



SOUTHWARK DIOCESAN BOARD OF EDUCATION
Developing Church of England Education

TRAINING AND DEVELOPMENT OPPORTUNITIES FOR GOVERNORS OF CHURCH OF ENGLAND SCHOOLS



SEPTEMBER 2021 – JULY 2022

**Our service to you
Diocesan Board and Schools Working Together**

Updated November 2021 (version 3)

INTRODUCTION

Welcome to our training programme for 2021/22 for governors in our Church of England schools in the Diocese of Southwark.

The Southwark Diocesan Board of Education's (SDBE) offer of CPD to our governors includes; the Bishop's Certificate and trainings.

- **The Bishop's Certificate:** Governors play a key role in developing and improving their schools; clarity about the role of governing bodies is crucial to an effective partnership between governors, the Headteacher and staff. The Bishop of Southwark acknowledges this important role played by governors of Church of England Schools in the Diocese of Southwark and endorses this modular course which aims to clarify and develop the role of the governing body in a Church of England school.
- **Training:** on a range of topics and for specific groups of governors, e.g. new governors.

A summary of the current programme is provided on pages 5 – 6 and details of each session are included in this booklet.

FURTHER INFORMATION

Training sessions are normally held at 48 Union Street* and are run by staff at the SDBE. Courses can be booked via our website: <https://education.southwark.anglican.org>

*Please note that all courses for the first half of the Autumn term (up to and including 22 October) will take place via Zoom, unless specified otherwise in the chronological outline (pages 5 – 6). Please check the training page of our website for the most up to date information: <https://education.southwark.anglican.org/4600/training-courses>.

SCHOOL-BASED TRAINING

This is a popular form of training for many schools because it meets the specific needs of the governing body. Some issues may lend themselves to joint-school training.

These sessions are run by Officers and Advisers of the SDBE and may be daytime or evening sessions. We are happy to tailor these sessions to your particular needs or respond to suggestions. **Please give at least one term's notice of the required date of the training.** The following topics are available at school-based sessions for governing bodies, whether alone or in partnership.

Admission policy review Appraisal Curriculum - the governors' role Exclusion procedures Governors' monitoring role Governing Body effectiveness Interviewing techniques for appointing staff Mission statements and aims - review Ofsted and governance Managing Personnel Procedures Religious Education Collective Worship	Roles and responsibilities of governing bodies School improvement planning School building development process – How it works in VA schools Statutory Inspection of Anglican and Methodist Schools (SIAMS) Self-evaluation: distinctiveness of Church of England schools Self-evaluation and Ofsted Setting up a Faith Group Staff recruitment and selection process Teaching and learning for governors
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THE COST

Diocesan Training	<p>Through their subscription to the Partnership Agreement, schools have already paid for full access to as many training sessions as they would like to attend. *</p> <p>Schools outside the Partnership Agreement:</p> <table data-bbox="534 387 1469 465"> <tr> <td>Whole day</td> <td>£150.00</td> <td>3 hours</td> <td>£95.00</td> </tr> <tr> <td>2½ hours</td> <td>£ 80.00</td> <td>2 hours</td> <td>£65.00</td> </tr> </table>	Whole day	£150.00	3 hours	£95.00	2½ hours	£ 80.00	2 hours	£65.00
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2½ hours	£ 80.00	2 hours	£65.00						
School-based Training	<p>£120 per hour (schools in the Partnership Agreement) £180 per hour (for other schools)</p>								

* Any additional courses offered that are commissioned externally, will be charged at cost, to maximise the SDBE offer and minimise costs to schools.

HOW TO APPLY

Book courses via our website: <https://education.southwark.anglican.org/>.

A leaflet with instructions on how to make a booking is available here:

<https://education.southwark.anglican.org/4600/training-courses>.

An email will be sent to delegates in advance of the training with further information about the training, in most instances this will be a week prior to the training date.

NB:

Please ensure that the participant's name and email address is used when completing a booking. If you are booking on behalf of someone else please inform us of the participant's name and email address. This will enable us to distribute pre-course materials and information to the correct person.

When attending a training on Zoom, please ensure that you change your display name to show your first name and surname so that we can guarantee that our records will accurately reflect your attendance at the training.

If you require any assistance with your booking please contact Elisabeth Sparkes – elisabeth.sparkes@southwark.anglican.org.

COVID-19

We may have to make changes to how we carry out our courses. This information will be provided on our website at <https://education.southwark.anglican.org/>.



The SDBE has a commitment to becoming an Eco Board of Education, as such we ask you to follow the recycling protocol, use your own refillable cups and avoid bringing in takeaway cups that we cannot recycle.



Thank you

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SDBE GOVERNOR TRAINING PROGRAMME 2021/2022

Chronological Outline

Date	Title	Time	Page
AUTUMN TERM			
27 September 2021	The Role of Governors in Headteacher Appraisals Zoom	18.30 - 20.30	8
29 September 2021	Safeguarding for the Governing Body Zoom	18.30 - 20.30	8
07 October 2021	OFSTED – The Governors’ Role Zoom	18.30 - 20.30	9
11 October 2021	Induction for New Governors Zoom	18.30 - 20.30	9
13 October 2021	The Role of the Governing Body within School Sustainability Zoom	18.30 - 20.30	10
19 October 2021	An Overview of Curriculum and Assessment for Primary and Secondary Schools Zoom	18.30 - 20.30	10
09 November 2021	Help, I’m the New RE Link Governor! Union Street	18.30 - 20.30	11
23 November 2021	Self-evaluation and Inspection Union Street	18.30 - 20.30	11
1 December 2021	Secondary School Governance: Hot Topic Union Street	18.30 - 20.30	12
SPRING TERM			
NB: Venue - all courses will be held at Union Street, unless otherwise specified below.			
12 January 2022	Clerking in a Church of England School	18.30 - 20.30	13
19 January 2022	What is a ‘Critical Friend’?	18.30 - 20.30	13
26 January 2022	School Visits – Understanding the Governors’ Role	18.30 - 20.30	14
31 January 2022	Statutory Inspection of Anglican and Methodist Schools (SIAMS) – An Introduction for Governors	18.30 - 20.30	14
03 February 2022	Induction for New Governors	18.30 - 20.30	9
21 February 2022	The Role of Governors in Grievance, Dismissal and Appeal Hearings	18.30 - 20.30	12
23 February 2022	The Role of the Chair and Vice-chair of Governors	18.00 - 20.30	15
23 March 2022	Diocesan RE Link Governors’ Annual Briefing and Training	18.30 - 20.30	15

29 March 2022	Safeguarding for the Governing Body <i>(repeat session)</i>	18.30 - 20.30	8
SUMMER TERM			
21 April 2022	Schools Buildings – The Governor’s Role	18.30 - 20.30	16
27 April 2022	Clerking Employee Hearings Briefing	18.30 - 20.30	16
11 May 2022	Admissions in Church of England Schools	18.30 - 20.30	16
15 June 2022	Induction for New Governors	18.30 - 20.30	9
29 June 2022	Handling Complaints in Schools	18.30 - 20.30	17

BISHOP'S CERTIFICATE

Bishop's Certificate in Church School Governance 2021/22

In addition to the Diocesan and school-based training sessions, the Board offers the Bishop's Certificate; this course comprises eleven modules on key issues affecting Church of England schools. Governing bodies wishing to participate must sign up for the entire course and must send at least two governors on every module in order to receive the certificate at the end of the year.

Please find below the dates of the modules. If you would like your governing body to participate please contact Elisabeth Sparkes (elisabeth.sparkes@southwark.anglican.org) to obtain an application form alongside further details of each of the modules.

Cost: £480.00

Venue: SDBE's offices at 48 Union Street, London, SE1 ITD or Zoom

Time: 18.30 - 20.30

Please Note: In addition to the required registration of two governors, it may be possible for additional governors to attend (up to a maximum of 4 per school), subject to availability. These places will be allocated on a first come first serve basis.

Module 1	Nature, purpose and ethos of church schools	12 October 2021
Module 2	Admissions policies	03 November 2021
Module 3	Self-evaluation and inspection	08 December 2021
Module 4	The Curriculum	09 February 2022
Module 5	Teaching, Learning and Achievement within the Quality of Education	09 March 2022
Module 6	Effective Governance of church schools	20 April 2022
Module 7	Religious Education	17 May 2022
Module 8	Collective Worship	25 May 2022
Module 9	School Buildings – Governors' responsibilities	08 June 2022
Module 10	Recruitment and Selection	06 July 2022
Module 11	Personnel procedures	12 July 2022 <i>Please note new training date.</i>

GOVERNOR TRAINING

The Role of Governors in Headteacher Appraisals

Date: 27 September 2021

Time: 18.30 - 20.30

Target Group: Governors

Tutors: Education Adviser and Julie Richardson, Human Resources Manager

This session will focus on the statutory appraisal regulations for headteacher appraisal. It will cover the:

- Timetable
- Legal duties of governors
- Role of the external adviser
- Involvement of governors in conducting the performance review of the headteacher

It would be helpful if you can bring your school appraisal policy to the session.

Safeguarding for the Governing Body

Date: 29 September 2021

Time: 18.30 – 20.30

29 March 2022 (*repeat session*)

Time: 18.30 – 20.30

Target Group: Governors

Tutor: Education Adviser

Keeping children and young people safe is central to the work of both the SDBE and schools. The SDBE has developed a half-day training session supporting colleagues to secure a culture of vigilance, to evaluate and where appropriate, strengthen their processes for safeguarding children and young people. Although the Department for Education (DfE) is responsible for setting the statutory guidance in relation to 'Keeping Children Safe in Education', it is Ofsted who make a judgement on the effectiveness and culture of safeguarding within a school setting. An 'ineffective' safeguarding judgement during an inspection has a significant impact on the overall effectiveness judgement for a school even where other areas, such as teaching, learning and assessment may be strong.

This two hour course is designed to support governors in ensuring that safeguarding is effective within schools.

This course will include the following key elements:

- The centrality of developing a safeguarding culture within schools
- The current statutory DfE requirements in relation to 'Keeping Children Safe in Education'
- Information on how inspectors gather evidence of the effectiveness and culture of safeguarding during inspections
- The role of the governing body in ensuring statutory requirements are fully met
- The Single Central Record (SCR)
- Safer Recruitment processes

OFSTED – The Governors’ Role

Date: 7 October 2021

Time: 18.30 - 20.30

Target Group: Governors who will be interviewed by Ofsted inspectors

Tutor: Education Adviser

This session will give governors the opportunity to explore the current Ofsted inspection framework and their role in leadership and management.

Part of the session will involve governors working in small groups to explore themes from E.I F.

Induction for New Governors

Dates 11 October 2021

Time: 18.30 – 20.30

03 February 2022

Time: 18.30 – 20.30

15 June 2022

Time: 18.30 - 20.30

Target Group: New Governors

Tutors: Leo Morrell, Governance, Admissions and Development Adviser

This session aims to provide information about the nature of Church schools for new governors.

The training will equip participants with the skills and knowledge that will assist them in making an effective contribution to meetings and will provide them with strategies for getting to know their school.

The Role of the Governing Body within School Sustainability

Date: 20 January 2022

Time: 18.30 -20.30

Target Group: Chairs of Governors, Chairs of Committees, Financial committee members

Tutors: Roz Cordner, Diocesan Director of Education, Marcus Cooper, Assistant Diocesan Director of Education and the Education Advisers

With the ever-increasing demands on school resources and with many schools facing falling rolls the involvement of governing bodies in the long-term sustainability of their schools is vital. This course will provide governors with a range of national and local information alongside SDBE case-studies to explore a range of effective strategies.

This course aims to;

- Provide the context of the changing educational landscape in relation to school funding and long-term sustainability
- Explore the use of national and local benchmarking and school-level financial information to inform decision making
- Empower governors to work effectively with senior leaders in exploring options in relation to long-term sustainability
- Provide an understanding of the range of school organisation models available

An Overview of Curriculum and Assessment for Primary and Secondary Schools

Date: 19 October 2021

Time: 18.30 - 20.30

Target Group: Governors

Tutors: Education Adviser and Rachael Norman, Secondary Adviser

This session will provide governors with an overview of the primary and secondary curriculum and assessment arrangements.

Governors will be informed of the statutory and non-statutory requirements and will have the opportunity to discuss different curriculum models.

The session will provide guidance on the governing body's role in ensuring a broad, balanced and effective curriculum is delivered within the school.

Governors will have a clear understanding of the end of Key Stage assessment arrangements for each phase. This session will include a focus on how the outcomes of these assessments can be used to inform school self-evaluation and improvement.

Help, I'm The New RE Link Governor!

Date: 9 November 2021

Time: 18.30 – 20.30

Target Group: New RE Link Governors

Tutor: Shaun Burns, Primary Religious Education, Worship and Spiritual, Moral, Social and Cultural Development Adviser & Fiona Foreman, Secondary Religious Education Adviser

The RE Link Governor is a key person in the school, providing a bridge between the RE Subject Leader and the rest of the school's Governing Body. Along with the RE Subject Leader and the Headteacher they are responsible and accountable strategically for the school's provision of Religious Education (RE).

This training will introduce new RE Link Governors of diocesan Church of England Schools to their special role and equip them to be able to carry it out effectively.

The training will include: -

- The role of an RE Link Governor;
 - SDBE Policy on RE and The RE Statement of Entitlement from The Church of England;
 - The distinctive nature of RE;
 - RE's unique contribution to wider school life and the school's Christian distinctiveness;
 - Resources that can support RE Link Governors of diocesan Church of England schools in their role.
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Self-evaluation and Inspection

Date: 23 November 2021

Time: 18.30 – 20.30

Target Group: Governors and Headteachers

Tutor: Education Adviser

This training will give an overview of the purpose of self evaluation for school improvement, and the range of evidence that schools may wish to consider having in place in order to self-evaluate effectively. There will be practical guidance on how governors can support self-evaluation and monitoring in their schools.

The session will include information on the Statutory Inspection of Anglican and Methodist Schools (SIAMS) Schedule and the Education Inspection Framework. (E.I.F)

Participants should bring a copy of their school's latest self-evaluation form to the session.

Copies of the SIAMS schedule and E.I.F will be available.

The Role of Governors in Grievance, Dismissal and Appeal Hearings

Date 21 February 2021

Time: 18.30 – 20.30

Target Group: Governors dealing with grievance, dismissal and appeal hearings

Tutor: Julie Richardson, Human Resources Adviser

This session aims to provide information about the legal responsibilities governors have as employers of staff in Church schools in relation to grievance and discipline, dismissals and appeals and to look at the policies and procedures which need to be in place to enable governors to deal with such matters in a fair, consistent and objective way.

It will explore the role of governors in handling issues and in particular their participation in hearings and equip participants with the skills and knowledge to assist them to carry out their duties effectively.

Participants will receive an information pack and should come prepared to participate; there will be plenty of opportunities to ask questions.

Secondary School Governance: Hot Topic

Date: 1 December 2021

Time: 18.30 - 20.30

Target Group: Secondary school governors

Tutor: Rachael Norman, Secondary Adviser

This session will be a seminar style discussion on a topic specifically related to governing a secondary school and an opportunity to learn and share good practice and resources.

Feedback from this session will inform our future topics.

Clerking in a Church of England School

Date: 12 January 2022

Time: 18:30-20:30

Target Group: Clerks of voluntary aided schools and academies

Tutor: Leo Morrell, Governance, Admissions and Development Adviser

Whilst many of the same duties and responsibilities of clerks apply in respect of all types of school, clerks in diocesan schools need to be aware of how the school's religious character makes some of the processes around our schools distinctive. This course is designed not to give a general overview of clerking, but to enhance understanding about aspects specific to working in a Church of England school.

This course will also enable clerks to understand the Board of Education's legal role as the Diocesan authority, and the school processes that require the Board's consultation or explicit authorisation.

This course will include the following key elements:

- Examination of schools' instruments of government or schemes of delegation
 - Governor appointments via both the Board of Education and other foundation appointing bodies
 - Processes requiring Board consultation or approval
 - Terms of reference and committee structure
 - The role of the Diocese in the school's complaints procedure
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What is a 'Critical Friend'?

Date: 19 January 2022

Time: 18.30 -20.30

Target Group: Governors

Tutor: Education Adviser

This course will explore the role of the governing body in monitoring, challenging and supporting the work of the school.

- How the critical friend's role fits within other governors' roles
- Effective strategies in being challenging yet supportive
- A comprehensive understanding of the different sources of information available to governors

The role of the governing body within the Ofsted framework; asking questions and making judgements to support the school's self-evaluation.

Outcomes:

- To appreciate the importance of being supportive but challenging and to feel confident in this role
- To understand the critical friend role and its impact on the school's self-evaluation
- To be aware of the range of information and data available

School Visits – Understanding the Governors’ Role

Date: 26 January 2022

Time: 18.30 - 20.30

Target Group: Governors

Tutor: Leo Morrell, Governance, Admissions and Development Adviser

Governors undertake important responsibilities and in order to do so effectively they need to understand the context in which their school operates. Visits during working hours are vital in enabling governors to understand their school. This workshop session will enable governors to carry out effective school visits and provide practical examples of how to conduct a visit including how to:

- Prepare for a visit
- Focus a visit to a classroom
- Report back on a visit

This session will also assist governors in providing evidence to Ofsted that they understand the need to monitor what is happening in their school and have a clear understanding of their role in supporting and challenging the school to improve.

Statutory Inspection of Anglican and Methodist Schools (SIAMS) – An Introduction for Governors

Date: 31 January 2022

Time: 18.30 - 20.30

Target Group: New governors and those governors who wish to bring their knowledge up-to-date

Tutors: Shaun Burns, Primary Religious Education, Worship and Spiritual, Moral, Social and Cultural Development Adviser & Fiona Foreman, Secondary Religious Education Adviser

This session outlines the SIAMS process and how a school needs to prepare for a SIAMS inspection.

It will include information on:

- The purpose and focus of a SIAMS inspection
- The way in which the inspection is conducted
- The school self-evaluation process which accompanies the SIAMS inspection
- The role of governors in the process
- Sources of advice and support

The Role of the Chair and Vice-chair of Governors

Date: 23 February 2022

Time: 18.30 - 20.30

Target Group: Chairs & Vice-chairs of governors

Tutor: Leo Morrell, Governance, Admissions and Development Adviser

Chairs of governors play an important role in leading the governing body and vice-chairs also carry out an important function in assisting in leading the governing body and supporting the Chair. This session will:

- Examine the role of the Chair and vice-chair and relationships with the Headteacher
- Look at team work and training issues
- Examine Ofsted's expectations of the governing body
- Provide practical advice on agendas, committees and meetings
- Provide an opportunity to meet other new Chairs and vice-chairs of governors

Diocesan RE Link Governors' Annual Briefing and Training

Date: 23 March 2022

Time: 18.30 - 20.30

Target Group: Diocesan RE Link Governors

Tutors: Shaun Burns, Primary Religious Education, Worship and Spiritual, Moral, Social and Cultural Development Adviser & Fiona Foreman, Secondary Religious Education Adviser

The Diocesan RE Link Governor is a key person in the school, providing a bridge between the RE Subject Leader and the rest of the school's Governing Body. Along with the RE Subject Leader and the Headteacher they are responsible and accountable strategically for the school's provision of RE.

This annual briefing and training will support Diocesan RE Link Governors in their role.

The training will include:

- The latest developments in Religious Education and the Statutory Inspection of Anglican and Methodist Schools (SIAMS) within the diocese and the wider world and how these relate to the RE Diocesan Link Governor;
- RE's contribution to the school's Christian vision;
- The Diocesan RE Link Governor's role in the school's Faith Group;
- The Diocesan RE Link Governor's place in (SIAMS);
- The opportunity to look in depth at an element/elements of being a Diocesan RE Link Governor;
- Latest resources that can support Diocesan RE Link Governors in their role;
- The chance to meet and network with other Diocesan RE Link Governors;
- The chance to ask questions from being a Diocesan RE Link Governor.

School Buildings – The Governor’s Role

Date: 21 April 2022

Time: 18.30 – 20.30

Target Group: Governors who are on the School’s Premises Committee

Tutor: Paul Forrest, Buildings and Capital Programmes Manager

This session aims to focus on:

- The respective roles of the governors, their professional consultants, the Diocesan Board, Local Authority and DfE in building maintenance and development
- Procedures for ensuring satisfactory completion of a building project
- Your leadership role, with regards to sustainability, waste and energy management

Clerking Employee Hearings Briefing

Date: 27 April 2022

Time: 18.30 - 20.30

Target Group: Clerks and Governors regularly involved in chairing HR panels

Tutor: Julie Richardson, Human Resources Adviser

The programme covers; the legislative requirements, protocols, guidance and policies that determine the way in which hearings should be prepared, managed and recorded.

In addition delegates will have the opportunity to explore the specific roles and responsibilities of each of the various parties involved in such hearings and, to confidentially share good practice and/or lessons learned through their lived experiences.

Admissions in Church of England Schools

Date: 11 May 2022

Time: 18.30 – 20.30

Target Group: Governors

Tutor: Leo Morrell, Governance, Admissions and Development Adviser

This session will examine the issues surrounding a review of the school’s admission policy.

The following will be covered:

- Timescales for consultation
- Key components of admission policies
- Clear, fair and objective admission criteria
- Definitions

The session will provide practical examples and enable governors to understand the implications of changing criteria. It will emphasise the need for clarity and transparency in admissions arrangements.

Handling Complaints in Schools

Date: 29 June 2022

Time: 18.30 - 20.30

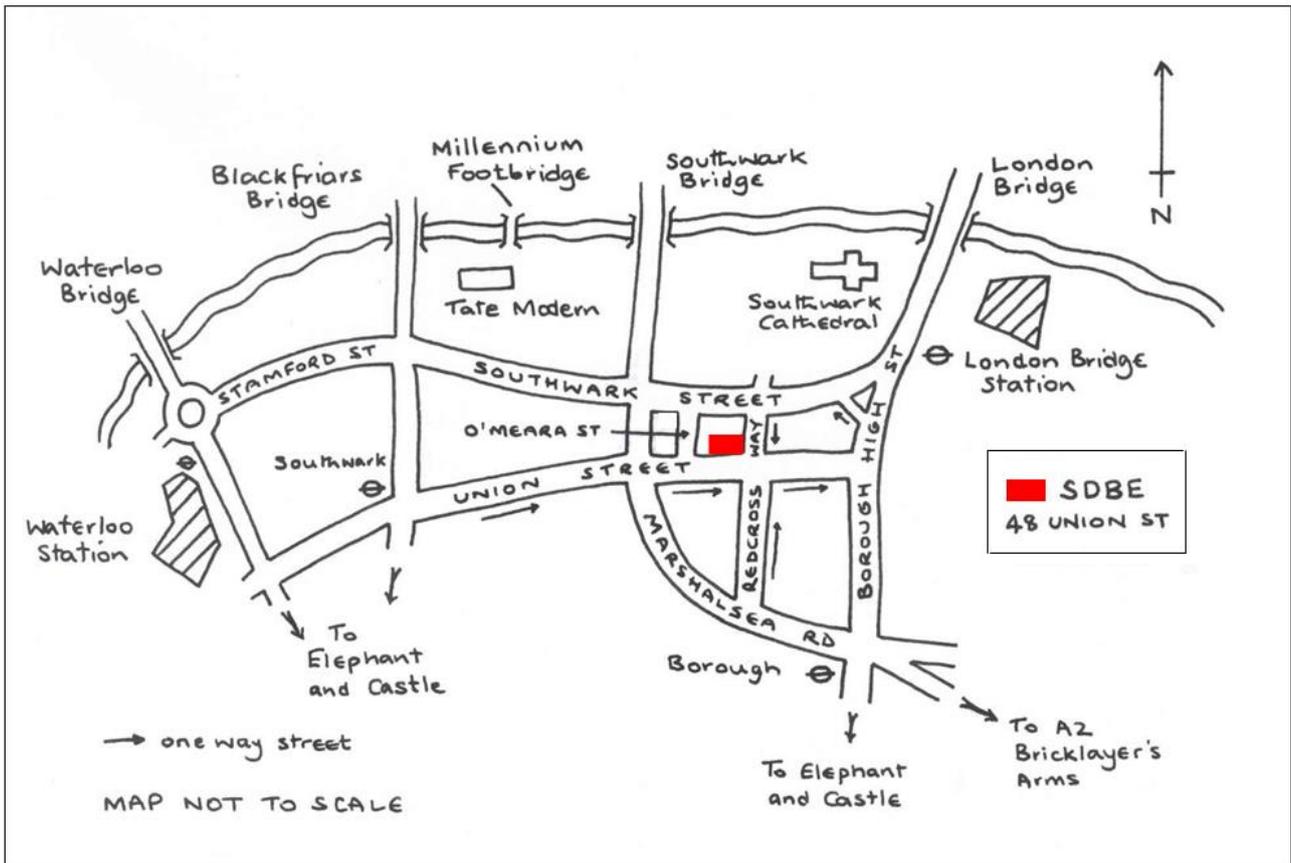
Target Group: Headteachers, Chairs of governors and other governors involved in the complaints process

Tutor: Education Adviser

Relationships in Church schools are founded on Christian values of love and forgiveness and it is all the harder when things go wrong. Schools will receive complaints from time to time and this session will provide governors and headteachers with the skills to handle complaints effectively. There will be information on the various stages in the complaints procedure with reference to Diocesan and DfE guidance.

We will examine the roles of headteachers and governors and look at case studies giving practical examples both of the pitfalls to avoid and good practice in handling complaints.

TRAVEL INFORMATION



For up to date information about Safe Travel please check TFL's website:
<https://tfl.gov.uk/campaign/safer-travel-guidance?intcmp=63123>

Walking

The SDBE is centrally situated, and is accessible via a short walk from various stations, landmarks and the River Thames.

Suggested app to find walking routes:
<https://citymapper.com/london>

Public Transport

London Bridge – 10 minute walk
 London Bridge Station – Jubilee and Northern Line
 Waterloo – 20 minute walk
 Borough – Northern Line a 5 minutes walk

Cycling

There are cycle racks available.

**Southwark Diocesan
 Board of Education
 48 Union Street
 London SE1 1TD
 Tel: 020 7234 9200**

Approaching by car

The Board's offices are in the congestion charge zone which operates from 7.00 am to 10.00 pm (Monday to Friday - £15.00 charge per day). There is limited parking, but it is sometimes possible to reserve a parking space in our car park by telephoning the office (020 7234 9200).

On-street parking bays on Union Street are for residents only from 8.00 am to 8.00 pm every day, but there are single yellow lines.

NB: Union Street is one-way (west to east): there is no access to Union Street from Borough High Street, all traffic must approach from Marshalsea Road, or from Southwark Street, via O'Meara Street.



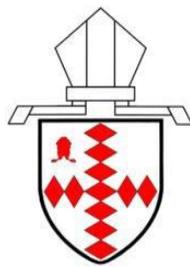
SDBE/SDBE MAT STAFF LIST AND DIRECT DIAL TELEPHONE NUMBERS

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