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Reading Education Services

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1. BFfC - Governor Services

School Improvement Training

1. Headteacher's Performance Management Panels (12 Sep 2023 18:00 - 20:00)
2. Director's Briefing 1 (19 Sep 2023 18:00 - 20:00)
3. Clerking Skills - Induction for new Clerks and Governance Professionals (26 Sep 2023 09:30 - 11:30)
4. Clerking Workshop 1 - Board Administration (10 Oct 2023 09:30 - 11:00)
5. Safeguarding for Governors: How to Strategically Support your DSL and the SLT (10 Oct 2023 18:00 - 20:00)
6. New Chairs of Governors - Roles and Responsibilities (17 Oct 2023 18:00 - 20:00)
7. Clerks' Autumn Term Briefing (31 Oct 2023 09:30 - 11:00)
8. New Governor Training (07 Nov 2023 09:30 - 15:00)
9. Director's Briefing 2 (14 Nov 2023 18:00 - 20:00)
10. Clerking Workshop 2 - Administering Exclusions Panels (21 Nov 2023 09:30 - 11:00)
11. Completing the SFVS - A Workshop for Governors and Clerks (28 Nov 2023 09:30 - 11:00)
12. Director's Briefing 3 (16 Jan 2024 18:00 - 20:00)
13. Clerking Workshop 3 - Effective Minute-Taking (23 Jan 2024 09:30 - 11:00)
14. Finance Training for Governors (30 Jan 2024 18:00 - 20:00)
15. Exclusions Panels - the Governors' and Clerks' Role (06 Feb 2024 18:00 - 20:00)
16. Clerks' Spring Term Briefing (20 Feb 2024 09:30 - 11:00)
17. Managing Risk - Fulfilling the Governance Role (27 Feb 2024 18:00 - 20:00)
18. New Governor Training (28 Feb 2024 09:30 - 15:00)
19. Director's Briefing 4 (05 Mar 2024 18:00 - 20:00)
20. Building the Budget - A Workshop for Governors and Clerks (12 Mar 2024 09:30 - 11:00)
21. Preparing for Ofsted - the role of Governors (19 Mar 2024 18:00 - 20:00)
22. Director's Briefing 5 (30 Apr 2024 18:00 - 20:00)
23. Clerking Workshop 4 - Agenda Setting (07 May 2024 09:30 - 11:00)
24. New Governor Training (23 May 2024 09:30 - 15:00)
25. Clerks' Summer Term Briefing (04 Jun 2024 09:30 - 11:00)
26. Director's Briefing 6 (11 Jun 2024 18:00 - 20:00)
27. Finance Training for Governors (18 Jun 2024 18:00 - 20:00)
28. Committee Chairing - Roles and Responsibilities (25 Jun 2024 18:00 - 20:00)
29. Clerking Workshop 5 - Policy Management (02 Jul 2024 09:30 - 11:00)

1. BFfC - Governor Services

Working with Chairs, Governors and Governance Professionals to challenge schools to support every child and young person's ambition to achieve.



Contact

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Governor Services

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Introduction

Governor Services in Reading has an established reputation for providing quality support and guidance to Maintained School and Academy Governing Boards. As part of the Brighter Futures for Children School Standards Team, Governor Services works closely with Governing Boards, Governance Professionals and Heads to ensure they meet their statutory duties and strengthen their leadership and management roles. Our service offers Governing Boards current and relevant consultancy and training to enable them to help the school to set high standards by planning for the school's future and setting targets for school improvement.

We provide products and services essential to building effective governance and leadership in education settings. Governance and leadership provide the framework for delivering outstanding education and driving up pupil and student performance. Whatever the need of your organisation, our professionals will be able to support and develop your leaders with a range of comprehensive products, delivered by a team of experts.

Brighter Futures for Children works with the Reading Governance Association to provide an integrated schedule of events. RGA events must all be booked via www.therga.org.uk

1.1. Headteacher's Performance Management Panels



12/09/2023 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Alice Boon

Outline

REQUIRED TRAINING. Governing Boards are responsible for the appraisal of their Executive Leader. All Governors on the HTPM Panel should have undertaken training either last academic year or this year for the 2023/2024 appraisal cycle.

Details

Governors in Maintained Schools have a statutory duty to:

- appoint an external adviser for advice and support on the Head's appraisal and to consult that adviser on setting objectives for, and appraisal of, the headteacher;
- inform the Head of the standards against which their performance will be assessed;
- set objectives for the Head, whilst having regard to their work-life balance;
- appraise the performance of the Head, assessing their performance of their role and responsibilities against the relevant standards and their objectives;
- assess the Head's professional development needs;
- make a recommendation on the Head's pay;
- give the Head a written report of their appraisal.

Outcomes

Governors will gain an understanding of their roles on HTPM Panels and the review process & timetable for the annual Headteacher's appraisal cycle. Holding the Executive Leader to account for the educational performance of the organisation and its pupils is the second core function of the Governing Board

Audience

Governors on the Headteacher's PM Panel in 2023/2024

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00. Please provide personal email address when booking to be invited on Microsoft Teams

Pricing

Quote

BFfC-GSMTC-0923-T001

1.2. Director's Briefing 1



19/09/2023 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Brian Grady

Outline

Strategic Briefings from the Director of Education, Lead Councillor for Education and BFfC Officers.

Details

Updates on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Chairs, Governors and Clerks will be kept informed and up-to-date on their roles and responsibilities in holding schools to account.

Audience

All Chairs, Governors and Clerks

Booking Information

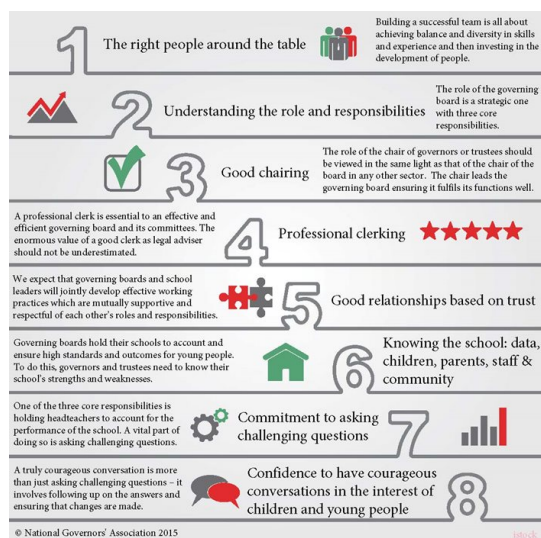
If you have purchased a Governor Support package we would like to offer you 3 free places to each Director's Briefing. If you have not purchased a package the course cost is £40.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0923-T002

1.3. Clerking Skills - Induction for new Clerks and Governance Professionals



26/09/2023 09:30 - 11:30

Clerking Skills for new Clerks

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

RECOMMENDED TRAINING. BFFC expect all new Governance Professionals and Clerks to undertake training to understand their roles and responsibilities.

Details

Advice on organising meetings, agenda setting, minute-taking and Board administration.
Networking opportunities to meet other new Governance Professionals and Clerks.

Outcomes

New Governance Professionals and Clerks will understand their roles in good and effective Board administration, as well as assisting Boards in understanding their key roles, functions and legal duties and supporting Chairs to enable and facilitate strategic debate and decision-making.

Audience

New Clerks and Governance Professionals.

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFFC-GSMTTC-0923-T003

1.4. Clerking Workshop 1 - Board Administration



10/10/2023 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

A Workshop on the Clerks/Governance Professional's role in providing administrative support to the Board.

These workshops go into more detail on key areas of the clerking role.

Details

The role of the Clerks/Governance Professional in managing Board information and documentation.

Outcomes

Clerks/Governance Professional's will understand their role in providing administrative support.

Audience

Clerks and Governance Professionals

Booking Information

One place is free for Clerks whose schools have purchased a Governor or Clerk Support package. If you have not purchased a package the course cost is £10.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0724-T001

1.5. Safeguarding for Governors: How to Strategically Support your DSL and the SLT



10/10/2023 18:00 - 20:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

RECOMMENDED TRAINING. Keeping Children Safe In Education states that an individual on the GB should take strategic leadership responsibility for the organisation's wider safeguarding arrangements. It is important that governors have appropriate safeguarding training to undertake the role. However, it is best practice is EVERYONE on the Board has training about safeguarding, to make sure they have the knowledge and information needed to perform their functions, understand their responsibilities and assure themselves that their organisation's safeguarding arrangements are robust.

Details

This session will be hosted by Judicium Education (<https://www.judiciumeducation.co.uk/>) lawyers and will focus on how Governing Boards provide sufficient strategic challenge when looking at safeguarding in their schools; what policies and procedures are in place or need revising; and how to create a whole-school approach to safeguarding. Informing Governors on the current advice and guidance on Keeping Children Safe In Education and outlining Governors' STRATEGIC role in Child Protection and Safeguarding Children in Schools.

Outcomes

Governors will gain secure knowledge of KCSIE and the updates; secure knowledge of the role of the DSL and how to strategically monitor safeguarding procedures in their schools; oversight of all safeguarding-related policies and knowledge of what they should include. ALL governors should undertake safeguarding training annually.

Audience

Designated Safeguarding Governors, all governors and new governors wanting to understand the Governing Board's role in Child Protection and Safeguarding Children in Schools.

Booking Information

£70 PER SCHOOL. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost PER SCHOOL regardless of the number of attendees is £70.00. Please provide individual attendee's email addresses when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-1023-T001

1.6. New Chairs of Governors - Roles and Responsibilities



17/10/2023 18:00 - 20:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

Overview of the roles and responsibilities of the Chair

Details

Leading Governance, Leading & Developing the Governance Team, Building Relationships & Ensuring Accountability, Leading School Improvement and Leading the Business of the Board. Networking opportunities to meet other new Chairs.

Outcomes

New Chairs will understand their roles and responsibilities and how to chair effectively.

Audience

New Chairs/Refresher/Aspiring Vice-Chairs/Committee Chairs

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00. Please provide personal email address when booking to be invited on Microsoft Teams

Pricing

Quote

BFfC-GSMTC-1023-T004

1.7. Clerks' Autumn Term Briefing



31/10/2023 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

Updates and Topics relevant to the GB

Details

Updates for Clerks and Governance Professionals on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Clerks and Governance Professionals will be informed of recent developments, forthcoming tasks, requirements and statutory responsibilities and will have opportunities to network with other colleagues.

Audience

Clerks and Governance Professionals in Maintained Schools and Academies

Booking Information

If you have purchased a Governor or Clerk Support package then places are free. If you have not purchased a package the cost is £40.00. Please provide individual attendee's email addresses when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-1023-T005

1.8. New Governor Training

Governors Core Functions

Core Function	Ofsted criteria for effective governance
Setting strategic direction	<ul style="list-style-type: none">clarity of vision and ethosengaging stakeholdersmeeting statutory duties
Creating robust accountability	<ul style="list-style-type: none">using data to provide challenge and hold leaders to account for teaching, achievement, behaviour and safetystrengthening school leadership, including skills of GBperformance managing the Headteachercontributing to school self-evaluation and evaluating GB's impact
Ensuring best use of financial resources	<ul style="list-style-type: none">solvency and effective financial managementuse of Pupil Premium and other resources to overcome barriers to learning

07/11/2023 09:30 - 15:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

An overview of Governors' three key roles: Strategic leaders, Critical Friends and Accountability

Details

Being Strategic, Support & Challenge, Accountability & Ethical Leadership, Complaints & other scenarios and next steps for new governors. Networking opportunities to meet other new Governors.

Outcomes

Governors will gain an understanding of the three key roles of governance.

Audience

New Governors (or Refresher)

Booking Information

If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £140.00

One place on Finance for New Governors is free if booked at the same time as booking for New Governor Training. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-1123-T002

1.9. Director's Briefing 2



14/11/2023 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Brian Grady

Outline

Strategic Briefings from the Director of Education, Lead Councillor for Education and BFfC Officers.

Details

Updates on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Chairs, Governors and Clerks will be kept informed and up-to-date on their roles and responsibilities in holding schools to account.

Audience

All Chairs, Governors and Clerks

Booking Information

If you have purchased a Governor Support package we would like to offer you 3 free places to each Director's Briefing. If you have not purchased a package the course cost is £40.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-1123-T001

1.10. Clerking Workshop 2 - Administering Exclusions Panels



21/11/2023 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

The role of the Clerk/Governance Professional in managing exclusions panels. These workshops go into more detail on key areas of the clerking role.

Details

The workshop will cover:

The statutory guidance on exclusions and suspensions, the timeframes and processes for the Governors' Disciplinary Meetings to review permanent exclusions and fixed term suspensions, convening the Panel, the Exclusions pack of information for governors, the agenda and purpose of the Panel meeting, the governor's decision, the Minutes and what to do after the meeting. In addition the workshop will cover what other responsibilities governors have around exclusion and suspension.

Outcomes

Clerks and Governance Professionals will understand their role in convening and clerking Exclusions Panels.

Booking Information

One place is free for Clerks/Governance Professionals whose schools have purchased a Governor or Clerk Support package. If you have not purchased a package the course cost is £30.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

1.11. Completing the SFVS - A Workshop for Governors and Clerks



28/11/2023 09:30 - 11:00

Venue: Microsoft Teams

Trainer: Clare Warren

Outline

To support Governors with completing the SFVS

Details

Advising Chairs, Governors and Clerks in completing the SFVS Checklist and understanding the Self-Assessment DashBoard.

The SFVS guidance is available here for pre-reading

<https://www.gov.uk/government/publications/schools-financial-value-standard-sfvs/2019-to-2020-checklist-guidance>

Outcomes

Governors will gain an understanding of governors' role in monitoring their school's finances.

Audience

For Finance Chairs, Finance Committee Members, Chairs of Governors and Clerks

Booking Information

£10 per person.

Pricing

Quote

BFfC-GSMTC-1123-T004

1.12. Director's Briefing 3



16/01/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Brian Grady

Outline

Strategic Briefings from the Director of Education, Lead Councillor for Education and BFfC Officers.

Details

Updates on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Chairs, Governors and Clerks will be kept informed and up-to-date on their roles and responsibilities in holding schools to account.

Audience

All Chairs, Governors and Clerks

Booking Information

If you have purchased a Governor Support package we would like to offer you 3 free places to each Director's Briefing. If you have not purchased a package the course cost is £40.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0124-T001

1.13. Clerking Workshop 3 - Effective Minute-Taking



23/01/2024 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

A Workshop on the Clerks/Governance Professional's role in minute-taking. These workshops go into more detail on key areas of the clerking role.

Details

The role of the Clerks/Governance Professional in taking effective Minutes to capture, record and evidence good, effective, strategic governance. Minutes are key to demonstrating that governors are fulfilling their core functions, holding school leaders to account and monitoring school finances effectively.

Outcomes

Clerks/Governance Professional's will understand their role in evidencing effective governance.

Audience

Clerks and Governance Professionals

Booking Information

One place is free for Clerks whose schools have purchased a Governor or Clerk Support package. If you have not purchased a package the course cost is £10.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0124-T002

1.14. Finance Training for Governors



30/01/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Clare Warren

Outline

RECOMMENDED TRAINING. BFFC expect all new Governors to undertake training to understand their financial responsibilities. To provide all new Governors with an introduction to school finances.

Details

The course will include Governors' Financial Responsibilities – including reviews of financial policies, Schools Forum - How is the Funding Calculated, Setting and Monitoring the Budget, Financial Reporting Requirements for Schools, Governor challenge on school finances and the Schools Financial Value Standard (SFVS.) Useful pre-reading includes a copy of your school's last SFVS, your last budget and last outturn and the RBC Scheme for Financing Schools. Please obtain these from your Bursars/School Business Managers in advance of attending the training.

Outcomes

ALL governors are expected to have an overview of school budgets and monitoring. Governors will gain an understanding of their third core function - Overseeing the financial performance of the organisation and making sure its money is well spent.

Audience

All Governors

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00. Please provide personal email address when booking to be invited on Microsoft Teams

Pricing

Quote

BFfC-GSMTC-0124-T003

1.15. Exclusions Panels - the Governors' and Clerks' Role



06/02/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Fiona Hostler

Outline

The roles and responsibilities for GBs in monitoring permanent exclusions and fixed term suspensions and the responsibilities for Governors and Clerks in reviewing your Heads' decisions to exclude or suspend.

Details

REQUIRED TRAINING. BFFC expect all Governors and Clerks to undertake this training, so that they understand their roles and responsibilities in monitoring exclusions; the responsibilities for Governors in reviewing the Head's decisions to exclude or suspend; the Clerks' role in administering Governors' Disciplinary Meetings.

Outcomes

Governors will understand their roles in monitoring and reviewing exclusions and suspensions. Clerks will understand their role in the administration of GDMs.

Audience

For Governors and Clerks to understand their roles on Governors' Disciplinary Panels reviewing student exclusions and suspensions.

Booking Information

£70 PER SCHOOL. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost PER SCHOOL regardless of the number of attendees is £70.00

Pricing

Quote

BFfC-GSMTC-0224-T004

1.16. Clerks' Spring Term Briefing



20/02/2024 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

Updates and Topics relevant to the GB

Details

Updates for Clerks and Governance Professionals on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Clerks and Governance Professionals will be informed of recent developments, forthcoming tasks, requirements and statutory responsibilities and will have opportunities to network with other colleagues.

Audience

Clerks and Governance Professionals in Maintained Schools and Academies

Booking Information

If you have purchased a Governor or Clerk Support package then places are free. If you have not purchased a package the cost is £40.00. Please provide individual attendee's email addresses when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0224-T001

1.17. Managing Risk - Fulfilling the Governance Role

National Governors' Association Risk Management Workshop.

The Workshop will be delivered by Judith Rutherford.



27/02/2024 18:00 - 20:00

Venue: NGA Zoom Platform

Trainer: sarah shortt

Outline

All Governing Boards should understand risk and have systems for managing risk.

The sessions will be interactive and provide information, activities and opportunities for discussion.

Judith is an NGA consultant who undertakes external reviews of governance for NGA Consultancy, delivers sessions for NGA Training and facilitates on the NGA Leading Governance development programmes. Judith holds a BSc in management science from the University of Warwick and is a qualified chartered accountant. She had a successful career in audit and risk management. Judith has fourteen years of experience as a trustee and school governor with expertise across both primary and secondary phases. She has over nine years' experience as a chair and is currently a trustee within a multi academy trust.

Details

The session will cover:

- 1.The concept of risk and its management
- 2.The types of risk relevant to schools and trusts
- 3.Identifying and quantifying risk
- 4.Barriers and challenges to managing risk
- 5.The governing board's role

Outcomes

At the end of this session participants will be in a position to start the process of ensuring that the governing board's role in managing risk becomes a routine and secure aspect of their governance role.

Audience

Chairs, Governors and Clerks

Booking Information

£40 per person. (No discounts applicable.)

Please provide governors' individual email addresses when booking on the SLA

The workshop is being delivered via the NGA platform and meeting links will be sent by the NGA.

Places are initially limited to one per Governing Board.

Pricing

£40.00 per booking

BFfC-GSMTC-0224-T003

1.18. New Governor Training

Governors Core Functions

Core Function	Ofsted criteria for effective governance
Setting strategic direction	<ul style="list-style-type: none">clarity of vision and ethosengaging stakeholdersmeeting statutory duties
Creating robust accountability	<ul style="list-style-type: none">using data to provide challenge and hold leaders to account for teaching, achievement, behaviour and safetystrengthening school leadership, including skills of GBperformance managing the Headteachercontributing to school self-evaluation and evaluating GB's impact
Ensuring best use of financial resources	<ul style="list-style-type: none">solvency and effective financial managementuse of Pupil Premium and other resources to overcome barriers to learning

28/02/2024 09:30 - 15:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

An overview of Governors' three key roles: Strategic leaders, Critical Friends and Accountability

Details

Being Strategic, Support & Challenge, Accountability & Ethical Leadership, Complaints & other scenarios and next steps for new governors. Networking opportunities to meet other new Governors.

Outcomes

Governors will gain an understanding of the three key roles of governance.

Audience

New Governors (or Refresher)

Booking Information

If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £140.00

One place on Finance for New Governors is free if booked at the same time as booking for New Governor Training. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0224-T002

1.19. Director's Briefing 4



05/03/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Brian Grady

Outline

Strategic Briefings from the Director of Education, Lead Councillor for Education and BFfC Officers.

Details

Updates on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Chairs, Governors and Clerks will be kept informed and up-to-date on their roles and responsibilities in holding schools to account.

Audience

All Chairs, Governors and Clerks

Booking Information

If you have purchased a Governor Support package we would like to offer you 3 free places to each Director's Briefing. If you have not purchased a package the course cost is £40.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0324-T001

1.20. Building the Budget - A Workshop for Governors and Clerks



12/03/2024 09:30 - 11:00

Venue: Microsoft Teams

Trainer: Clare Warren

Outline

To support Governors in their role in setting the Budget

Details

The annual budget setting cycle

Outcomes

Governors will gain an understanding of governors' role in monitoring their school's finances, budget setting and monitoring.

Audience

For Finance Chairs, Finance Committee Members and Chairs of Governors

Booking Information

£10 per person.

Pricing

Quote

BFfC-GSMTC-0324-T002

1.21. Preparing for Ofsted - the role of Governors



19/03/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Mo Galway

Outline

Preparation for Ofsted and discussions around the Ofsted Framework and expectations.

Details

Preparation for Ofsted and discussions around the Ofsted Framework and expectations.

Outcomes

Governors will gain an understanding of Ofsted Inspection & the Ofsted Framework.

Audience

All Governors and Clerks are also welcome to attend

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00 per attendee.

Pricing

Quote

BFfC-GSMTC-0324-T003

1.22. Director's Briefing 5



30/04/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Brian Grady

Outline

Strategic Briefings from the Director of Education, Lead Councillor for Education and BFfC Officers.

Details

Updates on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Chairs, Governors and Clerks will be kept informed and up-to-date on their roles and responsibilities in holding schools to account.

Audience

All Chairs, Governors and Clerks

Booking Information

If you have purchased a Governor Support package we would like to offer you 3 free places to each Director's Briefing. If you have not purchased a package the course cost is £40.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0424-T002

1.23. Clerking Workshop 4 - Agenda Setting



07/05/2024 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

A Workshop on the Clerks/Governance Professional's role in setting meeting agendas. These workshops go into more detail on key areas of the clerking role.

Details

The role of the Clerks/Governance Professional in ensuring that meeting agendas drive and support the strategic oversight required by the Governing Board.

Outcomes

Clerks/Governance Professional's will understand their role in agenda setting.

Audience

Clerks and Governance Professionals

Booking Information

One place is free for Clerks whose schools have purchased a Governor or Clerk Support package. If you have not purchased a package the course cost is £10.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0524-T001

1.24. New Governor Training

Governors Core Functions

Core Function	Ofsted criteria for effective governance
Setting strategic direction	<ul style="list-style-type: none">clarity of vision and ethosengaging stakeholdersmeeting statutory duties
Creating robust accountability	<ul style="list-style-type: none">using data to provide challenge and hold leaders to account for teaching, achievement, behaviour and safetystrengthening school leadership, including skills of GBperformance managing the Headteachercontributing to school self-evaluation and evaluating GB's impact
Ensuring best use of financial resources	<ul style="list-style-type: none">solvency and effective financial managementuse of Pupil Premium and other resources to overcome barriers to learning

23/05/2024 09:30 - 15:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

An overview of Governors' three key roles: Strategic leaders, Critical Friends and Accountability

Details

Being Strategic, Support & Challenge, Accountability & Ethical Leadership, Complaints & other scenarios and next steps for new governors. Networking opportunities to meet other new Governors.

Outcomes

Governors will gain an understanding of the three key roles of governance.

Audience

New Governors (or Refresher)

Booking Information

If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £140.00

One place on Finance for New Governors is free if booked at the same time as booking for New Governor Training. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0524-T002

1.25. Clerks' Summer Term Briefing



04/06/2024 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

Updates and Topics relevant to the GB, including the role of the Clerk/Governance Professional in evaluating the effectiveness of the GB in 2021/2022 and preparing for the new academic year.

Details

Updates for Clerks and Governance Professionals on strategic leadership, national and local education policy updates, key and statutory tasks and actions.

Outcomes

Clerks and Governance Professionals will be informed of recent developments, forthcoming tasks, requirements and statutory responsibilities and will have opportunities to network with other colleagues.

Audience

Clerks and Governance Professionals in Maintained Schools and Academies

Booking Information

If you have purchased a Governor or Clerk Support package then places are free. If you have not purchased a package the cost is £40.00. Please provide individual attendee's email addresses when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0624-T002

1.26. Director's Briefing 6



11/06/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Brian Grady

Outline

Strategic Briefings from the Director of Education, Lead Councillor for Education and BFfC Officers.

Details

Updates on strategic leadership, national and local education policy updates, key and statutory tasks and actions. Briefings around wider educational issues.

Outcomes

Chairs, Governors and Clerks will be kept informed and up-to-date on their roles and responsibilities in holding schools to account.

Audience

All Chairs, Governors and Clerks

Booking Information

If you have purchased a Governor Support package we would like to offer you 3 free places to each Director's Briefing. If you have not purchased a package the course cost is £40.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-0624-T001

1.27. Finance Training for Governors



18/06/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: Clare Warren

Outline

RECOMMENDED TRAINING. BFFC expect all new Governors to undertake training to understand their financial responsibilities. To provide all new Governors with an introduction to school finances.

Details

The course will include Governors' Financial Responsibilities – including reviews of financial policies, Schools Forum - How is the Funding Calculated, Setting and Monitoring the Budget, Financial Reporting Requirements for Schools, Governor challenge on school finances and the Schools Financial Value Standard (SFVS.) Useful pre-reading includes a copy of your school's last SFVS, your last budget and last outturn and the RBC Scheme for Financing Schools. Please obtain these from your Bursars/School Business Managers in advance of attending the training.

Outcomes

ALL governors are expected to have an overview of school budgets and monitoring. Governors will gain an understanding of their third core function - Overseeing the financial performance of the organisation and making sure its money is well spent.

Audience

All Governors

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00

Please provide personal email address when booking to be invited on Microsoft Teams

Pricing

Quote

BFfC-GSMTC-0624-T004

1.28. Committee Chairing - Roles and Responsibilities



25/06/2024 18:00 - 20:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

Overview of the roles and responsibilities of the Committee Chair

Details

Terms of Reference, Agenda- Setting, Annual Plans of Work, Leading & Developing the Committee, Ensuring Accountability.

Outcomes

Committee Chairs will understand their roles and responsibilities and how to work with the Governance Professional to ensure effective committee governance

Audience

Committee Chairs

Booking Information

£70. If you have purchased a package please refer to the SLA for discounts. If you have not purchased a package the course cost is £70.00. Please provide personal email address when booking to be invited on Microsoft Teams

Pricing

Quote

BFfC-GSMTC-0624-T003

1.29. Clerking Workshop 5 - Policy Management



02/07/2024 09:30 - 11:00

Venue: Microsoft Teams

Trainer: sarah shortt

Outline

A Workshop on the Clerks/Governance Professional's role in policy management. These workshops go into more detail on key areas of the clerking role.

Details

The role of the Clerks/Governance Professional in ensuring that statutory and strategic policies are in place and reviewed in a timely fashion with a clear delegation scheme setting out at what level policies will be approved at.

Outcomes

Clerks/Governance Professional's will understand their role in policy management.

Audience

Clerks and Governance Professionals

Booking Information

One place is free for Clerks whose schools have purchased a Governor or Clerk Support package. If you have not purchased a package the course cost is £10.00 per person. Please provide personal email address when booking to be invited on Microsoft Teams.

Pricing

Quote

BFfC-GSMTC-1023-T003