

Learn Sheffield Governance Development Offer 2016-2017

Learn Sheffield will co-ordinate governance training and development from September 2016, having been commissioned by Sheffield City Council. The offer contained in this booklet spans four terms, through to the end of the 2016/17 school year. It has been developed by consulting with school governors, trustees and directors. This has happened through the survey carried out in the spring of 2016 by the Sheffield City Council Governor Support team and through direct discussions with governance representatives.

We believe that this package offers both excellent value for money and a comprehensive range of high quality opportunities for each governing body or board to tailor to their specific needs. The offer will be delivered by a wide range of quality assured providers including, amongst others, Teaching Schools, National Leaders of Governance, Universities and Learn Sheffield's own team. It constitutes an offer by the city to the city, and is an excellent example of Sheffield's school led system at work.

Cost/How to Subscribe

There are three ways to purchase the Learn Sheffield Governance Development package:

Subscription directly through Learn Sheffield

Schools who subscribe directly with Learn Sheffield will have access to everything in this booklet apart from the 'Consultancy Offer', which has bespoke pricing.

Cost - £500

Subscription to the Sheffield City Council Governor Training Offer

Schools who have signed up to the training package using this system will have access to everything in this booklet apart from the 'Consultancy Offer', which has bespoke pricing.

Cost - £500

Pay-as-you-go bespoke purchasing of specific activities

Schools who 'pay-as-you-go' will pay a bespoke prices for each activity that they choose from this booklet.

Cost – Bespoke

To subscribe or to find out more...
Call Learn Sheffield on **0114 250 7417** or email
us at governance@learnsheffield.co.uk

Governance Development Offer



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LS Communications

- ✓ Regular letters and newsletters will be emailed out from the Governance Support team (Sheffield City Council) and Learn Sheffield, sometimes distributed via schools.
- ✓ Following (@learnsheffield & @SheffGovernance) on Twitter will keep governors, trustees & directors up to date with all the latest information from Learn Sheffield. Look out for #SheffieldGovernance
- ✓ Termly Governor Briefings will be recorded and be available to watch online via the Learn Sheffield website. Look out too for 'Learn Sheffield Short Clips' of information on the website.

Induction Training

The programme of training sessions below is aimed at new governors. There are four cohorts planned, two in the autumn term and one each in the spring and summer terms, but more may be added if there is sufficient additional demand.

This programme is provided in partnership with Learners First Schools Partnership, which builds on the successful partnership established in 2015-16. Learners First will offer the same programme as part of their Governor Development Offer, which some Sheffield schools access via the Learners First Subscription Offer. This will also provide some opportunities for colleagues to access alternative sessions or groups when the cohorts mentioned below are not suitable.

The programme is relevant for governors from all phases and settings and is organised into the four core sessions below. The programme aims to support new governors to better understand:

- The role of governing bodies and why they exist
- How to be an effective member of a governing body
- The key roles and responsibilities of governing bodies in contributing to school improvement
- The different and complementary roles of the headteacher and the governing body
- Roles of different stakeholders and their relationship with the governing body

Cohort One (Autumn 2016) & Cohort Two (Autumn 2016)

- Session 1 - Moral Purpose
- Session 2 - Strategic Leadership
- Session 3 - Accountability
- Session 4 - The role of governors as a critical friend

Induction for New Governors Programme			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Learn Sheffield Training & Development Hub	20th Sept 16, 6.00-8.00pm	Mansel Primary School Hub Building	9th Nov 16, 6.00-8.00pm
	27th Sept 16, 6.00-8.00pm		16th Nov 16, 6.00-8.00pm
	4th Oct 16, 6.00-8.00pm		23rd Nov 16, 6.00-8.00pm
	11th Oct 16, 6.00-8.00pm		30th Nov 16, 6.00-8.00pm
Cohort Three		Cohort Four	
Venue	Date/Time	Venue	Date/Time
tbc	8th Mar 17, 6.00-8.00pm	tbc	15th Jun 17, 6.00-8.00pm
	15th Mar 17, 6.00-8.00pm		22nd Jun 17, 6.00-8.00pm
	22nd Mar 17, 6.00-8.00pm		29th Jun 17, 6.00-8.00pm
	29th Mar 17, 6.00-8.00pm		6th Jul 17, 6.00-8.00pm

Development Training

A programme of training sessions designed to develop governors. This programme will not vary much from year to year, to allow governing bodies to plan their training into the future and meet the development needs of their governing body. The training will be spread throughout the school year, with sessions run as either twilights or on a Saturday morning. Most training will have more than one cohort each year.

- Appraisal / Performance Management for HTs & Principals
 - Chair & Vice Chair Development
(Session 1 – Theory & Case Study / Session 2 – Reflection & Local/National Context)
 - Governing Body Self-Evaluation
(Session 1 – Purpose & Materials / Session 2 – Analysis & Target Setting)
 - Understanding School Data (Primary / Secondary / Special versions)
(Session 1 – National Data / Session 2 – School In-Year Data)
 - The Achievement of Vulnerable & Disadvantaged Learners
(Session 1 – Pupil Premium / Session 2 – Vulnerable Learners & Groups)
 - Ofsted – Governing Body Preparation
 - Managing Your School Budget
(Session 1 – Finance for School Improvement / Session 2 - Financial Benchmarking)
 - Special Educational Needs & the SEND Code of Practice
 - Clerk to Governors Development
 - Governance System Leadership – Working Beyond Your School
- Cost (non-subscribing schools) – £50 per person per session

Appraisal / Performance Management for HTs & Principals			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Silverdale School	28th Sept 16, 5.00-6.30pm	Silverdale School	20th Jun 17, 5.00-6.30pm

Chairs & Vice Chair Development			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Notre Dame RC High School	5th Oct 16, 6.00-8.00pm	Notre Dame RC High School	17th May 17, 6.00-8.00pm
	9th Nov, 6.00-8.00pm		7th June 17, 6.00-8.00pm

Governing Body Self-Evaluation			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
St Thomas of Canterbury RC Primary School	16th Nov 16, 6.00-8.00pm	St Thomas of Canterbury RC Primary School	8th Mar 17, 6.00-8.00pm
	25th Jan 17, 6.00-8.00pm		14th June 17, 6.00-8.00pm

Understanding School Data (Primary)			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Learn Sheffield Training & Development Hub	28th Nov 16, 6.00-8.00pm	Learn Sheffield Training & Development Hub	26th June 17, 6.00-8.00pm
	5th Dec 16, 6.00-8.00pm		3rd July 17, 6.00-8.00pm

Understanding School Data (Secondary)			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Tapton School	4th Oct 16, 6.00-8.00pm	King Egbert School	11th May 17, 6.00-8.00pm
	8th Nov 16, 6.00-8.00pm		8th June 17, 6.00-8.00pm

Understanding School Data (Special)			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Seven Hills School	17th Nov 16, 6.00-8.00pm	Seven Hills School	4th May 17, 6.00-8.00pm

The Achievement of Vulnerable & Disadvantaged Learners			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
King Egbert School	7th Dec 16, 6.00-8.00pm	King Egbert School	27th Apr 17, 6.00-8.00pm
	25th Jan 17, 6.00-8.00pm		25th May 17, 6.00-8.00pm



Ofsted – Governing Body Preparation			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Learn Sheffield Training & Development Hub	15th Nov, 16 5.30-7.00pm	Learn Sheffield Training & Development Hub	13th Dec 16, 6.00-7.30pm
Cohort Three		Cohort Four	
Venue	Date/Time	Venue	Date/Time
Learn Sheffield Training & Development Hub	7th Feb 17, 5.30-7.00pm	Learn Sheffield Training & Development Hub	9th May 17, 6.00-7.30pm

Managing Your School Budget			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Silverdale School	29th Nov 16, 5.00-7.00pm	Silverdale School	20th June 17, 5.00-7.00pm
	7th Dec 16, 5.00-7.00pm		4th July 17, 5.00-7.00pm

Special Educational Needs & the SEND Code of Practice			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Talbot School	15th Nov 16, 6.00-8.00pm	Talbot School	23rd Mar 17, 6.00-8.00pm

Clerk to Governors Development			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
Notre Dame RC High School	15th Nov 16, 6.00-8.00pm	Notre Dame RC High School	5th July 17, 6.00-8.00pm

Governance System Leadership – Working Beyond Your School			
Cohort One		Cohort Two	
Venue	Date/Time	Venue	Date/Time
St Thomas of Canterbury RC Primary	7th Dec 16, 6.00-8.00pm	St Thomas of Canterbury RC Primary	17th Mar 17, 6.00-8.00pm



Leadership Seminars

This collection of 'hot topic' seminars will vary from year to year to address the latest issues and support governors in keeping up to date with developments in the education system. These sessions are designed to include more discussion between participants and will sometimes be preceded or followed by a 'think piece' to read or watch. Additional seminars may be added throughout the year.

Holding School Leaders to Account

Becoming an Academy

The Mastery Curriculum

Life After Levels Assessment in Primary

Life After Levels Assessment in Secondary

Life After Levels Assessment in Special

Readiness for Learning

Inclusive Education

Information Management Training

Self-Improving School Cultures

Managing Reducing Resources

Project Planning for School Improvement

Cost (non-subscribing schools) - £50 per person per session.

<i>Seminars</i>	<i>Venue</i>	<i>Date/Time</i>
Holding School Leaders to Account	St Thomas of Canterbury RC Primary	7th Feb 17, 6.00-8.00pm
Becoming an Academy	King Egbert School	9th Nov 16, 6.00-7.30pm
The Mastery Curriculum	Notre Dame RC High School	24th Jan 17, 6.00-8.00pm
Life After Levels Assessment in Primary	tbc	tbc
Life After Levels Assessment in Secondary	Notre Dame RC High School	15th Feb 17, 6.00-8.00pm
Life After Levels Assessment in Special	tbc	tbc
Readiness for Learning	Learn Sheffield Training & Development Hub	19th Nov 16, 10.00-12.00pm
Inclusive Education	tbc	tbc
Information Management Training	tbc	tbc
Self-Improving School Cultures	tbc	tbc
Managing Reducing Resources	Silverdale School	7th Feb 17, 5.00-7.00pm
Project Planning for School Improvement	Sheffield Institute of Education 6th Floor, Room 13	28th Nov 16, 6.30-8.30pm

Online Learning

All subscribers get access to GEL (Governors E-learning), which provides online training for governors, trustees, directors, school clerks and school leaders.

gel | Online Training for Governors, Clerks and School Leaders | Sign In | [Sign up](#)

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Did you know...?

All of our Learning Modules can now be accessed via mobile or tablet devices. [Click here to find out more.](#)

Welcome to GEL

Governor E-Learning (GEL) has been developed in partnership with Governance practitioners; its focus is on supporting Governors, Clerks and School Leaders to achieve 'Effective School Governance' that will drive school improvement to secure outcomes for children and young people.

Collaboration is key to the success of effective governance and is at the heart of how we work. GEL is the most used e-learning service nationally and we are proud to contribute to raising standards of governance across the country with a range of like minded organisations.

Learning Modules

Governance and Clerking learning modules enable users to explore specific topics and reflect on their learning by taking a learning review test at the end of each one. We offer a variety of over 41 fit for purpose learning modules and add to this resource bank as governance policy and practice changes. Existing modules are reviewed every quarter to ensure they remain accurate and relevant.

[Current Learning Modules](#)

Hot Topics

Hot Topics are written on a monthly basis and contain current governance and clerking issues that arise that our users need to be aware of in order to keep their knowledge and learning current. This service helps governors and clerks to prepare before meetings.

[View Hot Topics](#)

Policy Watch

Policy Watch is a monthly update service on policy and issues impacting on effective governance practice. Our team keeps a constant eye on what is changing and captures this for our users on a monthly basis.

[Latest Policy Watch](#)

www.gelregistration.co.uk

Information & Support

<http://www.learnsheffield.co.uk/ServicesToSchools/GovernanceTraining>

Email: governance@learnsheffield.co.uk Call: 0114 250 7417

Governance Conference

An annual conference for governors will be organised, which will have a theme and not include the kind of content that would be found in a briefing. The purpose of the conference is to inspire and motivate governors to reflect on their own schools and the wider educational community. Each subscribing school will receive one ticket for this event as part of their subscription and have the opportunity to purchase a second ticket at a reduced rate of £50. The remaining tickets will cost £125 and will be available on general sale. Lunch and refreshments are included as part of the conference ticket.

Early details of the 2017 Sheffield Governance Conference are below.

Sheffield Governance Conference
Saturday 4th March 2017

‘Ready for Life’

What role should school governance play in ensuring that children and young people are ready for learning, the next stage in education and adult life in a cohesive community and successful economy?

Sheffield Institute of Education
(Sheffield Hallam University, Charles Street Building, Sheffield, S1 2ND)

Programme

9.30	Registration & Refreshments
10.00	Opening Remarks
10.15	Sheffield Showcases
10.45	Key Note Speaker
11.30	Sheffield Showcases
12.00	‘Bag lunch’ & Refreshments available
12.45	Sheffield City Region
1.15	Key Note Speaker
2.00	Key Note Speaker
2.45	Closing Remarks

Free Events

The events below will be free and open to all Sheffield Governors, whether their school has subscribed to the package, purchased bespoke packages or not.

Briefings

Regular briefing sessions, which are free to all governors, are designed to keep governors up to speed. This will include termly briefings, which share the key issues that governors need to be aware of and will be filmed so that governors who cannot attend in person can still access the content.

We are also introducing a briefing for each locality, which will summarise the key local priorities. These will also be open to any governors in the locality without cost.

Other content will be developed and made available for all governors to access, including 'short clips for school leaders' which will be hosted on the same part of the Learn Sheffield website. When appropriate additional bespoke briefings will be added, in the same way that the Prevent briefings were in 2015/16. These will generally either be free or at a nominal additional cost.

<i>Workshop</i>	<i>Venue</i>	<i>Date/Time</i>
Autumn Term Governance Briefing	Sheffield Institute of Education	8th Nov 16, 6.30-8.30pm
Spring Term Governance Briefing	Sheffield Institute of Education	9th Mar 17, 6.30-8.30pm
Summer Term Governance Briefing	Sheffield Institute of Education	24th May 17, 6.30-8.30pm
Locality A Partnership Briefing	Southey Green Primary School	1st Dec 16, 6.00-7.30pm
Locality B Partnership Briefing	Owler Brook Primary School	8th Nov 16, 5.00-6.00pm
Locality C Partnership Briefing	Park Academy	29th Nov 16, 5.30-7.00pm
Locality D Partnership Briefing	Birley Community College	9th Nov 16, 6.30-7.45pm
	Emmanuel Junior School	17th Nov 16, 6.30-7.45pm
Locality E Partnership Briefing	Woodseats Primary School	29th Nov 16, 6.00-7.00pm
Locality F Partnership Briefing	Lowfield Primary School	21st Nov 16, 6.00-7.00pm
Locality G Partnership Briefing	Stocksbridge Junior School	30th Nov 16, 6.00-7.00pm

Safeguarding Training

We have not included safeguarding training elsewhere in this offer because we would want all Sheffield Governors to access their safeguarding training through the Sheffield Safeguarding Children's Board. This ensures that, in this critical area, there is consistency of message and procedure across the city.

A summary of the available training for Sheffield governors, directors and trustees is below, along with the link to the Sheffield Safeguarding Children's Board website for up to date information.

Safeguarding Governors Training

This training is required for all Safeguarding Governors but is also useful for other members of the Governing Body. It is not the same as the 'whole-school' Basic Safeguarding Children in Education Training, although Governors are welcome to attend this within their school.

The session is delivered by the Sheffield Safeguarding Children Service and will look at:

- Definitions of safeguarding children & young people
- Role of the Governing Body
- Safeguarding policies and procedures in schools
- Safer schools
- Local and national guidance
- Identifying safeguarding support in Sheffield
- Requirements for staff safeguarding training
- Remedying 'deficiencies and weaknesses'
- Ofsted Inspections
- The Head Teacher's Annual Report to Governors
- Safer recruitment
- Allegations against staff

Training dates so far for the academic year 2016 - 17

<i>Training Date</i>	<i>Time</i>	<i>Venue</i>
Wed 5th Oct 16	5.00-8.00pm	Hinde House Secondary Phase, Shiregreen Lane, S5 6AG
Tue 8th Nov 16	5.00-8.00pm	Valley Park Community Primary School, Norton Avenue, S14 1SL
Thur 26th Jan 17	10.00-1.00pm	Committee Room 3, Town Hall, Pinstone Street, S1 1UL
Wed 22nd Mar 17	5.00-8.00pm	Yewlands Academy, Creswick Lane, Grenoside S35 8NN
Wed 26th Apr 17	5.00-8.00pm	Stocksbridge High School, Shayhouse Lane, S36 1FD
Mon 19th Jun 17	5.00-8.00pm	Stannington Infant School, Stannington Rd, S6 6AN

To apply for a training place, please contact the Sheffield Safeguarding Children Service
Tel: 0114 2734530 or email: safeguardingchildrentraining@sheffield.gov.uk.

Support from NLGs (*National Leaders of Governance*)

Schools should also be aware that, as part of their designation arrangements, National Leaders of Governance (NLGs) offer skills and experience to support other chairs of governors to improve performance in their school or academy.

Information about Sheffield's NLGs can be found on our website, including 'pen portraits', and you can make contact with them via their generic email address: sheffieldnlgs@gmail.com

Consultancy

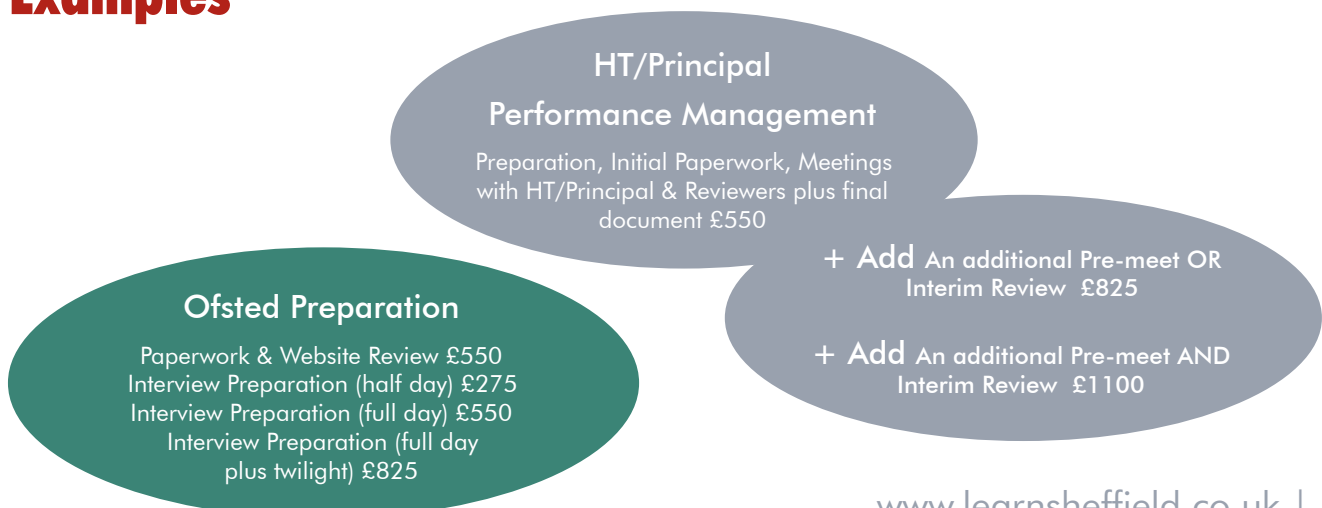
A range of options designed to develop exactly the review and development activity that the governing body requires. The costs shown are typical but a final price can't be given until all of the details, including who will provide the training or consultancy, are confirmed with the school. The 'Review of Governance' and 'HT Performance Management/Appraisal' are also available through the Learn Sheffield School Improvement Offer.

Examples of Consultancy Activity

- o Review of Governance
- o HT/Principal Performance Management / Appraisal
- o Ofsted Preparation
- o Bespoke Training Session
- o Consultancy Session
- o Succession Planning
- o Support for Chairs Package ... mentorship package or 1:1 consultancy session
- o Support for Clerks Package ... mentorship package or bespoke training packages


Cost (all schools) – Contact Learn Sheffield for a bespoke price (typical pricing for bespoke consultancy - £300 half day/ twilight & £500 full day)


Examples



Venues

The following venues may be used for the activities in this package. We hope that the information below makes your attendance at one of our activities straight forward and easy to plan.

	Sheffield Institute of Education		
	Address	Parking	Public Transport
	Charles Street, Sheffield, S1 2ND	Car parking is available at the nearby Eyre Street car park or Q Park Street parking is also available	Tram – Blue & Yellow
https://www.shu.ac.uk/about-us/academic-departments/institute-of-education			

Learn Sheffield Training & Development Hub			
Address	Parking	Public Transport	
Lees Hall Road Sheffield S8 9JP	The venue has a car park with additional overflow parking at Newfield/Talbot School	Bus – First 18/20	
www.learnsheffield.co.uk			

Other Venues

Name	Address	Website	Public Transport
Malin Bridge Primary School	Dykes Lane, Sheffield, S6 4RH	www.malinbridgeprimary.co.uk	Tram - Blue Bus – First 81/82 TM Travel 61
Mansel Primary School	Chaucer Road, Sheffield, S5 9QN	www.mansel.sheffield.sch.uk	Bus – First 8/20 Stagecoach 86
Wybourn Primary School	Manor Oaks Road, Sheffield, S2 5ED	www.wybournlearning.com	Tram – Yellow Bus – First 24/56
Brunswick Primary School	Station Road, Woodhouse, Sheffield, S13 7RB	www.brunswickprimaryschool.co.uk	Bus – First 52a/X5 TM Travel 30

Other Venues (cont)

<i>Name</i>	<i>Address</i>	<i>Website</i>	<i>Public Transport</i>
Pye Bank Primary School	Andover Street, Sheffield, S3 9EF	www.pyebank.sheffield.sch.uk	Bus – First 3/35 Stagecoach 88
Bradway Primary School	Bradway Drive, Sheffield, S17 4PD	www.bradwayprimary.co.uk	Bus – Stagecoach 25
Dobcroft Infant School	Pingle Road, Sheffield, S7 2LN	www.dobcroft-inf.sheffield.sch.uk	Bus – First 97/98 TM Travel 218
Silverdale Secondary	Bents Crescent, Sheffield, S11 9QH	www.silverdale.sheffield.sch.uk	Bus – First 81/83 TM Travel 4
Notre Dame Secondary	Fulwood Road, Sheffield, S10 3BT	www.notredame-high.co.uk	Bus – First 120 Stagecoach 120
Talbot Specialist School	Lees Hall Road, Sheffield, S8 9JP	www.talbotlearningcommunity.org.uk	Bus – First 18/20
The Rowan	4 Durvale Court, Sheffield, S17 3PT	www.rowanschool.co.uk	Bus – First 97/98 TM Travel 218
King Egbert Secondary School	Totley Brook Road, Sheffield, S17 3QU	www.ecgbert.sheffield.sch.uk	Bus – First 97/98 TM Travel 218
Tapton Secondary School	Darwin Lane, Sheffield, S10 5RG	www.taptonschool.co.uk	Bus – First 51/120
Seven Hills School	Granville Road, Sheffield, S2 2RJ	www.sevenhillslearning.co.uk	Tram – Blue Bus – First 8 Stagecoach 50

Booking Places

To book a place on any of the sessions please place your booking via Eventbrite or from the Learn Sheffield website (www.learnsheffield.co.uk/ServicesToSchools/GovernanceTraining).

Information can also be accessed via the Learn Sheffield, by phone (0114 250 7417) or by email (governance@learnsheffield.co.uk).

Quality Assurance

Learn Sheffield will put in place a robust quality assurance programme for the Governance Training Offer. This will include analysis of feedback from participants, sharing and scrutiny of materials/resources and a programme of QA visits to sample sessions.

Who will deliver this Governance Training Package?



National Leaders of Governance



Find out more about Learn Sheffield?

Contact us to find out more.

By Phone: 0114 250 7417

By Email: enquiries@learnsheffield.co.uk

In Person: Learn Sheffield,
Training and Development Hub,
Lees Hall Road,
Sheffield, S8 9JP

Online: www.learnsheffield.co.uk

Follow us:  @learnsheffield  [learnsheffield](https://www.facebook.com/learnsheffield)



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