

# Governor Training and Support Services Programme

2011 / 2012





## Welcome

Dear Colleague,

I would like to welcome you to the start of the school year 2011/12 and introduce this year's Governor Training Programme, which gives you information on the training, support services and developmental activities provided by Wakefield's School Governor Services.

The programme includes courses relevant for new governors, those on committees, and governors who may have an interest in a particular area to help you in fulfilling your roles.

Additional courses will also be arranged through the year, as necessary, and governors will be informed of these via the termly report to governing bodies on training and development.

The main theme of this year's Governors' Conference will be around community engagement and managing schools in times of financial stringency. The conference and programme will also reflect aspects of the government's White Paper currently going through Parliament.

We welcome feedback and suggestions for further development of the governor training, clerking and support services to ensure that, as far as possible, they meet your needs.

Finally, I would like to thank you for all the work you do for the children and young people of Wakefield, and hope you find the forthcoming year rewarding.

With best wishes,

A handwritten signature in cursive script that reads 'Elaine McHale'.

**Elaine McHale**  
**Corporate Director Family Services**

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## PLANNING YOUR ROUTE THROUGH TRAINING

On the following page is a table designed to help prioritise training courses you may want to attend.

The table is divided into three columns, with courses supporting governors who sit on Standards and Pupils Committees in the centre and courses supporting governors who sit on Resources (Finance and Personnel) Committees on the right.

You can choose which column (or columns) to follow, depending on your current responsibilities or interests.


The table begins with the New Governors course. It is recommended that all newly appointed governors undertake this as soon as possible after appointment.

The courses in the second section are introductions designed for recently appointed governors. They would be useful following the New Governors course, or where someone has been recently appointed to a committee.

However, you should not necessarily avoid booking places on other courses if you have not yet taken the introductory course.

The third section highlights new initiatives and changes to existing practices that have an impact on your role as a governor, and that of the governing body. There may be areas within this section where you have a particular interest or you feel are relevant to your responsibilities.

The fourth section contains development courses that are either relevant to a specific role of a governor, or are relevant to governors who want to learn more about a certain area.

NEW GOVERNOR COURSES			
All governors	Standards and Pupils Committee	Resources Committee	
Governors' Strategic Role 	Measuring Attainment and Achievement	Finance	INTRODUCTION
Ofsted Inspection Framework Current Issues: Governors' Forum/WASG			NEW INITIATIVES
Measuring Attainment and Achievement In Your School Chairing the Governing Body Handling Complaints	Early Years Teaching Modern Foreign Languages in Primary School	Health and Safety - Learning Outside the classroom Health and Safety Matters Cultural Diversity	DEVELOPMENT

**New governors** - All new governors should complete this course as soon as possible after appointment.

**Introductions** - Useful for all governors but particularly relevant for recent appointments.

**New initiatives** - Any governor interested in learning about recent national and local initiatives will find these appropriate.

**Development** - Applicable to governors interested in these subject areas or where a course has a bearing on a specific governor role.

## BOOKING ENQUIRIES

For booking enquiries, please contact School Governor Services on 01924 305661 or email [governor.training@wakefield.gov.uk](mailto:governor.training@wakefield.gov.uk)

### Postal address for correspondence:

Liz Elliott, Governor Development Officer  
Ref: SGS/78/SGT, County Hall, Wakefield WF1 2QL  
Fax: 01924 305214

## COURSE TYPES

Wakefield Council provides a wide range of training courses for governors. School staff can also attend these courses, by arrangement.

There are two types:

- **Programme courses** are open to all governors. Details are printed on pages 8-22. Programme courses include training for new governors, introductions to educational issues, and updates on new developments.
- **Bespoke courses** are provided by the Council for an individual governing body or group of governing bodies, at their request. Bespoke courses are designed to meet the particular requirements of the governing body/bodies and help them in their development. Details are printed on pages 24-26.

## CHARGES FOR GOVERNOR TRAINING

Most governing bodies use part of their budget to pay an annual subscription to the Council's Governor Training Service. This means that there is no additional charge for programme courses, and bespoke courses are available at reduced rates. Governing bodies that have not paid the annual subscription can also use the service but at the higher 'pay as you go' rates.

Charges for 'subscribing' and 'non-subscribing' governing bodies are explained in the detailed description of the Council's services in this booklet. If you are not certain whether your governing body has subscribed to the Governor Training Service, please contact Liz Elliott, Governor Development Officer on 01924 305661, or email [governor.training@wakefield.gov.uk](mailto:governor.training@wakefield.gov.uk).

## APPLYING FOR PROGRAMME COURSES

Programme courses are open to all governors of Wakefield schools although **applications for places should be made in advance**. If your governing body has subscribed to the Council's Governor Training Service (see page 6), there is no charge for attending a programme course. If your governing body has not subscribed, the charge is £60 per place on each session (N.B. some courses have two sessions). A summary of the programme is given on pages 9-11 and details of each individual course follow on pages 12-19.

### Booking places

There are three ways to book places:

- 1. Application form (preferred):** Please send completed application forms to School Governor Services (ref: SGS78/SGT), Wakefield Council, County Hall, Wakefield WF1 2QL. A copy of the booking form is also available at [www.wakefield.gov.uk](http://www.wakefield.gov.uk)
- 2. Email:** You can book courses by emailing [governor.training@wakefield.gov.uk](mailto:governor.training@wakefield.gov.uk) providing your name, governing body, course title and date.
- 3. Telephone:** For late bookings, you can telephone 01924 305661 but please use an application form whenever you can.

You can use the school courier service to send in an application form, free of charge, or email [governor.training@wakefield.gov.uk](mailto:governor.training@wakefield.gov.uk). Please apply at least three weeks before the course is due to be held, whenever possible.

If you have any special requirements, for example, regarding access or seating, please inform us when making your application.

Please also let us know, in advance, if there are any particular aspects of the topic that you would like to be considered on the course.

Applications for courses are not acknowledged at the time of receipt, but you will receive a **confirmation of your booking approximately 10 days before the course takes place**. If the course is undersubscribed it may be cancelled, however, you will be informed if this is the case.

**If you book a place and then find that you are unable to attend, please inform us as soon as possible.**

## GOVERNORS' CONFERENCE 2011

### **Saturday 19 November 2011, Woolley Hall, Wakefield**

The theme of this year's conference focuses on engaging with the community, and managing in times of change.

Professor John West-Burnham will be the keynote speaker. Mr West-Burnham, who also spoke at our conference in 2009, is a consultant in Leadership Development and also Professor of Educational Leadership at St Mary's University College, Twickenham. His specialism includes educational leadership in the community.

The conference will enable governors to:

- consider ways that governing bodies can engage with the community
- explore some ways of making more effective use of resources
- increase understanding of local and national initiatives
- discuss ideas and share good practice with governors from other schools.

Delegates will be able to select two workshops from the following options:

- Restorative Practice
- 14-19 Curriculum Pathways
- Does music still have a place in the Primary School Curriculum?
- Services to other schools
- Exploring Federation
- The impact of Poverty and Strategic Responses
- The Ofsted Framework from January 2012
- Rethinking Governance

Full details and a booking form have been sent to governors in the post. They are also available at [www.wakefield.gov.uk/education/schools/governors/traininganddev](http://www.wakefield.gov.uk/education/schools/governors/traininganddev)

Places at the conference are open to all governors on a first come first served basis. There is no charge for members of governing bodies that subscribe to the Council's Governor Training Programme.

## AUTUMN TERM 2011

Date	Course	Ref	Venue	Page
Tuesday 20 September 4.00 - 6.00 pm	Academy Briefing	AB20	Featherstone Technology College	12
Wednesday 28 September 7.00 - 9.00 pm	New Governors Part 1	NG27	Featherstone Technology College	18
Tuesday 4 October 7.00 - 9.00 pm	Health and Safety Matters	HM02	Wakefield Town Hall	16
Monday 10 October 7.00 - 9.00 pm	<b>NEW</b> Ofsted Inspection Framework	OF10	Wakefield Town Hall	19
Wednesday 12 October 7.00 - 9.00 pm	New Governors Part 2	NG27	Featherstone Technology College	19
Thursday 13 October 7.00 - 8.30 pm	Training Link Governors' Meeting		Featherstone Technology College	20
Monday 31 October 7.00 - 9.00 pm	Current Issues: Governors' Forum/WASG	GF01	Featherstone Technology College	12
Wednesday 9 November 7.00 - 9.00 pm	Measuring Attainment in Your School: Primary	MA21	Wakefield Town Hall	16
Monday 14 November 7.00 - 9.00 pm	Finance: An Introduction Part 1	FN10	Featherstone Technology College	14
<b>Saturday 19 November 9.30 am - 4.15 pm</b>	<b>Governors' Conference</b>		<b>Woolley Hall</b>	<b>8</b>
Wednesday 23 November 7.00 - 9.00 pm	Handling Complaints	HC01	Wakefield Town Hall	15
Thursday 24 November 7.00 - 9.00 pm	New Governors Part 1	NG28	Wakefield Town Hall	18
Wednesday 30 November 7.00 - 9.00 pm	Measuring Attainment in Your School: Secondary	MA22	Featherstone Technology College	16
Thursday 1 December 1.30 pm - 3.30 pm	<b>NEW</b> Modern Foreign Languages in Primary School	ML01	Wakefield Town Hall	17
Thursday 8 December 7.00 - 9.00 pm	New Governors Part 2	NG28	Wakefield Town Hall	19

# Programme Courses

## SPRING TERM 2012

Tuesday 17 January 9.30 am - 2.30 pm	New Governors: Parts 1 and 2	NG29	Wakefield Town Hall	18
Thursday 2 February 7.00 - 9.00 pm	Finance: An Introduction Part 2	FN11	Featherstone Technology College	14
Wednesday 22 February 7.00 - 9.00 pm	<b>NEW</b> Ofsted Inspection Framework	OF11	Featherstone Technology College	19
Thursday 1 March 7.00 - 9.00 pm	Current Issues: Governors' Forum/WASG	GF02	Featherstone Technology College	12
Monday 5 March 7.00 - 8.30 pm	Training Link Governors' Meeting		Wakefield Town Hall	20
Wednesday 7 March 7.00 - 9.00 pm	Health and Safety - learning outside the classroom	HS01	Featherstone Technology College	16
Thursday 8 March 7.00 - 9.00 pm	Chairing the Governing Body Part 1	CB04	Featherstone Technology College	13
Monday 12 March 7.00 - 9.00 pm	New Governors Part 1	NG30	Castleford Five Towns Centre	18
Tuesday 13 March 7.00 - 9.00 pm	Finance: An Introduction Part 3	FN12	Featherstone Technology College	14
Monday 19 March 7.00 - 9.00 pm	Introduction to Monitoring and Evaluation	ME01	Castleford Five Towns Centre	18
Thursday 22 March 7.00 - 9.00 pm	Chairing the Governing Body Part 2	CB04	Featherstone Technology College	13
Monday 26 March 7.00 - 9.00 pm	New Governors Part 2	NG30	Castleford Five Towns Centre	19
Wednesday 28 March 7.00 - 9.00 pm	<b>NEW</b> Cultural Diversity	CD01	Wakefield Town Hall	13

## SUMMER TERM 2012

Wednesday 18 April 7.00 - 9.00 pm	New Governor Part 1	NG28	Hemsworth Arts and Community College	18
Wednesday 26 April 7.00 - 9.00 pm	Governors' Strategic Role: An Introduction	GR11	Wakefield Town Hall	15
Wednesday 2 May 7.00 - 9.00 pm	New Governors Part 2	NG31	Hemsworth Arts and Community College	19
Thursday 10 May 7.00 - 9.00 pm	<b>NEW</b> Early Years Teaching	EY01	Wakefield Town Hall	14
Wednesday 16 May 7.00 - 8.30 pm	Training Link Governors' Meeting		Hemsworth Arts and Community College	20
Wednesday 18 May 7.00 - 9.00 pm	New Governors Part 2	NG31	Hemsworth Arts and Community College	19
Thursday 24 May 7.00 - 9.00 pm	<b>NEW</b> Ofsted Inspection Framework	OF12	Hemsworth Arts and Community College	19
Thursday 31 May 7.00 - 9.00 pm	New Governors Part 1	NG32	Featherstone Technology College	18
Monday 11 June 7.00 - 9.00 pm	Current Issues: Governors' Forum/WASG	GF03	Featherstone Technology College	12
Thursday 14 June 7.00 - 9.00 pm	New Governors Part 2	NG32	Featherstone Technology College	19

## SUMMARY OF PROGRAMME COURSES

### Academy Briefing

This briefing will provide governors with an insight into the processes involved in the conversion of a school to an academy, and an understanding of the responsibilities of an academy's governing body. There will be an opportunity for governors to ask questions. It will be led by officers of the Council.

#### **Course AB20**

Date: Tuesday 20 September 2011  
Venue: Featherstone Technology College  
Time: 4.00 - 6.00 pm

### Current Issues: Governors' Forum and Wakefield Association of School Governors

These meetings are intended primarily for Chairs of Governors and Headteachers but are open to all governors. They will focus on current issues, and are an important way of keeping up-to-date.

Each meeting begins with briefings on major topics, led by the Council. The Wakefield Association of School Governors then holds an open meeting for approximately 30 minutes, to report on how the association has represented governors at meetings with the Council, and hear issues that need to be taken further.

The first briefing session in the autumn term will be on the new DfE guidance on Discipline in Schools. It will be led by Annette Parker of the School Improvement Team.

#### **Autumn Term**

##### **Briefing GF01**

Date: Monday 31 October 2011  
Venue: Featherstone Technology College  
Time: 7.00 - 9.00 pm

#### **Spring Term**

##### **Briefing GF02**

Date: Thursday 1 March 2012  
Venue: Chesneys Centre, Featherstone  
Time: 7.00 - 9.00 pm

## Summer Term

### Briefing GF03

Date: Monday 11 June 2012  
Venue: Featherstone Technology College  
Time: 7.00 - 9.00pm

### Chairing the Governing Body

The chair of a governing body is the key factor in its efficiency and effectiveness, through chairing meetings and responding to issues between them. In this two part course, existing and aspiring chairs will examine and consider good practice, and develop practical answers to a wide range of questions related to this important role. An experienced chair will co-tutor this course, which is designed for existing chairs and vice chairs of governing bodies and committees, and others with an interest in chairing.

### Course CB04

Dates: Thursday 8 March 2012  
Thursday 22 March 2012  
Venue: Chesneys Centre, Featherstone  
Time: 7.00 - 9.00 pm  
Tutors: TBD

### Cultural Diversity

NEW

This training will provide participants with the information about the cultures, customs, traditions and religions of Black Asian and Minority Ethnic Communities (BAME) in Wakefield. It will cover population statistics, as well as the issues that BAME pupils face in schools. Participants will gain knowledge, competence and confidence regarding cultural diversity, and will be able to discuss and deal with sensitive issues effectively in their respective organisations.

### Course CD01

Date: Wednesday 28 March 2012  
Venue: Wakefield Town Hall  
Time: 7.00 - 9.00 pm  
Tutor: Ateeque Mirza, Team Manager, Community Liaison Team

## Early Years Teaching

NEW

The focus of this training session is to raise awareness of the revised Early Years Foundation Stage Framework, which is to be implemented from September 2012. Governors who attend will develop an increased knowledge of the principles underpinning practice and provision in Early Years. They will also have an opportunity to explore the characteristics of effective teaching and learning, and how this can impact on raising outcomes for children.

### Course EY01

Date: Thursday 10 May 2012  
Venue: Wakefield Town Hall  
Time: 7.00 - 9.00 pm  
Tutors: Irene Goodman, Lead Early Years Consultant

## Finance: An Introduction

This course is divided into three sessions. Each session is self-contained, so you can book on any combination of sessions.

It is designed to provide an introduction to the financial issues faced by governors, and how the school's financial planning supports its educational outcomes. It will consider how formula funding applies to schools, and explain the financial documents produced for governors and their purpose. The course assumes no prior understanding of school financing and is particularly relevant to members of Resources or Financial Committees.

The autumn session considers the School Financial Value Statement, the replacement for Financial Management Standards in School (FMSiS). The standard developed by the DfE is primarily aimed at governors given governing body responsibility for the financial management of their schools.

### School Financial Budget Statement

#### Course FN10

Date: Monday 14 November 2011  
Venue: Featherstone Technology College  
Time: 7.00 - 9.00 pm  
Tutor: Debbie Samwell, Group Finance Manager (Schools)

## How Schools are Funded

### Course FN11

Date: Thursday 2 February 2012  
Venue: Chesneys Centre, Featherstone  
Time: 7.00 - 9.00 pm  
Tutor: Debbie Samwell, Group Finance Manager (Schools)

## Setting and Monitoring the Budget

### Course FN12

Date: Tuesday 13 March 2012  
Venue: Chesneys Centre, Featherstone  
Time: 7.00 - 9.00 pm  
Tutor: Debbie Samwell, Group Finance Manager (Schools)

## Governors' Strategic Role: An Introduction

Ofsted continues to report that school development planning is crucial to school improvement, and the governors' role in the planning process is an important part of this strategic role. This course looks at the school development planning process, and the important questions governors need to consider about what makes an effective school development plan, together with how governors can be involved in its production.

### Course GR11

Date: Wednesday 26 April 2012  
Venue: Wakefield Town Hall  
Time: 7.00 - 9.00 pm  
Tutor: Liz Elliott, Governor Development Officer

## Handling Complaints

This briefing session will outline the role of the Family Services Complaints Team in relation to schools; procedures for dealing with complaints; and good practice for schools and governing bodies when dealing with complaints.

### Course HC01

Date: Wednesday 23 November 2011  
Time: 7.00 - 9.00 pm  
Venue: Wakefield Town Hall  
Tutors: Paula Vickers, Rosemary Evans (Family Services Complaints Team)

## Health and Safety - Learning Outside the classroom

This course will outline the role of the Council, the school and governing body for pupils and staff in relation to learning outside the classroom (including school visits and residential). It will include the statutory and legal responsibilities for governing bodies of community and voluntary aided schools and academies. The course will outline guidance and good practice for schools and governing bodies produced by the Health and Safety Executive (HSE) and the Council; this will cover areas of risk assessment (including the use of school premises) and governing body policies.

### **Course HS01**

Date: Wednesday 7 March 2012  
Venue: Featherstone Technology College  
Tutor: Guy Moseley, Outside Education Adviser

## Health and Safety Matters

Health and Safety is a key issue in the daily activity in schools. While operating in a risk free environment may be impossible, society expects that significant risks are assessed and where possible addressed. This course outlines the responsibilities of the headteachers and governors under Health and Safety legislation, covering the Health and Safety Policy, Risk Assessment and recent legislation.

It is intended at the end of the session that governors will understand their role and how it fits into the general management of health and safety within schools and the principles of risk assessments and the process by which they are carried out and reviewed.

### **Course HS13**

Date: Tuesday 4 October 2011  
Venue: Wakefield Town hall  
Time: 7.00 - 9.00 pm  
Tutor: Gill Scothern, Health and Safety Officer

## Measuring Attainment and Achievement in Your School

Ofsted expects all governors to have a good understanding of the performance data for their schools and the main messages from the data.

This course is an opportunity for governors to have an increased understanding of how academic attainment, achievement and performance of pupils in their schools are measured at the end of each key stage. It will also provide an update to governors of the changes made to RAISE online data by the DfE primarily as a result of the 2010 White Paper: The Importance of Teaching.

It will also enable governors to undertake their key role of critical friend in analysing how their schools have performed and asking the pertinent questions.

## Primary

### Course MA21

Date: Wednesday 9 November 2011  
Time: 7.00 - 9.00 pm  
Venue: Wakefield Town Hall  
Tutor: Francis Marslen-Wilson, Learner Performance Manager

## Secondary

### Course MA22

Date: Wednesday 30 November 2011  
Time: 7.00 - 9.00 pm  
Venue: Featherstone Technology College  
Tutor: Francis Marslen-Wilson, Learner Performance Manager

## Modern Foreign Languages in Primary School

**NEW**

Since 2010, all pupils at Key Stage 2 are entitled to learn a foreign language. This course will give an overview of the expectations placed on primary schools regarding the teaching of modern foreign languages. It will cover the key elements of the Key Stage 2 Framework for languages and the national and local support available to support its delivery. During the course there will be the opportunity to look at different ways of including modern languages in the curriculum. Delegates will also learn about the key elements of a modern languages subject inspection. There will be practical activities included in the session, and time for delegates to discuss how they can support and monitor modern languages provision.

### Course ML01

Date: Thursday 1 December 2011  
Venue: Wakefield Town Hall  
Time: 1.30 - 3.30 pm  
Tutor: Rachel Redfearn, Adviser

## Monitoring, Evaluation and Self-review: An Introduction

This is a vital tool for all governors. It is central to carrying out their responsibilities properly and is also a key expectation of Ofsted inspections.

This course will unpick how governors can carry out this role effectively and will also show how Ofsted expectations under the new Framework can be met.

### Course ME01

Date: Monday 19 March 2012  
Time: 7.00 - 9.00 pm  
Venue: Castleford Five Towns Centre  
Tutor: Liz Elliott, Governor Development Officer

## New Governors

This two part course introduces new governors to their roles and responsibilities. It also provides an introduction to the education system, school management, and procedures at governor meetings. In order for new governors to become effective, it is important for them to attend this course. Six courses will be provided throughout the academic year.

### Course NG27

Dates: Wednesday 28 September 2011  
Wednesday 12 October 2011  
Venue: Featherstone Technology College  
Time: 7.00 - 9.00 pm

### Course NG28

Dates: Thursday 24 November 2011  
Thursday 8 December 2011  
Venue: Wakefield Town Hall  
Time: 7.00 - 9.00 pm

### Course NG29

Date: Tuesday 17 January 2012  
Parts 1 and 2  
Venue: Wakefield Town Hall  
Time: 9.30 am - 2.30 pm (light lunch provided)

### Course NG30

Dates: Monday 12 March 2012  
Monday 26 March 2012  
Venue: Castleford Five Towns Centre  
Time: 7.00 - 9.00 pm

## Course NG31

Dates: Wednesday 18 April 2012  
Wednesday 2 May 2012  
Venue: Hemsworth Arts and Community College (Post 16 Centre)  
Time: 7.00 - 9.00 pm

## Course NG32

Dates: Thursday 31 May 2012  
Thursday 14 June 2012  
Venue: Chesneys Centre, Featherstone  
Time: 7.00 - 9.00 pm

## Ofsted Inspection Framework

**NEW**

This course will provide governors with an understanding of the Ofsted Framework that will be in place from January 2012, and the implications for schools and governing bodies. The autumn term session will consider the anticipated framework.

It will provide governors with an overview of the four main Ofsted judgements – achievement, the quality of teaching, effectiveness of leadership and management, and behaviour and safety of pupils at school. It will indicate how governance fits within these judgements. The course will be particularly useful for governors of schools that may be due an Ofsted inspection.

## Course OF10

Date: Monday 10 October 2011  
Venue: Wakefield Town Hall  
Time: 7.00 - 9.00 pm  
Tutor: Keith Worrall, Adviser

## Course OF11

Date: Wednesday 22 February 2012  
Venue: Featherstone Technology College  
Time: 7.00 - 9.00 pm  
Tutor: Keith Worrall, Adviser

## Course OF12

Date: Thursday 24 May 2012  
Venue: Hemsworth Arts and Community College (Post 16 College)  
Time: 7.00 - 9.00 pm  
Tutor: Keith Worrall, Adviser

## The Role of the Training Link Governor (TLG)

Every governing body is asked by the Council to appoint a training link governor (TLG).

The role of the TLG is to:

- promote and develop training within the governing body
- provide feedback to the Council about the governor training and support it provides.

There is further information on the role of training link governors in the training and development section of [www.wakefield.gov.uk/education/schools/governors](http://www.wakefield.gov.uk/education/schools/governors) or telephone 01924 305661.

## Training Link Governors' Meetings

These meetings have three aims:

- To help TLGs, especially new TLGs, to carry out their role.
- To provide an opportunity for TLGs to comment on and influence the Council's governor training and support services.
- To help TLGs share good practice and work together at a local and pyramid level.

The meetings are organised on a 'pyramid' basis and are open to all TLGs (regardless of pyramid) and headteachers. Please book in advance.

### **Airedale, Castleford, Featherstone, Knottingley, Normanton, Pontefract and St Wilfrid's Pyramids**

Date: Thursday 13 October 2011  
Venue: Chesneys Centre, Featherstone  
Time: 7.00 - 8.30 pm

### **Cathedral, City, Crofton, Horbury, Kettlethorpe, Ossett, Outwood Grange and St Thomas a Becket Pyramids**

Date: Monday 5 March 2012  
Venue: Wakefield Town Hall  
Time: 7.00 - 8.30 pm

### **Hemsworth and Minsthorpe Pyramids**

Date: Wednesday 16 May 2012  
Venue: Hemsworth Arts and Community College (Post 16 Education Centre)  
Time: 7.00 - 8.30 pm

## In General

**Please note that the confirmation letter you will receive when you book a course will include a map showing you the location of the venue. This will be sent approximately ten days before the start of the course.**

If you have any queries about the venues, please telephone 01924 305661.

## Castleford Five Towns Centre

### Location

The Five Towns Resource and Technology Centre is on Welbeck Street, which is accessed via Enterprise Way, Castleford. It is close to Castleford town centre, just off the A655, between the bus station and the railway station. The postcode for the centre is WF10 1DP.

### Car parking

There is on street parking outside the centre. After 6pm, there is free parking across the road in the Booth Street Car Park (please note this is a private car park during the day; a limited number of parking permits are available for those attending courses during office hours - permits are issued at the centre on arrival, on a first come first served basis).

### Security

The vicinity is well lit. The centre's reception area is staffed whenever during opening hours.

### Wheelchair access

There is wheelchair access to the centre and to the training rooms (via the lift).

## Featherstone Technology College

### Location

Featherstone Technology College (formerly Featherstone High School) is on Pontefract Road, Featherstone (the A645), at the Pontefract end of Featherstone. The postcode is WF7 5AJ.

### Car parking

There is a large car park at the front of the school. There is then a short walk to the main school entrance, which faces the car park.

### Security

The car park and buildings are well lit.

# Guide To Training Venues

## **Wheelchair access**

There is wheelchair access to the school. To access this, please turn left at the entrance to reception through the dining room. Please contact the School Governor Services on 01924 306730 for more information.

## Hemsworth Arts and Community College

### **Location**

The venue is the **Post 16 Learning Centre**. Heading from the direction of Kinsley and Fitzwilliam, turn left before the main traffic lights at Hemsworth town centre. The postcode of the school is WF9 4HW.

### **Car parking**

There is a car park at the centre.

### **Security**

The car park is well lit.

### **Wheelchair access**

There is disabled access.

## Wakefield Town Hall

### **Location**

Wakefield Town Hall is located on Wood Street, Wakefield, on the northern side of the city centre opposite the police station. The bus station and Westgate Railway Station are both less than a quarter of a mile away. The postcode is WF1 2HQ.

### **Car parking**

There is on street parking outside the Town Hall. There are a number of daytime car parks - the closest is located on Rishworth Street (which closes at 8pm).

### **Security**

Central Wakefield is well lit and is covered by CCTV cameras. The Town Hall is located away from the pubs and clubs areas of the city. The Town Hall reception is staffed whenever the building is open.

### **Wheelchair access**

There is wheelchair access to all rooms in the Town Hall.

## Woolley Hall

### **Location**

Woolley Hall is half a mile from the A61 Barnsley Road, on the edge of Woolley village. Approaching from the A61, turn right immediately after the entrance to the golf club. The postcode is WF4 2JR.

### **Car parking**

There is ample car parking provided within the grounds of the hall.

### **Security**

There will be staff on site during the day.

### **Wheelchair access**

Please ring School Governor Services on 01924 306730 if you require wheelchair access.

# Bespoke Courses

Bespoke courses are provided by the Council at the request of an individual governing body or group of governing bodies. There are many advantages to be gained from arranging a bespoke course, such as:

- it will be held at the school concerned on a date and at a time which is mutually convenient
- it will be tailored to meet the particular needs of the individual governing body
- it will address a topic of interest to that particular governing body
- it may help the governors to tackle a problem or issue of concern to them
- in addition to having greater relevance to the work of individual governing bodies, it can also be very valuable in developing teamwork
- it can enable the staff of the school to be involved and work with governors where appropriate.

The charge for a bespoke course is £40 per hour, with a minimum charge of £40, provided the governing body has subscribed to the Council's governor training service for 2011/2012.

**The charges can be split between governing bodies if more than one receives the training.** Venue and refreshment costs are met by the school(s).

For governing bodies that have subscribed to its governor training service, the Council can also provide a 'free' pyramid course for governors in a particular pyramid. Each pyramid may request one course under this heading, each term. In order to facilitate this request, we would be grateful if there is consultation between schools within the pyramid to ensure that the selected subject area is of interest to the pyramid as a whole.

For these purposes, all nursery schools, high schools, and special schools, respectively, will be regarded as pyramids in their own right, in addition to being part of their geographical pyramid.

## Arranging a bespoke course

To arrange a bespoke course, ask your governing body's Training Link Governor (TLG) to contact School Governor Services on 01924 305661. Please remember that arranging a course can take time and allow several weeks for all the arrangements to be made.

A request can also be submitted by downloading the bespoke course booking form at [www.wakefield.gov.uk/education/schools/governors/traininganddevt](http://www.wakefield.gov.uk/education/schools/governors/traininganddevt) and sending by email, post or fax by the contact details provided.

The Council can assist governing bodies to organise courses for groups of schools in their pyramid. Where help is needed to contact other governing bodies to seek their participation, TLGs should contact School Governor Services on 01924 305661.

It is helpful if the TLG provides the following information when requesting a course:

- name of TLG or other contact person
- name(s) of the governing body/bodies involved
- type of training requested, e.g. a training session of approximately two hours or an information briefing of no longer than one hour
- topic/theme of the training and any shared expectations of the governing body and headteacher
- arrangements for venue, times, refreshments
- potential dates
- booking arrangements for governors
- any others to be invited, e.g. staff and/or clerk
- any special requirements to be considered.

## Topics of bespoke training

The Exclusions Team are offering pyramid bespoke training for primary and secondary schools on exclusions.

In addition, other topics of governor training you may want to consider include roles and responsibilities, monitoring and evaluation, and visiting school.

We will endeavour to meet governing bodies' requests for bespoke courses; however, there may be certain areas that cannot be delivered.

## Advice on governor issues

Wakefield Council provides advice and information for governors of all its schools. There is no charge for this service.

For advice on governor issues, please contact School Governor Services (SGS). If your governing body is clerked by a representative of the Corporate Director Family Services, please contact the relevant Governor Support Officer. He/she sends out the agenda for your governing body. Their contact details are on the agenda.

The Council also provides written advice and information for all governors including:

- reports from the Corporate Director (Family Services) on issues that governing bodies must, or are recommended to, consider
- a termly newsletter
- Council booklet, 'Guidance for Governors'
- information on the web at [www.wakefield.gov.uk/education/schools/governors](http://www.wakefield.gov.uk/education/schools/governors)

## Clerking for governing bodies

Most governing bodies in Wakefield subscribe to the Council's School Governor Services to provide their clerking service. The subscription is £1,572 for the financial year 2011-2012.

This service is wide ranging and, amongst other things, includes preparing agendas and minuting meetings, giving procedural advice at meetings, and carrying out follow-up correspondence. All clerks are trained and receive regular updates on developments relevant to governing bodies.

For enquiries about the clerking of your governing body, please contact the Governor Support Officer for your school. You can find their name and contact details on the agenda. If your school is not clerked by a representative of the Corporate Director (Family Services), please contact School Governor Services on 01924 305640.

Please see [www.wakefield.gov.uk](http://www.wakefield.gov.uk) for full details of the Service Level Agreement (SLA).

## Resource library for governors

All schools that subscribe to the Governor Training and Development Service loan resources for free from our collection of books, materials, videos and training packages for governors.

A list of what is available for loan is published on [www.wakefield.gov.uk/education/schools/governors/traininganddevt](http://www.wakefield.gov.uk/education/schools/governors/traininganddevt)

For enquiries, please telephone 01924 305636.

## E-Learning for Governors

Modern Governor is an e-learning package that has been created by Learning Pool. For schools/academies that subscribe to Wakefield School Governor Services training Service Level Agreement it can be purchased for £89. This subscription is on a financial year basis i.e. from the end of March to the 1st of April. It is possible to sample this e-learning package at [www.moderngovernor.com](http://www.moderngovernor.com)

For further information or to subscribe to this product please contact Liz Elliott on (01924) 305661.

## Website for governors

The Council maintains an extensive website for governors at [www.wakefield.gov.uk/education/schools/governors](http://www.wakefield.gov.uk/education/schools/governors).

This includes guidance documents, information on becoming a governor, training and development and links to national websites of interest.



**School Governor Services**

Family Services  
County Hall  
Wakefield  
WF1 2QL

**Tel:** 01924 305636

**Email:** [governor.training@wakefeld.gov.uk](mailto:governor.training@wakefeld.gov.uk)

**Fax:** 01924 305241