

Governor Training and Support Services Programme

2009 / 2010





Welcome

Dear Colleague,

I would like to welcome you to the start of the School Year 2009 - 2010 and introduce the Governor Training Programme, which gives you information on the training, support services and developmental activities provided by Wakefield's School Governor Services.

Wakefield Council supports governors and governing bodies in making our schools even more effective. The Programme provides details of the training and the additional services available to support you and your governing body. I hope that you find these services helpful in your work.

The DCSF's White Paper *Your Child, your school, our future: building a 21st century schools system* emphasises that school governors are an extremely important part of our education system.

The DCSF also emphasises the importance of governors taking responsibility for their own learning and development both individually and collectively. Wakefield School Governor Services will help and support you in this.

Do please contact my colleagues in the School Governor Services whenever you require information and support. They are very keen to help you.

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

With best wishes


Elaine McHale

Corporate Director Family Services

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SCHOOL GOVERNOR SERVICES



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Head of School Governor Services

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For booking enquiries please contact:

Ann Weller on 01924 305641 or email:
governor.training@wakefield.gov.uk

Postal Address for correspondence:
Corporate Director (Family Services)
Ref: SGS/78/SGT, County Hall,
Wakefield WF1 2QL

Or fax us on:
01924 305214

TYPE OF COURSES

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

There are two types of courses:

- **Programme courses** are open to all governors. Details are printed on pages 11-29. Programme courses include training for new governors, introductions to educational issues and updates on new developments.
- **Bespoke courses** are provided by the Local Authority 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 to help them in their development. Details are printed on pages 35-37.

CHARGES FOR GOVERNOR TRAINING

Most governing bodies use part of their budget to pay an annual subscription to the Local Authority's governor training service. **This means that there is no additional charge for programme courses and that bespoke courses are available at much-reduced rates.** Governing bodies that have not paid the annual subscription can also use the Local Authority's governor training services 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 Local Authority's services given in this booklet. If you are not certain whether your governing body has subscribed to the LA's governor training services, please contact the school or telephone 01924 305641/36.

PLANNING YOUR ROUTE THROUGH TRAINING

On the following page is a table designed to help prioritise training courses you might wish 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 "newish" appointments. They would be useful as a follow on to the New Governors' Course or where someone has recently been appointed to a committee.

However, you should not necessarily avoid booking places on other courses if you have not undertaken the introductory courses first.

The third section highlights "New Initiatives" and changes to existing practices that have an impact on your role as governor and that of the governing body. There may be areas within this section in which you have a particular interest or you feel are relevant to an area of your responsibility.

The fourth "Development" section contains 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	
Strategic Role Visiting School Safeguarding Children	Curriculum and Target Setting	Finance	INTRODUCTION
Exclusions Update Inspection under 2009 Framework Chairs' Forum/WASG Sustainability and Schools	Communication, Language and Literacy Development in Early Years Provision for More Able, Gifted and Talented Primary Strategy: Excellence, Enjoyment and Creativity School Sport and Active Lifestyles Wakefield Agreed Religious Education Syllabus Sex and Relationships Education	Financial Management Standards in Schools Equality, Diversity, Human Rights and Community Cohesion	NEW INITIATIVES
Measuring Achievement Chairing the Governing Body Parent Governors' Role		Health and Safety on Educational Visits Health and Safety Risk Assessments Safer Recruitment	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 "Newish" 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.

TRAINING NEEDS ANALYSIS

In addition to the 'Planning Your Route Through Training' table you may wish to undertake a personal training needs analysis. This is not a complicated process but involves completing a simple check list. From an analysis of the results, you can reach a decision about where your greatest need for training is at any one time.

Where all members of a governing body undertake a training needs analysis at the same time, a view can be formed by the co-ordinating governors (usually Training Link Governor) about the training needs of the governing body as a whole to help planning at an organisational level.

Your Training Link Governor has information related to training needs analyses or, alternatively, the check list and associated guidance can be found on the Local Authority's governors' **website at www.wakefield.gov.uk/education/schools/governors** in the section on Governor Training and Development.

SAFER RECRUITMENT

Safer Recruitment training has been commissioned by the Department for Children, Schools and Families and developed by the National College of School Leaders (NCSL) in response to the Bichard Inquiry Report into the Soham murders. The Safer Recruitment training provides valuable information on a safer school culture and advice and guidance to strengthen safeguards against employing unsuitable people in schools. The training also includes an assessment.

This training will help schools demonstrate that they have effective recruitment and selection processes in place that ensures learners are both well taught and protected.

The Headteacher and at least one governor of every school is expected to complete this training either face to face or on-line and this will be monitored via Ofsted inspections.

From January 2010, it is a mandatory requirement that at least one member of the interview panel in schools must have undertaken this training, otherwise the appointment will be illegal.

To complete this training on-line, please contact the National College for Leadership of Schools and Children's Services, (formerly NCSL) on 0845 609 0009 to register.

Face to face training will be available on the following dates:

- **Tuesday 13 October 2009**
- **Wednesday 27 January 2010**
- **Thursday 25 March 2010**
- **Wednesday 23 June 2010**

There is a small charge of £25.00 per person to cover refreshments, to be paid by the school.

The training will take place between 9.30 am to 4.30 pm. Refreshments will be available from 9.00 am.

The location of the training is Normanton Golf Club, Hatfield Hall, Aberford Road, Stanley, Wakefield WF3 4JP.

The tutor is Alison Bird, Workforce Development Consultant.

For further information or to book a place, please contact Alison Bird via e-mail abird@wakefield.gov.uk or telephone 07787 976087.

EVERY CHILD MATTERS

The five outcomes of Every Child Matters are: Be Healthy, Stay Safe, Enjoy and Achieve, Achieve Economic Well Being and Make a Positive Contribution. The table shows the five outcomes of Every Child Matters that will be covered on our training courses.

1. **Be Healthy** (BH) 2. **Stay Safe** (SS) 3. **Enjoy and Achieve** (EA)
4. **Achieve Economic Well Being** (AEW) 5. **Make A Positive Contribution** (MPC).

	BH	SS	EA	AEW	MPC	
Visiting School	☺	☺	☺	☺	☺	INTRODUCTION
Curriculum & Target Setting			☺			
Governors' Strategic Role	☺	☺	☺	☺	☺	
Safeguarding Children		☺				
Exclusions Update			☺	☺		NEW INITIATIVES
Communication, Language and Literacy Development in the Early Years (CLLD)	☺	☺	☺	☺	☺	
Equality, Diversity and Community Cohesion	☺	☺	☺	☺	☺	
Primary Strategy: Excellence, Enjoyment and Creativity			☺			
Inspection under 2009 Framework			☺			
Sex and Relationships Education	☺	☺	☺	☺		
School Sport and Active Lifestyles	☺		☺			
Sustainability and Schools	☺		☺			
Wakefield Agreed RE Syllabus			☺			
Provision for More Able, Gifted and Talented			☺			DEVELOPMENT
Health and Safety on Educational Visits	☺	☺	☺			
Health and Safety Risk Assessments		☺	☺			
Safer Recruitment	☺	☺	☺	☺	☺	
Measuring Achievement in Your School			☺			

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 Local Authority's governor training service (see page 5), there is no charge for attending a programme course. If your governing body has not subscribed, the charge is £55 per place on each session (N.B. some courses have two sessions). A summary of the courses is given on pages 12-15 and details of each individual course follow on pages 16-29.

Applying for a Programme Course

To apply for a course, please complete an application form (enclosed with this booklet) and send it to the Corporate Director Family Services (ref: SGS78/SGT), Wakefield MDC, County Hall, Wakefield WF1 2QL.

A copy of the booking form is also available on:
www.wakefield.gov.uk/education/schools/governors

For late bookings, you can telephone 01924 305641/36 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: aweller@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 for access or seating, please let us know when you make your application.

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

Applications for courses are not acknowledged at the time of receipt, but a **confirmation of your booking will be sent to you approximately ten days before the course takes place**. If the course is undersubscribed it may be cancelled and you will be informed of that decision.

If you book a place and then are unable to attend, please let us know as soon as possible.

Programme Courses

AUTUMN TERM 2009

Date	Course	Ref	Venue	Page
Thursday 17 September 7.00 pm – 9.00 pm	NEW Inspection under 2009 Framework	IU14	Wakefield Town Hall	21
Monday 28 September 7.00 pm – 9.00 pm	New Governors' Course Session 1	NG21	Featherstone Technology College	23
Wednesday 30 September 9.30 am – 11.30 am	NEW Inspection under 2009 Framework	IU15	Minsthorpe Training & Conference Centre	21
Monday 5 October 7.00 pm – 9.00 pm	NEW Inspection under 2009 Framework	IU16	Castleford Five Towns' Centre	21
Thursday 8 October 7.00 pm – 9.00 pm	NEW Measuring Achievement in Your School: Primary	MA18	Wakefield Town Hall	22
Monday 12 October 7.00 pm – 9.00 pm	New Governors' Course Session 2	NG21	Featherstone Technology College	23
Tuesday 13 October 9.30 am – 4.30 pm	Safer Recruitment		Normanton Golf Club	9
Wednesday 14 October 7.00 pm – 9.00 pm	NEW Measuring Achievement in Your School: Secondary	MA20	Featherstone Technology College	22
Thursday 15 October 7.00 pm – 9.00 pm	Safeguarding Children: An Introduction	SG30	Wakefield Town Hall	25
Monday 19 October 7.00 pm – 8.30 pm	Training Link Governors Meeting		Castleford Five Towns' Centre	30
Tuesday 20 October 7.00 pm – 9.00 pm	NEW Measuring Achievement in Your School - Primary	MA19	Minsthorpe Training & Community College	22
Thursday 22 October 7.00 pm – 9.00 pm	Chairs' Forum/WASG	CF1	Featherstone Technology College	16
Tuesday 3 November 7.00 pm – 9.00 pm	NEW Health and Safety Risk Assessments	RA12	Wakefield Town Hall	21
Saturday 7 November 9.00 am – 4.15 pm	Governors' Conference: 21st Century School		Cedar Court Hotel, Wakefield	
Wednesday 11 November 7.00 pm – 9.00 pm	Financial Management Standards in School (FMSiS)	FM9	Featherstone Technology College	19

AUTUMN TERM 2009

Date	Course	Ref	Venue	Page
Wednesday 18 November 7.00 pm – 9.00 pm	New Governors' Course Session 1	NG22	Wakefield Town Hall	23
Monday 23 November 7.00 pm – 9.00 pm	Provision for More Able, Gifted and Talented	PG29	Wakefield Town Hall	25
Wednesday 2 December 7.00 pm – 9.00 pm	New Governors' Course Session 2	NG22	Wakefield Town Hall	23

SPRING TERM 2010

Tuesday 12 January 9.30 am – 2.30 pm	New Governors' Course Session 1 & 2	NG23	Clarke Hall	23
Wednesday 20 January 7.00 pm – 9.00 pm	Finance: An Introduction Session 1	FI8	Wakefield Town Hall	19
Wednesday 27 January 9.30 am – 4.30 pm	Safer Recruitment		Normanton Golf Club	9
Wednesday 27 January 7.00 pm – 9.00 pm	Chairing the Governing Body Session 1	CB3	Featherstone Technology College	16
Thursday 28 January 7.00 pm – 9.00 pm	Health and Safety on Educational Visits	EV11	Wakefield Town Hall	20
Wednesday 3 February 7.00 pm – 9.00 pm	Finance: An Introduction Session 2	FI8	Wakefield Town Hall	19
Wednesday 10 February 7.00 pm – 9.00 pm	Chairing the Governing Body Session 2	CB3	Featherstone Technology College	16
Tuesday 23 February 7.00 pm – 9.00 pm	Sustainability and Schools	SU34	Wakefield Town Hall	27
Tuesday 2 March 9.30 am – 11.30 am	Exclusions Update	EX7	Castleford Five Towns' Centre	18
Wednesday 3 March 7.00 pm – 8.30 pm	Training Link Governors' Meeting		Wakefield Town Hall	30

Programme Courses


SPRING TERM 2010

Date	Course	Ref	Venue	Page
Thursday 4 March 7.00 pm – 9.00 pm	Parent Governors' Role	PR27	Castleford Five Towns' Centre	24
Monday 8 March 7.00 pm – 9.00 pm	Chairs' Forum/WASG	CF2	Featherstone Technology College	16
Tuesday 9 March 7.00 pm – 9.00 pm	Curriculum and Target Setting: An Introduction	CT4	Wakefield Town Hall	17
Wednesday 10 March 7.00 pm – 9.00 pm	New Governors' Course Session 1	NG24	Castleford Five Towns' Centre	23
Monday 22 March 7.00 pm – 9.00 pm	Equality, Diversity, Human Rights and Community Cohesion	EC6	Featherstone Technology College	18
Wednesday 24 March 7.00 pm – 9.00 pm	New Governors' Course Session 2	NG24	Castleford Five Towns' Centre	23
Thursday 25 March 9.30 am – 4.30 pm	Safer Recruitment		Normanton Golf Club	9
Wednesday 31 March 7.00 pm - 9.00 pm	Sex and Relationships Education NEW	SR32	Minsthorpe Training and Conference Centre	26

SUMMER TERM 2010

Tuesday 20 April 7.00 pm – 9.00 pm	Safeguarding Children: An Introduction	SG31	Featherstone Technology College	25
Thursday 22 April 7.00 pm – 9.00 pm	New Governors' Course Session 1	NG25	Minsthorpe Training & Conference Centre	23
Tuesday 27 April 7.00 pm – 9.00 pm	Communication, Language, Literacy Development (CLLD) in the Early Years NEW	CL5	Wakefield Town Hall	17
Thursday 29 April 7.00 pm - 9.00 pm	Inspection under 2009 Framework NEW	IU17	Wakefield Town Hall	21
Thursday 6 May 7.00 pm – 9.00 pm	New Governors' Course Session 2	NG25	Minsthorpe Training & Conference Centre	23

SUMMER TERM 2010

Date	Course	Ref	Venue	Page
Monday 10 May 7.00 pm – 9.00 pm	Wakefield Agreed Religious Education Syllabus	RE37	Wakefield Town Hall	29
Wednesday 12 May 7.00 pm – 9.00 pm	 Health and Safety Risk Assessments	RA13	Featherstone Technology College	21
Monday 17 May 7.00 pm – 9.00 pm	Sustainability and Schools	SU35	Castleford Five Towns Centre	27
Wednesday 19 May 7.00 pm – 8.30 pm	Training Link Governors' Meeting		Hemsworth Arts and Community College	30
Thursday 20 May 7.00 pm - 9.00 pm	Governors' Strategic Role: An Introduction	GR10	Wakefield Town Hall	20
Monday 24 May 7.00 pm – 9.00 pm	New Governors Course Session 1	NG26	Featherstone Technology College	23
Wednesday 26 May 7.00 pm -9.00 pm	Primary Strategy: Excellence, Enjoyment and Creativity	PS28	Featherstone Technology College	24
Monday 7 June 7.00 pm – 9.00 pm	New Governors' Course Session 2	NG26	Featherstone Technology College	23
Wednesday 9 June 7.00 pm – 9.00 pm	Visiting School: An Introduction	VS36	Outwood Ledger Lane Junior and Infants School	28
Monday 14 June 7.00 pm – 9.00 pm	School Sport and Active Lifestyles	SS33	Featherstone Technology College	27
Wednesday 23 June 9.30 am – 4.30 pm	Safer Recruitment		Normanton Golf Club	9

SUMMARY OF PROGRAMME COURSES

Chairs' Forums and Wakefield Association of School Governors

These meetings are intended primarily for Chairs of Governors and Headteachers **but are open to all governors.**

The meeting begins with briefings on major topics, led by the Local Authority. Schools will be notified of these topics via ipoint. The Wakefield Association of School Governors then holds an open meeting for approximately half an hour to report on how the Association has represented governors at meetings with the authority and to hear of issues that need to be taken further with the authority.

The subjects of the October Forum will be Handling Complaints and also the Early Years Single Funding Formula.

Autumn Term

Briefing CF1

Date: Thursday 22 October 2009
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm

Spring Term

Briefing CF2

Date: Monday 8 March 2010
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm

Chairing the Governing Body

The Chair of a governing body is the key factor in its efficiency and effectiveness through both 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 for others with an interest in chairing.

Course CB3

Dates: Wednesday 27 January 2010 Session One
Wednesday 10 February 2010 Session Two
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm
Tutors: David Bowen, Head of School Governor Services
David Watson, Chair of Governors, Halfpenny Lane J, I & N School

Curriculum and Target-setting: An Introduction

Two statutory duties of school governors are to ensure that the taught curriculum is broad and balanced (and in accordance with the National Curriculum) and to agree targets for the school aimed at raising standards. In this course, governors will explore the requirements and expectations of the curriculum at each key stage of education and how targets are set in schools. They will also consider how governors can carry out their strategic role in relation to the curriculum and target-setting.

Course CT4

Date: Tuesday 9 March 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutors: Keith Worrall, School Improvement Adviser
Martin Dell, Data and Assessment Adviser

Communication, Language and Literacy Development (CLLD) in Early Years

NEW

The focus of this training is to raise awareness of the Communication, Language & Literacy Development (CLLD) Programme. This is a national initiative to improve children's attainment in speaking & listening, reading and writing. It is aimed at children in Nursery, Reception and Key Stage 1.

Course CL5

Date: Tuesday 27 April 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutors: Jacqueline Gray, Early Years Support Teacher
Irene Goodman, Foundation Stage Support Teacher

Equality, Diversity, Human Rights and Community Cohesion

This course is intended to:

- Increase governors' knowledge and understanding of Equality Legislation and the Diversity and Community Cohesion Agenda
- Enable governors to ensure schools meet legislative requirements and contribute to the Self Evaluation Form, especially in relation to Community Cohesion duty
- Enhance governors' confidence to embed Equality, Diversity and Community Cohesion in the ethos of their school.

The course utilises the Local Authority's Framework for a Model Single Equality, Diversity, Human Rights and Community Cohesion Policy for Schools and Colleges and the "Open Your Mind" DVD Teaching Resource.

Course EC6

Date: Monday 22 March 2010
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm
Tutor: Amer Bhatti, Head of Equality and Diversity

Exclusions Update

The DCSF has drawn up detailed guidance on when and how exclusion should be implemented and procedures for appeals against exclusions. This guidance took effect from September 2007. This course will provide an update on this national guidance, including the exclusion process and the Independent Appeal process. The training will help ensure that all governors are acting within the law when reviewing exclusions. This course will be especially relevant to those on the Pupil Discipline Committee/ Behaviour & Discipline Committee but would be interesting for any members of the governing body.

Course EX7

Date: Tuesday 2 March 2010
Venue: Castleford Five Towns' Centre
Time: 9.30 am – 11.30 am
Tutor: Claire Hammerson, School Exclusions Team Manager

Finance: An Introduction

This will be a two-session course 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 for members of Resources or Finance Committees.

Course F18

Dates: Wednesday 20 January 2010 Session One
 Wednesday 3 February 2010 Session Two
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutor: Graham Myers, Principal Finance Officer

Financial Management Standard in Schools (FMSiS)

All secondary schools were required to meet the Financial Management Standard in Schools (FMSiS) by March 2007. Primary and special schools are expected to work towards achievement of the standard by March 2010.

The Standard is intended to help schools achieve good financial management through a self evaluation tool to assess strengths and weaknesses. An external assessment must then be carried out to ensure that the Standard is met.

The role of governors is one of the main foci of the Standard, which covers Leadership and Management, People Management, Policy and Strategy, Partnerships and Resources and Processes. The course provides a guide to best practice and sources that governors can access to deliver this.

This course will help all governors understand the requirements of the FMSiS, especially members of Resources or Finance Committees.

Course FM9

Date: Wednesday 11 November 2009
Venue: Featherstone Technology College
Time: 7.00pm - 9.00pm
Tutor: Graham Myers, Principal Finance Officer

Governors' Strategic Role: An Introduction

Ofsted continues to report that school development planning is key 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. It links closely with the introductory courses on "Finance" and "Governors and Self-Evaluation".

Course GR10

Date: Thursday 20 May 2010
Venue: Wakefield Town Hall
Time : 7.00 pm – 9.00 pm
Tutor: Peter Forster, School Improvement Adviser

Health and Safety on Educational Visits

The health and safety of pupils is paramount when schools undertake visits off site. Governing bodies of all schools have an important role in the scrutiny of arrangements for educational visits.

In this course, governors will be informed about the relevant legislation, best practice and procedures in assessing risk related to off site visits, items which should be included in their school health and safety policies and training, which staff who are organising and supervising these visits, should undertake. The course will draw on the DCSF guidance Health and Safety on Educational Visits (HASPEV) which was produced following tragedies in the late 1980's and the Educational Visits Health and Safety Handbook issued by the LA to all schools.

Course EV11

Date: Thursday 28 January 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutor: Claire Thompson, Health and Safety Team Manager

Health and Safety Risk Assessments

NEW

Health and safety is a key issue in the day to day activity in schools. Whilst operating in a risk free environment may be impossible, society expects that significant risk will be assessed and where possible addressed. This course outlines the responsibilities of the headteachers and governors under the Health and Safety legislation covering the Health and Safety Policy, Risk Assessment and recent legislation. A premises inspection checklist will be outlined.

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 RA12

Date: Tuesday 3 November 2009
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutor: Claire Thompson, Health and Safety Team Manager

Course RA13

Date: Wednesday 12 May 2010
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm
Tutor: Claire Thompson, Health and Safety Team Manager

Inspection under 2009 Framework

NEW

The Ofsted inspection framework changed significantly in September 2009 and expectations of schools have been raised. This course will explain the main features of the new framework and how governors can contribute to a successful outcome to their school's inspection. The course will be led by School Improvement Partners and members of the School Governor Services.

Course IU14

Dates: Thursday 17 September 2009
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm

Course IU15

Date: Wednesday 30 September 2009
Venue: Minsthorpe Training and Conference Centre
Time: 9.30 am – 11.30 am

Course IU16

Date: Monday 5 October 2009
Venue: Castleford Five Towns' Centre
Time: 7.00 pm – 9.00 pm

Course IU17

Date: Thursday 29 April 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm

Measuring Achievement in Your School



The Government's White Paper Your Child, Your Schools, Our Future emphasises that governors have a key role in monitoring performance data to hold schools to account. In September, all schools will receive an Attainment and Achievement Profile for the academic year 2008-2009 from Wakefield School Improvement Data Team.

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 enable governors to undertake their key role of critical friend in analysing how their school has performed and asking the pertinent questions.

Course MA18: Primary

Date: Thursday 8 October 2009
Time: 7.00 pm – 9.00 pm
Venue: Wakefield Town Hall
Tutor: Martin Dell: School Improvement Advisor

Course MA19: Primary

Date: Tuesday 20 October 2009
Time: 7.00 pm – 9.00 pm
Venue: Minsthorpe Training and Conference Centre
Tutor: Martin Dell: School Improvement Advisor

Course MA20: Secondary

Date: Wednesday 14 October 2009
Time: 7.00 pm – 9.00 pm
Venue: Featherstone Technology College
Tutor: Martin Dell: School Improvement Advisor

New Governors' Course

This two-part course introduces new governors to their roles and responsibilities. It will also provide an introduction to the education system, school management and procedures at governors' meetings. In order for new governors to become effective, it is important for them to attend this course. The course will be tutored by members of School Governor Services alongside an experienced governor.

Six courses will be provided throughout the academic year.

Course NG21

Dates: Monday 28 September 2009 - Session One
Monday 12 October 2009 - Session Two
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm

Course NG22

Dates: Wednesday 18 November 2009 - Session One
Wednesday 2 December 2009 - Session Two
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm

Course NG23

Date: Tuesday 12 January 2010 - Session One and Session Two
Venue: Clarke Hall
Time: 9.30 am – 2.30 pm (Light lunch provided)

Course NG24

Dates: Wednesday 10 March 2010 - Session One
Wednesday 24 March 2010 - Session Two
Venue: Castleford Five Towns' Centre
Time: 7.00 pm – 9.00 pm

Course NG25

Dates: Thursday 22 April 2010 - Session One
Thursday 6 May 2010 - Session Two
Venue: Minsthorpe Training and Conference Centre
Time: 7.00 pm – 9.00 pm

Course NG26

Dates: Monday 24 May 2010 - Session One
Monday 7 June 2010 - Session Two
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm

Parent Governors' Role

Parent Governors have a particularly important role to play as school governors. This course aims to explore this role and suggests strategies for carrying it out, including how Parent Governors can act as a good liaison between the school and other parents. There will also be an overview of the national and local initiatives that have been developed to support parents in carrying out their role. This will be tutored by a member of School Governor Services.

Course PR27

Date: Thursday 4 March 2010
Venue: Castleford Five Towns' Centre
Time: 7.00 pm – 9.00 pm

Primary Strategy: Excellence, Enjoyment and Creativity

The publication of the Government Strategy for Primary Schools “Excellence and Enjoyment” represented a landmark in primary education. It is probably the most significant document that headteachers and governors have received. During this course we will examine with governors the contribution that creativity can make to the achievement of excellence and enjoyment in primary classrooms.

This revised course will have three elements: understanding the national agenda, participating in local networks, and developing an approach to creativity within the context of your own school. The course will also draw upon examples of effective practice from across the Local Authority and provide practical strategies for encouraging creativity in your own school.

Course PS28

Date: Wednesday 26 May 2010
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm
Tutors: John Parkin, Primary Strategy Team Leader
Keith Worrall, School Improvement Adviser

Provision for More Able, Gifted and Talented

This course is for governors of both primary and secondary schools. It will enable participants to develop their knowledge and understanding of the Department for Children, Schools and Families Gifted and Talented Strategy and how this is being implemented within the Wakefield District.

Information will also be provided on the National Institutional Quality Standards for Gifted and Talented, the support networks available to schools and the provision that students can access across the district. The use of data by schools to identify and monitor the progress of gifted and talented pupils will also be explored. There will also be an opportunity for participants to share knowledge of existing practices.

Course PG29

Date: Monday 23 November 2009
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutors: John Allen, School Improvement Adviser
Keith Worrall, School Improvement Adviser
Martin Dell, Data and Assessment Adviser

Safeguarding Children: An Introduction

Schools have a duty to safeguard and promote the welfare of their pupils, as set out in the Children Act 2004. Governing Bodies have a specific responsibility for ensuring the arrangements are in place to do this. Ofsted states that there should be “a comprehensive awareness of safeguarding issues among the governors and staff at all levels”.

Schools have a crucial role in identifying where there are welfare concerns relating to a child and to take action to address them in partnership with other organisations, where this is appropriate; and the course will address this.

Schools also have a duty to provide children with a safe learning environment, particularly around safe working practices for all staff and what is expected. This course will look at what happens when allegations are made against people who work with children, in accordance with the guidance from Working Together to Safeguard Children 2006 and the Bichard Enquiry Report 2004.

Course SG30

Date: Thursday 15 October 2009
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutor: Rachel Holmes, Child Protection Co-ordinator

Course SG31

Date: Tuesday 20 April 2010
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm
Tutor: Rachel Holmes, Child Protection Co-ordinator

Sex and Relationships Education

NEW

Successive independent reviews emphasise the importance of high quality relationships and sexual health education for children and young people in primary and secondary schools. The Government has announced that from 2011 Personal Social Health and Economic Education will become a statutory part of the national curriculum; this will also mean that the provision of Relationships and Sex Education in all schools becomes a statutory requirement.

The aims of this course are intended to:

- Ensure governors understand the key role of governing bodies in delivering this statutory requirement for 'Sex and Relationships Education' and what this will mean in practice for schools.
- Inform governors of what high quality relationships and sex education entails for children and young people to ensure they lead successful, safe, healthy and fulfilling lives as adults.
- Enable governors to implement the recommendations made by the DCSF, in line with the values, ethos and context of their school communities.

Course SR32

Date: Wednesday 31 March 2010
Venue: Minsthorpe Training and Conference Centre
Time: 7.00 pm – 9.00 pm
Tutor: Jonathan Cooper, Teacher Adviser Citizenship and PSHE

School Sport and Active Lifestyles

This course will raise awareness of how schools and the Local Authority have addressed the issue of school sport and active lifestyles. Governors will be able to consider the different approaches to school sport and active lifestyles and their link to the Extended Schools Agenda and the Healthy Schools Programme.

As a result of this course, governors will:

- Understand the Sport and Active Lifestyle Strategy in Wakefield
- Know how Schools are managing the School Sport and Active Lifestyle Agenda through the curriculum and whole school provision
- Know best practice exemplars from schools within the Wakefield district
- Learn about the different partnerships currently working at both regional and local level on the delivery of the Sport and Active Lifestyle Strategy
- Understand the current requirements for P.E. and sport in schools in relation to curriculum time, schemes of work and assessment.

Course SS33

Date: Monday 14 June 2010
Venue: Featherstone Technology College
Time: 7.00 pm – 9.00 pm
Tutor: Keith Worrall, School Improvement Adviser

Sustainability and Schools

The DCSF would like all schools to be sustainable by 2020, and to prepare young people for a lifetime of sustainable living. The Sustainable Schools Programme has seven doorways, each one demonstrates the impact on schools and also on the local and global community. The most pressing issues are around utilities and waste. All schools will be facing higher energy and water bills this year and in years to come and this could put pressure on budgets. Waste management is another concern for schools to contend with. This course will highlight some actions your school could take to manage the impact of rising costs and also lessen its carbon footprint.

Course SU34

Date: Tuesday 23 February 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutor: Sue Rigby, Consultant

Course SU35

Date: Monday 17 May 2010
Venue: Castleford Five Towns Centre
Time: 7.00 pm – 9.00 pm
Tutor: Sue Rigby, Consultant

Visiting School: An Introduction

Visiting school is one of the most important and, generally, one of the most enjoyable aspects of the governor's role. However, many governors are apprehensive about how to carry out visits and what questions to ask. This course aims to give practical guidance on these issues and will be held in a school so that governors can discuss classroom environment and display.

Course VS36

Date: Wednesday 9 June 2010
Venue: Outwood Ledger Lane Junior and Infants School
Time: 7.00 pm – 9.00 pm
Tutors: School Governor Services

Wakefield Agreed Religious Education Syllabus

Effective Religious Education (RE) can provide excellent opportunities for pupils to debate questions of belief, identity and diversity that underpin community cohesion.

This course will explore the main sections of the revised agreed syllabus 2007 for RE so that governors will have an appreciation of:

- RE and the Law;
- RE and the Every Child Matters Agenda;
- LA support for RE;
- aims and objectives in RE;
- skills and attitudes that will be developed;
- processes for learning;
- programmes of study for the Foundation Stage and Key Stages One to Four.

There will also be opportunity to explore how RE is assessed according to the Qualifications and Curriculum Authority's Eight Level Scale of Expectations. This course is relevant to governors so they have knowledge and understanding of what underpins a scheme of work for RE in Wakefield schools.

Course RE37

Date: Monday 10 May 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 9.00 pm
Tutors: Celia Roberts, RE Consultant
Lyndsay Mason, Deputy Headteacher
Wakefield, St John's CE (VA) J&I School

The Role of the Training Link Governor (TLG)

Every governing body is asked by the Authority to appoint a Training Link Governor (TLG).

The role of the TLG is to:

- promote and develop training within the governing body; and
- provide feedback to the Authority about the governor training and support which 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/ or telephone **Liz Elliott on 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 Authority's governor training and support services;
- to help TLGs to share good practice and to work together at 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: Monday 19 October 2009
Venue: Castleford Five Towns' Centre
Time: 7.00 pm – 8.30 pm

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

Date: Wednesday 3 March 2010
Venue: Wakefield Town Hall
Time: 7.00 pm – 8.30 pm

Hemsworth and Minsthorpe Pyramids

Date: Wednesday 19 May 2010
Venue: Hemsworth Arts and Community College
Time: 7.00 pm – 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. The letter will be sent approximately ten days before the start of the course.

If you have any queries about the venues, please ring Liz Elliott on 01924 305661.

Castleford Five Towns Centre

Location

The Five Towns Resource and Technology Centre is on Welbeck Street, which is reached 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 6.00 pm, there is free parking across the road in the Booth Street Car Park (this is a private car park during the day – a limited number of parking permits is 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 the Centre is open.

Wheelchair Access

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

Clarke Hall, Wakefield

Location

Clarke Hall is on Aberford Road (the A642) opposite the main entrance to Pinderfields Hospital. Entering Wakefield from junction 31 off the M62, it is on the left, just after the hospice. The postcode is WF1 4AL.

Car Parking

There is substantial on-site parking at Clarke Hall immediately in front of the reception to the training centre.

Guide To Training Venues

Security

The training centre is well staffed and the office faces the car park.

Wheelchair Access

There is wheelchair access to the training room at Clarke Hall through the main reception.

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.

Wheelchair Access

There is wheelchair access to the school. Please ring 01924 305641 if you need this, so that the lift to the Learning and Resource Centre can be activated.

Hemsworth Arts and Community College

Location

Hemsworth Arts and Community College is in the centre of Hemsworth on Station Road (leading to Pontefract). The postcode is WF9 4HW.

Car Parking

There is a car park at the front of the school, with overspill parking at the rear of the school.

Security

The car park is well lit. Generally, there are other classes/societies meeting at the school in the evening.

Wheelchair Access

Wheelchair access can be made available. Please ring School Governor Services on 01924 305641 so that this can be arranged.

Outwood Ledger Lane Junior and Infants School

Location

Outwood Ledger Lane school is located on Ledger Lane, Outwood, Wakefield. The post code is WF1 3PH.

Approaching from Wakefield, Ledger Lane is a left hand turn immediately before the Queens Public House. As you travel from Wakefield you will pass the Victoria Public House, continue on the A61 through a set of pelican lights you will then turn left prior to the next set of pelican lights.

Approaching from Leeds (A61) you will pass the Empire Fish Restaurant and Tesco Express (both on your left). You then take a right immediately after the pelican lights.

Once on Ledger Lane the school is on the right hand side.

Car Parking

As you approach Ledger Lane from Leeds road use the 2nd entrance to the school. Car parking is available. You will be directed onto the school playground.

Security

Playground parking is outside of the main school building. The car park itself is overlooked by the houses opposite. The School has a security pad entry and a member of staff will be available to allow entry.

Wheelchair Access

There is wheelchair access to school and the school is on one level. Toilet facilities are available

Minsthorpe Training and Conference Centre

Location

The Minsthorpe Training and Conference Centre is at the front of the Minsthorpe Community College campus, on Minsthorpe Lane, South Elmsall. The postcode is WF9 2UJ.

Car Parking

There is parking in the school car park which is on Minsthorpe Lane approximately 60 metres from the Centre towards South Kirkby/Hemsworth. After school hours, there is also parking immediately outside the Centre, in the bus park area for the school.

Security

The vicinity is well-lit. The Centre is staffed whenever it is open.

Wheelchair Access

This is a modern, purpose-built conference centre with full wheelchair access.

Wakefield Town Hall

Location

Wakefield Town Hall is 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 Town Hall's postcode is WF1 2HQ.

Car Parking

There is on-street parking in the vicinity of the Town Hall. There are a number of daytime car parks - the nearest is the Rishworth Street Multi-storey (which closes at 8.00pm).

Security

Central Wakefield is well lit and is covered by CCTV cameras. The Town Hall is away from the "pubs and clubs" area of the city. 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 Wakefield to Barnsley Road, on the edge of the village of Woolley. Approaching from the A61, it is on the right, immediately after the entrance to the golf club. Woolley Hall's postcode is WF4 2JR.

Car Parking

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

Security

This is a very busy conference centre and is always well staffed.

Wheelchair Access

Please ring School Governor Services on 01924 305641 if you need wheelchair access.

The Role of the Training Link Governor (TLG)

Bespoke courses are provided by the Local Authority 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:

- the session 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; and it can enable the staff of the school to be involved and work with governors where this is appropriate.

Some of the possible bespoke courses can be found on page 37. Other courses can be devised to meet the particular needs of the governing body or bodies.

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

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

For governing bodies that have subscribed to its governor training service, the Local Authority 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 should 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, all high schools and all 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 Liz Elliott (tel: 01924 305661). Please remember that arranging a course can take time and allow several weeks for all the arrangements to be made. The Local Authority 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 in a training event, TLGs should contact Liz Elliott.

It is helpful if the TLG can provide certain information when he/she asks for a course:

- name of TLG or other contact person;
- name(s) of the governing body or governing 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;
- possible dates;
- booking arrangements for governors;
- any non-governors to be invited, e.g. staff and/or clerk; and
- any special requirements to be considered.

Below are the subjects of some bespoke courses that schools have found useful:

- Roles and Responsibilities of Governors
- Using Attainment Data to Improve Learning and Achievement
- Monitoring and Evaluating the Work of the School
- Preparation for Inspection
- Assuring Educational Inclusion
- Ethnic Minority Achievement
- Budgeting and Money Matters
- Children in Care (pyramid course)
- Every Child Matters
- Community Cohesion / Equality Framework
- Developing governance as put at the leadership and management of the school from 'satisfactory' to 'good' or 'good' to 'outstanding'

Additionally, schools can request a course **specifically tailored for their own school** on a subject which is covered in the programme of general courses in this booklet.

Advice On Governor Issues

Wakefield Local Authority 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 in SGS:

- Ossett and Horbury pyramids (excluding Horbury School – A Specialist Language College), Outwood Grange College of Technology, Walton Primary School, Crigglestone Nursery School and Early Years Centre, Highfield School, St Ignatius Catholic Primary School, Ossett and Maypole Children's Centre: Dan Yates (tel. 01924 305684);
- Crofton Shay Lane Primary, Pontefract Orchard Head J&I, Halfpenny Lane J&I, Stanley Grove J & I and Stanley Wrenthorpe Primary Schools: Andrew Hoole (tel. 01924 306730);
- Wakefield Kettlethorpe and the Cathedral Pyramids (excluding Wakefield Snapethorpe Primary, Wakefield The Mount J&I and Wakefield Lawefield Primary Schools), The Freeston Business and Enterprise College, Normanton, Stanley Wrenthorpe Jerry Clay Lane J and I and St Austin's Catholic Primary Schools: Andrea Mannion (tel. 01924 305637);
- Normanton Pyramid (excluding The Freeston Business and Enterprise College, Normanton and Normanton Newlands Primary School) Outwood Pyramid (excluding Outwood Grange College of Technology, Stanley Grove J & I School, Stanley Wrenthorpe Jerry Clay Lane J & I and Stanley Wrenthorpe Primary Schools), Kingsland School, Stanley: Ann Weller (tel. 01924 305641);
- Airedale, Featherstone and Castleford Pyramids (excluding Castleford Glasshoughton Infants School) and Horbury School – a Specialist Language College: Peter Taylor (tel. 01924 305540);
- Pontefract Carleton and The King's Pyramid (excluding Pontefract Orchard Head J & I, Pontefract Larks Hill J & I and Pontefract Halfpenny Lane J & I Schools) St Wilfrid's Catholic High School and Sixth Form College, St Joseph's Catholic Primary School, Pontefract and Pomfret Children's Centre: Claire Thomas (tel. 01924 305379);
- Hemsworth and Minsthorpe College Pyramids, Oakfield Park School, Ackworth, Wakefield District Community School and Sacred Heart Catholic Primary School, Hemsworth: Stephen Midgley (tel. 01924 305636);

- Knottingley Pyramid, St Joseph's Catholic Primary School, Castleford, Holy Family and St Michael's Catholic Primary School, Pontefract, Pinderfields Hospital School, The Castle Nursery School and Sycamores Children's Centre, Wakefield: Peter Bell (tel.01924 305638);
- Wakefield City Pyramid, Crofton High School – Specialists in Mathematics and Computing, Wakefield The Mount J&I, Wakefield Lawefield Primary, Wakefield Snapethorpe Primary, Sharlston Community, Crofton Junior, Crofton Infant and Castleford Glasshoughton Infants Schools, St Thomas a Becket Catholic College, Wakefield, St Joseph's Catholic Primary School, Moorthorpe, Pontefract Harewood Centre Nursery School, Wakefield Pathways School, Castleford and Sharlston Children's Centre: Donna Callon (tel. 01924 305609);
- Pontefract Larks Hill J&I, Normanton Newlands Primary School and Butterflies Children's Centre: Donna Arnold (tel. 01924 305502).

The Local Authority 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;
- Local Authority booklet, "Guidance for Governors"; and
- pages for governors on www.wakefield.gov.uk/education/schools/governors

Advice on other Educational issues

The Local Authority also provides advice and information to governing bodies (as opposed to individual governors) via other groups in Family Services.

All groups can also draw on the expertise of the Council's Legal Services and Insurance Officer.

You can also contact your Governor Support Officer for advice.

Appointing Your New Headteacher

Governors are reminded of the support service available to them from Wakefield Local Authority when they are appointing a new Headteacher. Officers from Human Resources and Schools and Lifelong Learning offer briefings and training on all aspects of the recruitment and selection process.

To get the most from this support, please make sure that the Corporate Director Family Services is informed as soon as you know that you need to begin the process. This can be done by contacting Luisa Waite, Recruitment Strategy Manager, on 01924 306523.

LA Consultancy Services for Governing Bodies

The Local Authority offers a consultancy service for governing bodies, e.g. advising on planning for governing body development or on preparing for inspection.

For information on consultancy services, please contact David Bowen (tel. 01924 305502).

Clerking for Governing Bodies

Most governing bodies in Wakefield ask the Corporate Director Family Services to provide their Clerk. The subscription for this service is £1,453 for the financial year 2009-2010. This service includes drawing up the agenda for meetings, minuting meetings, giving procedural advice at the meeting 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 (see list on page 41) or, if your school is not clerked by a representative of the Corporate Director (Family Services), please contact Olive Hughes (tel. 01924 305640).

Governors Resource Library

All schools that subscribe to the Governor Training Service benefit from free loans from Governor Services' 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

For enquiries, please telephone 01924 305641/36

Website for Governors

The local authority maintains an extensive website for governors on www.wakefield.gov.uk/education/schools/governors

This includes guidance documents, information on becoming a governor and on training and development and links to other national websites for governors.

School Governor Services

Family Services
County Hall
Wakefield
WF1 2QL

Tel: 01924 305641

Email: governor.training@wakefeld.gov.uk

Fax: 01924 305214