GOVERNOR TRAINING PROGRAMME

2019 - 2020

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TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Additional Learning Needs Training	This is a course for all governors. This is a course for governors who want to know more about Additional Learning Needs (ALN) and will explain how they can ensure that their school is meeting the needs of all its pupils. The session will also provide an opportunity for governors to develop their understanding of the Additional Learning Needs and Education Tribunal Act, the implications for their school and timescales for implementation. Aims: • To provide an overview of the Additional Learning Needs and Education Tribunal Act. • To explain what is meant by ALN and SEN. • To explore the Governing Body's role in provision for learners with ALN, including the role of the ALN Governor. **Trainer: Achievement & Inclusion Team**	**22 April 2020 16:30 – 18:30** County Hall **1 June 2020 16:30 – 18:30** County Hall
Cardiff Governors Association Annual General Meeting	This is an informative and interactive session for all governors. There will be opportunities to network and to debate relevant key education issues. The meeting will also receive a report from the Management Committee on its work for the past year and elect officers and committee members for the new financial year. **Facilitator: Cardiff Governors Association**	**12 March 2020 17:00 – 19:00** County Hall
Cardiff Governors Association Annual Training Conference	This is an informative and interactive session for all governors. There will be opportunities to network and to debate relevant key education issues. The conference will consist of keynote speakers, case studies and opportunities for discussion. **Facilitator: Cardiff Governors Association**	**11 July 2020 10:00 – 13:00** Venue: To Be Confirmed

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Challenge & Support Workshop	This is a course for all governors. The critical aspect is one of the most important parts of a governor's role, yet it can also be one of the most difficult to accomplish. This course will look at the different ways that governors can provide challenge and support, using the ESTYN framework as a guide, providing advice and examples of good practice. **Trainer: Central South Consortium**	**19 May 2020 18:00 – 20:00** County Hall
Children Looked After	This is a course for all governors. This course aims to help you understand the role of corporate parenting and gain some background knowledge of facts and figures around our Children Looked After population. It helps you understand what additional support can be available for Children Looked After and how you can ensure your school is doing the very best for this vulnerable group. Aims: • To gain background knowledge and understanding of the Children Looked After agenda nationally and locally. • To understand the term Children Looked After from different perspectives including the child's perspective. • To learn how to support and challenge provision for Children Looked After in your school. **Trainer: Achievement & Inclusion Team**	**25 March 2020 16:00 – 18:00** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Child Protection Level 2 Training	This is a course for all governors This course will outline Safeguarding/Child protection processes and procedures for school governing bodies. The course should be attended by Safeguarding governors & chairs of governors. The course will highlight legislation and guidance, roles and responsibilities, managing allegations and provide the Cardiff context around the identification and referral processes for Child Protection concerns. Aims: • Understanding of the Safeguarding Agenda for schools and where child protection fits into it. • Clarity about individual key roles and responsibilities within Safeguarding. • Understanding of the legislation and guidance underpinning Safeguarding. • Procedures to be followed when child protection allegations are made against professionals. **Trainer: Education Safeguarding Team**	**22 January 2020 09:00 – 11:00** Llanrumney Hall **4 March 2020 14:30 – 16:30** Llanrumney Hall **17 June 2020 09:00 – 11:00** Llanrumney Hall
Child Protection Level 3 Training	This is a course for Chairs of Governors, Vice Chairs of Governors, governors with responsibility for Safeguarding and newly appointed Headteachers. Headteachers wishing to refresh their knowledge in this area are also welcome to attend. This course will outline the process for managing professional concerns and allegations raised against staff members. The course will utilise case studies of concerns that have been raised and participants will be provided with the opportunity to explore and implement the Part IV process. Aims: • Clear understanding of the Part IV process and roles and responsibilities within this. • Awareness of legislation and guidance which governs the Part IV process. • The opportunity to explore what constitutes a Part IV and managing any situations below the Part IV threshold. **Trainer: Education Safeguarding Team**	**5 February 2020 14:30 – 16:30** Llanrumney Hall **19 March 2020 09:00 – 11:00** Llanrumney Hall **13 May 2020 09:00 – 11:00** Llanrumney Hall **25 June 2020 14:30 – 16:30** Llanrumney Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Dealing with Staff Capability Concerns	This is a course for all governors. The school leadership team has key responsibilities for dealing with staff capability issues. The governing body also has important responsibilities in this area, and this is especially so when there are concerns about a Headteacher's capability. This training seeks to provide an explanation of the role of governors in fulfilling their responsibilities in this area. Aims: • To raise awareness of the Department of Education and Welsh Government guidance in relation to capability. • To ensure that governors are aware of their responsibilities under the policy in order to help maintain acceptable standards of performance. • To explain the particular role of the Chair of Governors. • To describe the role of other parties. **Trainer: HR People Services Team**	**18 March 2020 16:00 – 18:00** County Hall
Director's Strategic Briefing with Chairs of Governors	This is a termly meeting for all chairs of governors or their nominated representative. The meeting is chaired by the Director of Education and Senior Officers from across the Council also attend to present information and discuss key issues. The meeting is interactive and the Director values this regular opportunity to engage with Chairs of Governors. There are also regular updates on governance issues from officers and governors representing partner organisations including Cardiff Governors Association and the Governors Steering Group at the consortium. The meeting also provides chairs of governors with the opportunity to network with other chairs, to learn from each other and share successes and common issues. **Facilitator: Director of Education & relevant Managers**	**3 March 2020 18.00 – 20.00** County Hall **23 June 2020 18.00 – 20.00** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Emergency Planning Training	This is a course for all governors. To highlight emergency management training within Cardiff's schools and raise awareness of the role of school governors prior to, during, and following a major disruptive challenge. Aims: • To deliver information about the BASICs of emergency management. • To raise awareness of the importance of planning in advance of an emergency. • To deliver a model for preparedness in schools. • To raise the awareness of the Local Education Authority and its role prior to, during and after an emergency. • To address the media requirements during and after an incident. • To highlight severe weather as Cardiff is highest risk and how it may affect some schools. • To deliver a range of school based scenarios to focus attention on your school's preparedness. **Trainer: Resources, Digital Services Team**	**27 January 2020 16:00 – 18:00** County Hall
Equalities Training	This is a course for all governors. This session will allow governors to develop their understanding of the promotion and evaluation of equality in their schools. The Equality Act of 2010 makes certain requirements compulsory for schools, and governors should know how schools are addressing these requirements. We will consider examples of good practice from local schools. Aims: • To explain the Act and its implications for schools. • To explore the range of themes and issues within the Equality Act. • To ensure an understanding of the role of the governor in drawing up and evaluating the effectiveness of policies. **Trainer: Achievement & Inclusion Team**	**28 January 2020 16:30 –18:30** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
E-Safety Training	This is a course for all governors. Online safety is one of the biggest challenges facing both Primary and Secondary schools today. All schools are increasingly making use of improved connectivity and technology to deliver lessons and facilitate homework, and this needs to be done responsibly in order to safeguard children against the potential perils of the misuse of technology. Aims: • To inform governors of the online safety issues, which schools face on a daily basis. • To outline some of the measures which schools and governors can take to address and mitigate against online safety issues. • To raise awareness among governors of the resources their school can access to help them develop an effective approach to online safety. **Trainer: Performance & Information Management Team**	**3 March 2020 16:00 – 18:00** Fitzalan High School **8 June 2020 16:30 – 18:30** Fitzalan High School
Finance Training	This is a course for all governors. The governing body has key responsibilities in managing the school's finances. Aims: • To identify the roles, responsibilities and the skills required of governors in managing the school's finances. • To identify good practice and provide the appropriate level of challenge. • To improve their own performance in relation to financial management and accountability. **Trainer: Local Financial Management of Schools Team**	**23 January 2020 16:00 – 18:00** County Hall **12 May 2020 16:00 – 18:00** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Fraud Awareness Training	This is a course for all governors. In July 2019, a Counter-Fraud and Corruption Strategy was approved for the Council. A school's version of this strategy was also commended to governing bodies and should be used to set out the responsibilities and expectations of your school and to provide a framework for tackling fraud, bribery and corruption. Aims • To raise governors' awareness of fraud, bribery and corruption. • To understand governors' role in the framework for tackling fraud, bribery and corruption. • To consider common themes of the Fraud CRSA carried out by schools in the autumn term. **Trainer: Audit & Investigations Team**	**6 February 2020 16:30 – 18:30** County Hall **11 February 2020 16:00 – 18:00** County Hall
Health & Safety Training	This is a course for all governors. Aims: • To raise awareness for new and existing school governors regarding roles and responsibilities between the Council and the School for Health and Safety. • The key role governors play in the strategic development of Health and Safety. • Raising Health and Safety standards within the school by allocating appropriate resources and challenging the school management teams to meet the relevant standards. • Providing actual examples of day-to-day Health and Safety Management issues that school governors and Head Teachers must prioritise to keep staff, pupils and authorised visitors to the safe. **Trainer: Health & Safety Team**	**27 April 2020 16:30 – 18:30** St Teilos CiW High School

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Induction Training (Mandatory)	This is a mandatory course for new governors and must be completed within the first year of appointment. It will ensure that governors: • Have the required knowledge and understanding to begin to fulfil their role effectively as a Governor to support their school in raising standards. • Are aware of national and local educational issues and their impact on governing bodies. • Recognise the importance of training and the need to develop their skills and take advantage of other training opportunities available to them. We recommend attending this course before the Understanding Data training. **Please note the courses on 28 April 2020 will be delivered through the medium of Welsh.** **Trainer: Central South Consortium**	**21 January 2020**, **18:00 – 20:00** St Teilo's CW High School **25 February 2020, 17:30 – 19:30** St Teilo's CW High School **28 April 2020 17:00 – 19:00** Ysgol Bro Edern *(Delivered through medium of Welsh)* **5 May 2020, 17:30 – 19:30** County Hall **11 June 2020, 18:00 – 20:00** St Teilo's CW High School
Managing Staff Attendance	This is a course for all governors. This training seeks to provide contextual information and explain the role of governors in fulfilling their responsibilities in this area. Aims: • To explain the principles of managing staff attendance. • To describe the support available to staff. • To ensure that governors are aware of their responsibilities under the policy. • To describe the role of other parties. • To consider contextual data/information. **Trainer: HR People Services Team**	**6 May 2020 16:30 – 18:30** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Minority Ethnic (ME) pupils and pupils with English as an additional language (EAL)	This is a course for all governors. This course will help governors support schools in providing successful teaching and learning for ME and EAL pupils and raising standards of attainment. It will explore the identification of factors that might impact on ME/EAL achievement and how schools can ensure high quality provision for these groups of learners to ensure they meet their potential. The course also considers the responsibilities and necessary documentation for governors overseeing this area. Aims: • To understand the factors that might affect ME/EAL pupil attainment. • To know how schools can deliver high quality. ME/EAL provision. • To be familiar with the relevant responsibilities and documentation. **Trainer: Achievement & Inclusion Team**	**14 January 2020 16:30 – 18:30** County Hall **24 March 2020 16:30 – 18:30** County Hall
Pupil Discipline & Exclusion	This is a course for all governors. This course identifies the issues governors have to consider in relation to the Welsh Government guidance on pupil exclusions, issued in April 2015. All governing bodies must establish a statutory Pupil Discipline and Exclusion Committee. This statutory committee must be appointed at the first meeting of the autumn term. The role of this committee is to review the use of exclusion in the school. Aims: • To explain the correct procedures in the exclusion process. • To identify and discuss areas of sensitivity and concern. • To inform governors of their responsibilities related to pupil behaviour and attendance in their schools. • To provide governors with the knowledge of how independent Appeal Panels operate. **Trainer: Achievement & Inclusion Team**	**29 January 2020 16:30 – 18:30** County Hall **2 June 2020 16.30 – 18.30** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Spring Briefing Session	Governors from across the Central South Consortium region are invited to attend one of the Spring Term sessions to keep up to date with the latest developments on curriculum reform and find out how CSC will be providing support for this. **Trainer: Central South Consortium**	**16 March 2020 18:00 – 20:00** County Hall
Staff Discipline and Resolution - Level 1	This is a course for governors who are appointed to Staff Disciplinary & Resolution Committees or any interested governors. The course is also recommended for Chairs and Clerks to the Governing Body. The governing body has key legal responsibilities for dealing with staff disciplinary issues. Staff grievances, if not resolved at an informal stage, are also considered by the governing body. This training seeks to provide an explanation of the role of governors in fulfilling their responsibilities in this area. Aims: • To describe the key principles of Resolution (Grievance) and Disciplinary Policies. • To highlight statutory requirements for Child Protection disciplinary cases. • To explain key process issues. **Trainer: HR People Services Team**	**29 April 2020 09:00 – 11:00** Llanrumney Hall
Staff Discipline and Resolution - Level 2	This session will build on the Level 1 Staff Discipline & Resolution course. It will focus on the practical application of the Staff Disciplinary Policy & Procedure and Staff Resolution Policy and Procedure and will look at common issues and themes. Aims: • To brief governors on the type of cases they may be asked to consider. • To ensure that governors are aware of how a hearing should be conducted and their role through the process. • To look at common issues that arise both during the hearings and during the planning process. **Trainer: HR People Services Team**	**20 January 2020 15:00 – 17:00** County Hall **11 May 2020 09:00 – 11:00** Llanrumney Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Staff Recruitment & Selection	This is a course for all governors. The governing body has important responsibilities in relation to the effective recruitment of staff. Aims: • To explain the principles of effective recruitment & selection. • To describe the legal responsibilities in relation to Headteacher and Deputy Headteacher appointments. • To ensure that governors are aware of their responsibilities under the policy. • To provide tools to assist with recruitment & selection. **Trainer: HR People Services Team**	**10 February 2020 09:00 – 11:00** Llanrumney Hall **21 April 2020 16:00 – 18:00** County Hall
Staff Redeployment & Redundancy	This is a course for all governors. The governing body has key legal responsibilities for dealing with redundancy situations. Whilst fulfilling these responsibilities it is important that procedures are adhered to and staff are afforded as much support as possible. Aims: • To describe the key principles and purpose of the Redeployment and Redundancy policy and procedure. • To raise awareness of the role of governors and other parties. • To discuss key process issues and their consequences. **Trainer: HR People Services Team**	**10 February 2020 16:00 – 18:00** County Hall **2 March 2020 16:00 – 18:00** County Hall **10 March 2020 15:00 – 17:00** County Hall

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Substance Misuse	This is a course for all governors. A brief introduction to substance misuse and the effects on children and families. Aims: • To provide a basic knowledge of the most commonly misused substances by young people, their effects, street names and legal status. • To outline information regarding the support available to schools. • To outline a whole school approach to responding to substance misuse in schools. • To provide information on services for young people with substance misuse issues. **Trainer: Cardiff & Vale UHB**	**16 June 2020 16:00 – 18:00** County Hall
Understanding Data Training (Mandatory)	This is a mandatory course for new governors and will provide them with an understanding of school performance data and the knowledge to enable them to ask questions about the data to fulfil their role effectively to raise standards in school. The training will also assist governors to carry out their roles effectively and to assess where improvements need to be made in schools to raise standards. We recommend attending the Induction training before this session. **Please note the courses on 12 November 2019 & 9 June 2020 will be delivered through the medium of Welsh** **Trainer: Central South Consortium**	**13 February 2020 18:00 – 20:00** St Teilos Church in Wales High School **2 April 2020 17:30 – 19:30** County Hall **9 June 2020 17:30 – 19:30** St Teilos Church in Wales High School *(Delivered through the medium of Welsh*) **30 June 2020 18:00 – 20:00** St Teilos Church in Wales High School

TRAINING SESSION	COURSE DETAILS	DATE, TIME & VENUE
Workshop to Raise Awareness of Prevent (WRAP)	This is a course for all governors. This course will help governors to understand the statutory responsibilities that schools have with respect to the Prevent duty (Counter-Terrorism and Security Act 2015). It will support compliance with the duty to prevent people from being drawn into terrorism. Aims: • Raise awareness of legislation that governs this aspect of Safeguarding. • Understand the requirements of the Prevent duty. • Designed to help staff in school based settings, recognise and refer those vulnerable to radicalisation. • Understand the need to safeguard learners from external influences, which could be in the form of inappropriate access to the internet. **Trainer: Partnerships & Community Engagement Team**	**24 February 2020 16:30 – 18:30** County Hall **29 June 2020 16:30 – 18:30** County Hall

Training Venues

Cardiff County Hall	Atlantic Wharf, Cardiff CF10 4UW
Fitzalan High School	Lawrenny Avenue, Cardiff CF11 8BR
Llanrumney Hall	Ball Road, Cardiff, CF3 4JJ
St Teilo's Church in Wales High School	Circle Way East, Cardiff CF23 9PD
Ysgol Gyfun Gymraeg Bro Edern	Llanedeyrn Road, Penylan, Cardiff CF23 9DT

IMPORTANT NOTE ABOUT REGISTERING FOR GOVERNOR TRAINING COURSES

Please ensure you register for all courses that you wish to attend. Registration enables us to make all the necessary arrangements for each training session and ensures that we are able to contact all attendees in advance in the event that changes occur.

Please register for training by:

E-mail: - governor.services@cardiff.gov.uk // Telephone: - 029 20872913.

All emails will be acknowledged and you will receive a reminder email 7 days before each course.