduction to Governance

Course Outline:

Governing bodies are central to the effectiveness and accountability of schools. This course will enable new governors to become more familiar with the roles and responsibilities of the governing body within the school. New governors should become more confident in participating as a school governor and become more effective in supporting school improvement. The Governor Support Team strongly recommend that all new governors attend.

Cluster Training:

This course is also available as a shortened session by arrangement through the Governor Support Team.

Target Audience:

New Governors of Primary and Secondary Schools
 Any Governors of Primary and Secondary Schools that would like a refresher
 Associate Members of Primary and Secondary Schools
 Clerks of Primary and Secondary Schools would also be very welcome

Course Provider:

Colleagues from the Governor Support Team, Cumbria County Council

Outcomes:

- To have a greater understanding of the responsibilities of school governors
- To be able to access further information to support governors in their roles
- To appreciate the importance of good governance in improving the effectiveness of individual schools
- To have the opportunity to discuss governance and network with other new governors

Dates and Time:

Course D: Thursday 16 March 2017
Course E: Wednesday 22 March 2017
Course F: Tuesday 28 March 2017

All sessions run from 9.30am – 3.00pm

Refreshments:

Please note that refreshments and lunch will be provided at this course

Venue:

Course D: St Michael's Church, Falcon Place, Workington, CA14 2EZ
Course E: Westmorland County Agricultural Society, Lane Farm, Crooklands, Milnthorpe, LA7 7NH
Course F: The Auctioneer, Rosehill Estate, Carlisle, CA1 2RW

Course Fee:

All Schools: £30.00

Course Code:

GST 33 (D – F)

This course can be offered as cluster training for a minimum of 3 schools.
Please contact the Governor Support Team who will be able to make arrangements for you.
Tel: 01228 226922/226925 **Email:** gst@cumbria.gov.uk

The Role of the Chair – Leading the Team

Course Outline:

Being a chair of governors is a key leadership role and governing bodies are central to the effectiveness and accountability of schools. This course enables chairs and prospective chairs to develop their leadership practice, for example looking at relationships and management of meetings.

Cluster Training:

This course is also available to clusters by arrangement through the Governor Support Team.

Target Audience:

Current and prospective Chairs and Vice Chairs of Governors of Primary and Secondary Schools
Any Governor aspiring to become a Chair/Vice Chair of Governors of Primary and Secondary Schools

Course Provider:

Colleagues from the Governor Support Team, Cumbria County Council

Outcomes:

- To have a greater understanding of the role of chair in leading the governing body to fulfil its strategic responsibilities
- To develop leadership practice
- To have the opportunity to network and share effective practice

Dates and Time:

Course B: Thursday 26 January 2017

Course C: Monday 30 January 2017

Course D: Wednesday 10 May 2017

Course E: Tuesday 16 May 2017

Course F: Tuesday 23 May 2017

All sessions run from 6.00pm – 8.00pm

Refreshments:

Please note that refreshments will be provided at this course

Venue:

Course B: Phoenix Business Centre, Phoenix Road, Barrow-in-Furness, LA14 2UA

Course C: Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ

Course D: Westmorland County Agricultural Society, Lane Farm, Crooklands, Milnthorpe, LA7 7NH

Course E: St Michael's Church, Falcon Place, Workington, CA14 2EZ

Course F: The Auctioneer, Rosehill Estate, Carlisle, CA1 2RW

Course Fee:

All Schools: £25.00

Course Code:

GST 35 (B – F)

This course can be offered as cluster training for a minimum of 3 schools.

Please contact the Governor Support Team who will be able to make arrangements for you.

Tel: 01228 226922/226925 **Email:** gst@cumbria.gov.uk

Finance for Governors

Course Outline:

This course will ensure governors understand their strategic responsibility for setting a budget. Good practice in overseeing the monitoring and administration of the budget will be discussed along with expectations in regard to specific council and government policies. The course should help governors to support and ask challenging questions in relation to finance.

Target Audience:

School Governors of Primary and Secondary Schools

Course Provider:

Helen Hamilton – Finance Manager, Cumbria County Council

Outcomes:

- To understand the role of a governor with regard to finance
- To understand how a school's budget is calculated and what the main sources of funding for a school are
- To understand the policies and regulations that govern school finance
- To understand how a school monitors its budget and what role governors can play in this
- To understand the council's policies around surplus and deficit budgets

Dates and Time:

Course A: Tuesday 7 March 2017

Course B: Tuesday 14 March 2017

Course C: Tuesday 21 March 2017

All sessions run from 6.00pm – 8.00pm

Refreshments:

Please note that refreshments will be provided at this course

Venue:

Course A: Pennine Way Primary School, Edgehill Road, Harraby, Carlisle, CA1 3SN

Course B: Westmorland County Agricultural Society, Lane Farm, Crooklands, Milnthorpe, LA7 7NH

Course C: Chill Out Zone, St Gregory and St Patrick's Catholic Community School, Esk Avenue, Whitehaven, CA28 8AJ

Course Fee:

All Schools: £25.00

Course Code:

GST TS 36 (A – C)

Early Help Training for Governors

Course Outline:

This training will raise awareness of the Early Help Assessment process, in particular what is expected of schools in identifying when an Early Help Assessment should be initiated. The session is discussion focussed with 2 case studies to help relate the information being shared.

Target Audience:

School Governors of Primary and Secondary Schools – in particular Safeguarding Leads

Course Provider:

Early Help Officers, Cumbria County Council

Outcomes:

- To understand what Early Help is in relation to safeguarding children and young people
- To understand the Early Help Assessment process and how to access support for individual children, young people, and their families
- To be aware of Cumbria's Early Help offer
- To know how to access further information and advice around Early Help

Dates and Time:

Course A: Monday 3 April 2017

Course B: Tuesday 4 April 2017

Course C: Wednesday 5 April 2017

All sessions run from 6.00pm – 8.00pm

Refreshments:

Please note that refreshments will be provided at this course

Venue:

Course A: The Auctioneer, Rosehill Estate, Carlisle, CA1 2RW

Course B: St Michael's Church, Falcon Place, Workington, CA14 2EZ

Course C: Kirkbie Kendal School, Lound Road, Kendal, LA9 7EQ

Course Fee:

All Schools: £25.00

Course Code:

GST TS 37 (A – C)

If you require this document in another format (eg CD, audio cassette, Braille or large type) or in another language, please telephone [01228 226817](tel:01228 226817)

আপনি যদি এই তথ্য আপনার নিজের ভাষায় পেতে চান তাহলে অনুগ্রহ করে 01228 226817 নম্বরে টেলিফোন করুন।

如果您希望通过母语了解此信息，请致电 01228 226817

Jeigu norétumėte gauti šią informaciją savo kalba, skambinkite telefonu 01228 226817

W celu uzyskania informacji w Państwa języku proszę zatelefonować pod numer 01228 226817

Se quiser aceder a esta informação na sua língua, telefone para o 01228 226817

Bu bilgiyi kendi dilinizde görmek istiyorsanız lütfen 01228 226817 numaralı telefonu arayınız