Spring 2016



This is an **interim** programme of courses arranged by Torbay Governing Body Support for the Spring term 2016. Please look out for further courses, details of which will be forwarded via your clerk as soon as possible.

**NEW GOVERNOR INDUCTION**  As well as in-school induction, all new governors should attend the two module **New Governor Induction** course soon after election or appointment (attending the two sessions in order, which are run on consecutive weeks). The course aims to help new governors become effective and more confident about their role, by learning about the governing body's responsibilities and features of good practice. It is also a useful opportunity for them to meet new governors from other local schools.

**CLERKS’ UPDATE** All clerks are invited to attend the autumn Clerks' Update, which focuses on their role and responsibilities in supporting effective governing bodies. It will cover topical local and national issues, changes in legislation and good practice. Clerks will be able to share common problems and find solutions.

**INTRODUCTION TO …… PERSONNEL or FINANCE** These courses give an introduction to these aspects of governing bodies' responsibilities. They will give an overview of how governing bodies organise themselves, the information that governors should expect to receive and will look at questions governors should ask. They are intended for new governors (who should be encouraged to attend all three sessions), governors new to a committee or as a refresher for more experienced governors. The **spring** **term** session will cover school **Finance** and will be led by Lisa Finn, Finance Manager – Children’s Services.

|  |  |  |  |
| --- | --- | --- | --- |
| **SPRING 2016** | | | |
|  | | | |
| **INTRODUCTION TO FINANCE** | | | |
| Tuesday 9 February | | 6:00 – 8:00pm | Paignton Community and Sports Academy, The Library, Waterleat Road Site |
|  | | | |
| **NEW GOVERNOR INDUCTION – \*\*PLEASE NOTE CHANGE OF DATES** | | | |
| Module A | **Wednesday 9 March** | 6:00 – 8:00pm | Oldway Primary School, Higher Polsham Road, Paignton |
| Module B | **Wednesday 16 March** |
|  | | | |
| **CLERKS’ UPDATE** | | | |
| Tuesday 15 March | | 9.30 – 12.00 | Brunel Room, Professional Development Centre, Town Hall, Torquay |
|  | | | |

**Course bookings** To attend one of the above courses, you **MUST BOOK** a place and it is advisable to do this yourself by emailing or phoning Governing Body Support. If you book a place on a course, we will send you an email about two weeks before the session, giving you more details, what you need to bring with you and directions to the venue. Please book at [govbodysupport@torbay.gov.uk](mailto:govbodysupport@torbay.gov.uk)

**Cancellations and apologies** If you are unable to attend a course on which you have booked a place, you are asked to **contact Governing Body Support**, ideally before the course.

**Course requirements** If the joining details specify any documents, it is because presenters will run the course expecting **all** participants to have them at the session. So it is **essential** that you obtain them and take them with you to the course.

**GEL on-line governor training**

A reminder to all governors from those schools who have signed up to GEL through their subscription to Governing Body Support. There are a number of very useful training modules to work through on current issues. They are regularly updated and you can also look at the ‘hot topics’ section which gives links to recent changes to regulations or relevant topical publications. If you are not sure if your school has signed up, please contact your clerk who will also be able to advise on the registration procedure. Alternatively you are welcome to contact [govbodysupport@torbay.gov.uk](mailto:govbodysupport@torbay.gov.uk) for further information.

**OTHER TRAINING AVAILABLE** (not part of Governing Body Support's programme)

**Courses offered by the TORBAY TEACHING SCHOOL ALLIANCE are free to governors from schools who contribute towards the Torbay Council Safeguarding Service**

**SAFEGUARDING TRAINING FOR GOVERNORS (Level 1)**

**Thursday 12 May 2016 6-8pm Oldway Primary School**

This course is for all newly appointed governors  
especially those appointed to be the nominated safeguarding governor. It will provide a basic grounding in child protection and consider the areas where the governors need to challenge the school to ensure that children and young people are safeguarded. To make a booking please go to <http://www.torbaytsacpdonline.co.uk> where you can set up an account, or contact your CPD co-ordinator in school who will make the booking for you.

Every school staff appointment panel must have at least one person on it who has completed safer recruitment training. A one-day **SAFER RECRUITMENT** course for governors and school staff is provided by the corporate training team at Torbay Council and is available at a small charge. For more information about future courses please contact [hrsupport@torbay.gov.uk](mailto:hrsupport@torbay.gov.uk) or telephone 20(7359).

**HEALTH AND SAFETY FOR SENIOR MANAGERS, GOVERNORS AND HEADTEACHERS**

Torbay Council Health and Safety team offer a variety of courses as part of their services to schools arrangements and which are free to subscribing schools. The next course for governors will be on **25 May 2016 from 9.30am to 12.30pm at Tor Hill House, Torquay.** Please contact the team for further information on upcoming events and other ways in which the governing body can access training and advice. Contact [asa.moss@torbay.gov.uk](mailto:asa.moss@torbay.gov.uk) or telephone 20(7170).

Produced by

**Governing Body Support**

Fourth Floor (South) Tor Hill House

• c/o Town Hall • Castle Circus • Torquay • TQ1 3DR •

01803 208233/5

[govbodysupport@torbay.gov.uk](mailto:govbodysupport@torbay.gov.uk)