

# Governors' News

Issue 46 Spring 2005



## 2005: Sea Liverpool

2005 has been designated Sea Liverpool as the third of the themed years in the run up to 2008. The year-long celebrations will include the opening of the city's £10m cruise liner terminal, the 25th annual Mersey River Festival, Run Liverpool, the start of the Clipper Round the World Yacht Race and the bicentennial of the Battle of Trafalgar.

## Opportunities for Support Staff

Leading Together

Young Enterprise

Freedom of Information

Spring 2005 Training Programme



*Working in partnership with  
community, voluntary and foundation schools*



## Opportunities for Support Staff

Is your school taking advantage of the training opportunities for support staff? Are you maximising the potential of all staff and enabling them to be a part of the school's performance management? Do you strategically develop all staff working with the priorities and demands of the School Improvement Plan?

Staff development and the range of continuous professional development available are steadily growing in order to meet the needs of all staff. In Liverpool the opportunities available are embraced at a number of levels. Schools develop their own supportive training programmes and take advantage of the new courses and opportunities which are being developed nationally. Staff can begin to follow a career pathway or deepen and enrich the role they enjoy.

Nationally the DfES Induction course for Teaching Assistants has been updated and new modules are being added. Following the success of the DfES EAL Module additional modules have recently been launched and now include ICT, Learning and Science. The NVQ levels 2 and 3 for Teaching Assistants are now established and Modern Apprenticeships are being developed.

The Higher Level Teaching Assistant Training and Assessment Routes are now available, offering further opportunities for Teaching Assistants working to the agreed standards. This allows Teaching Assistants to gain a recognised status for the work they do. The LEA is part of the Merseyside and Cheshire Higher Level Teaching Assistant Consortium working to offer training and assessment across the area.

The local Higher Education Providers have developed Foundation Degrees enabling those who wish to extend and deepen their own learning within their job. The Foundation Degree can provide an opportunity to continue

studying up to degree level. Aspiring staff can then move forward to become teachers by completing QTS (Qualified Teacher Status).

The DfES Introductory Course for Support Staff was introduced in 2003 providing training for all support staff involved in a variety of roles throughout the schools. This successfully engages all staff in the life of the school.

Further developments through the National College for School Leadership offer opportunities for school administration staff to work towards the Certificate of School Business Management. Successful staff have risen to the challenges and strengthened their knowledge enabling them to support the managers of the school. This will be followed by the Diploma in School Business Management.

National Occupational Competencies have been developed within the experienced bodies that support Science Technicians, ICT Technicians and Learning Mentors.

The Teacher Training Agency is now responsible for all school staff training and this will develop further over the next few years.

In order to respond to the increasing development opportunities the LEA works in partnership with Adult Learning and Liverpool Community College working with new qualifications and supporting assessor training. This will eventually enable schools to assess their own staff.

All staff will be able to develop according to their own need within their school, enhancing the learning of the pupils and the whole school community.

Holly Wilson  
Senior Education Officer  
(Workforce Remodelling)  
[holly.wilson@liverpool.gov.uk](mailto:holly.wilson@liverpool.gov.uk)

# Leading Together

***How well do governors and senior leaders at your school understand each other's roles?  
How good is your teamwork?***

Governors, the headteacher and the school's leadership team have different, but complementary roles to play in sharing the strategic leadership of the school. **Leading Together** has been designed to strengthen partnerships in strategic leadership through improved team working.

**Does a climate exist in your school where the governing body can effectively challenge and support the senior leadership team?**

The national programme (DfES and National College for School Leadership) is designed to strengthen the capacity of the governing body and senior leaders in the school to work together for the benefit of their young people by:

- Exploring the roles and responsibilities of members of the governing body, the headteacher and senior leadership team
- Developing an appreciation of the different contributions that the professional and lay members of the group can make to the partnership
- Developing understanding of how members of the group share tasks and support each other
- Identifying barriers to effective collaboration and developing mechanisms to overcome them
- Agreeing strategies for effective team working that will enhance the shared strategic leadership of school improvement
- Establishing a climate which enables the governing body to effectively challenge and support the senior leadership team

## **What does the programme involve?**

A nominated Working Party of governors and school staff work together with an experienced facilitator for three two-hour sessions spread over nine to twelve months.

## **Want to know more?**

For further information and a briefing paper about the programme, to use in discussion at your next governing body/senior leadership meeting, please telephone Stella Owen on 233 8134 or email [stella.owen@liverpool.gov.uk](mailto:stella.owen@liverpool.gov.uk).



Young Enterprise is the UK's premier education business charity, and for over 40 years it has been equipping and inspiring young people to succeed through enterprise.

Through a variety of enterprise programmes students are able to gain skills, knowledge and confidence by following the Young Enterprise motto of "Learning by Doing."

The Young Enterprise "Company Programme" provides the structure and framework for students aged 14-19 years of age to devise, set up and run their own business over the course of an academic year. The key ingredient comes from the skills and experience of a volunteer Business Adviser who supports and guides the students through the life cycle of their company.

As a Business Adviser you will be asked to go in to a school and help the students solve the numerous problems they'll face, from balancing the books through to finding sales opportunities.

Working with a team of young people is an exciting and stimulating experience for all those involved. Without the support of

volunteers bringing their own skills, knowledge and experiences in to the classroom, students would not reach their full potential.

Young Enterprise is desperately short of volunteer Business Advisers to support the demand from Liverpool schools for the Company Programme. As a Governor you are a stakeholder in your school and it could be that you may be interested in volunteering as a Business Adviser, or have suitable contacts that you could forward to Young Enterprise.

If you have the ability to connect with young people and would like to nurture and develop their enterprise, communication, team working and life skills, Young Enterprise would provide an excellent volunteering opportunity. The time commitment is an hour a week during term time, training and on-going support is provided.

For more information on how to volunteer or see if your school is currently involved with Young Enterprise, please contact:

Anthony Brown  
Volunteer Liaison Manager  
Young Enterprise  
1<sup>st</sup> Floor, Capability House  
NMBC, Woodward Road  
Knowsley Industrial Estate  
Merseyside  
L33 7UY  
Tel: 0151-549-3172  
anthony.brown@merseysideye.org.uk  
website: [www.youngenterprisenw.org](http://www.youngenterprisenw.org)



## Parent Partnership, Pupil Advocacy and Removing Barriers

Parent Partnership, Pupil Advocacy and Removing Barriers have moved to The Fairfield Centre, Sheil Road, Liverpool, L6 3AA.

Contact numbers remain the same: 233 2848 for Parent Partnership and Removing Barriers; 233 3351 for Pupil Advocacy. The fax number for both teams is: 233 8206.

## Termly Briefing for Chairs

Following the consultation exercise on the document *A New Relationship for Schools*, governors will be aware that the scheme whereby Assigned School Effectiveness Officers have acted as Director's Representative to Governing Bodies will cease at the end of the autumn term 2004.

Governing bodies are requested to retain *Director's Items* as a standing item on agenda. Director's Items will continue to be sent to schools each term.

The termly meetings for Chairs of Governing Bodies will continue. At the briefings, Chairs will receive first-hand briefings from the authors of those items submitted to schools that term. There will also be the opportunity to raise questions or comments on each item.

It is vitally important that the Chair or a representative of the governing body attends the meetings in order to be fully informed and to enhance the effectiveness of the governing body.

The termly briefings will now be held on two separate evenings to allow more governors the opportunity to attend.

The meetings for spring term are detailed on page 10.

Director's Items will also be published on the school governors' pages of the City Council website:  
[www.liverpool.gov.uk](http://www.liverpool.gov.uk)

*To access:*

- > *A Z of Council Services*
- > *S*
- > *School Governors*

## Safeguarding Children in Education

### Education Act 2002 Section 175

Section 175 of the Education Act places a duty on Local Education authorities, and on the governing bodies of school and FE institutions to make arrangements for carrying out their functions with a view to safeguarding and promoting the welfare of children.

**Section 175 came into force on 1<sup>st</sup> June 2004.**

It also requires LEA's and governing bodies to have regard to any guidance issued by the Secretary of State in drawing up those arrangements.

In September 2004 the government issued the guidance document *Children in Education* (ref: DfES/0027/2004). The status of this guidance is 'highly recommended'. The new guidance supercedes Circular 10/95 – *Protecting Children from Abuse: the Role of the Education Service*.

Copies of the guidance are only available by downloading from the DfES website at:  
[www.teachernet.gov.uk/childprotection/guidance.htm](http://www.teachernet.gov.uk/childprotection/guidance.htm)

If you require further information please contact me.

Paul Fillis  
Child Protection Officer  
233 2855  
[paul.fillis@liverpool.gov.uk](mailto:paul.fillis@liverpool.gov.uk)



## **Freedom of Information: What does it mean for the Education Sector?**

The Freedom of Information Act 2000 will be brought fully into force across the public sector on 1 January 2005. From this date, the public will have a statutory right to request any information held by 'public authorities'. The term 'public authorities' includes maintained schools and nurseries.

The Freedom of Information Act promotes greater openness and accountability across the public sector. It achieves this firstly by requiring public authorities to make information available pro-actively through a 'publication scheme'. Secondly it requires them to deal with specific requests and to release information unless they can justify withholding information because an exemption in the Act applies.

### **What is a publication scheme?**

A publication scheme is effectively a guide to the information which the authority has committed itself to publishing. Each public authority must publish in accordance with its scheme, and from time to time review the scheme. The purpose of this requirement is to ensure that public authorities make a significant amount of information available pro-actively without the need for a specific request.

All publication schemes have to be approved by the Information Commissioner – an independent body set up to oversee and enforce both the Freedom of Information Act and the Data Protection Act. Schemes must set out the 'classes' of information the authority publishes, the form in which the information is published and whether or not charges apply. In adopting or reviewing a publication scheme the authority must also have regard to the public interest in allowing access to the information it holds and in the publication of reasons for its decisions.

Model schemes have already been developed for the further and higher education sector and for schools in England.

### **What new rights will the public have?**

Individuals already have a 'subject access right' under the Data Protection Act 1998 to access their own information held on computer, and in some paper files. (For more information please refer to the Information Commissioner's website below.) As far as public authorities are concerned, the Freedom of Information Act will extend this right to allow access to all the types of information they hold, whether personal or non-personal. Anyone, including corporate bodies, will be able to make a request for information that is not already publicly available. They will not need to refer to the Freedom of Information Act or the Data Protection Act although requests must be in permanent form. Applicants will usually have the right:

- to be told whether the information exists (known as the duty to confirm or deny);
- to receive the information (and, where possible, in the manner requested); and
- to receive reasons for a decision to withhold information

In general, public authorities will have to respond to requests within 20 working days. A fee, governed by regulations, may be charged. The public authority may be able to withhold information because an exemption in the Act applies. However, in the case of most of the exemptions the authority will have to go on to consider the public interest in disclosure.

More information is available on the Department for Education and Skills' TeacherNet website: [www.teachernet.gov.uk](http://www.teachernet.gov.uk)

More information on the role of the Information Commissioner is available on: [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk)

In order to further support governors a course has been organised in February. See page 11 for details.

## Service Level Agreements 2005/06 School Governor Services

### Training

There are five services available. Governing bodies may choose **one or more** services:

#### Service 1

Subscription for unlimited places for all governors and staff on all courses advertised in Governors' News (approximately 20 sessions per term).

**Cost: £35 per governor** (*number of governors as recorded on the Instrument of Government*)

#### Service 2

One two-hour on-site training session.

**Cost: £210**

#### Service 3

Two briefing sessions of up to an hour each which may be scheduled into governors' meetings.

**Cost: £250**

#### Service 4

##### Governing Body Self Review Programme

A four-stage programme (full details on request)

**Cost: £400**

#### Learning Network service

One two-hour on-site training session.  
Cost: £250

**For more information on the Training Service Agreement contact Stella Owen**

A Service Level Agreement Pack for 2005/06 was sent to all Chairs and Heads in November.

Options and prices for Governor Training and Clerking of Governing Bodies SLAs are set out below.

In the past, governor training could be paid for from a Standards Fund grant called School Improvement. This grant has now gone and money is now included in the school's budget. The grant also used to cover training for staff.

Governors may wish to include a "training line" which incorporates governor training in their budget to aid decision making and monitoring.

### Clerking

The service is offered on the basis of a fee per meeting as follows:

Meeting up to two hours: £160  
Each additional hour or part thereof: £25

#### Non Service Agreement Emergency Cover Pricing Policy

The service is offered on the basis of a fee per meeting, subject to availability, as follows:

Clerking Service  
Meeting up to two hours: £175  
Each additional hour or part thereof: £25

Minuting Service  
Meeting up to two hours: £110  
Each additional hour or part thereof: £20

**For more information on the Clerking Service Agreement contact Dave Cadwallader**

## Governor Training

- Bookings should be made in writing, preferably no later than seven days before the date of the course. Confirmation of your booking will be sent to you and, if appropriate, your school will be invoiced.
- If you are unable to attend a course for which you have booked please cancel as soon as possible otherwise a fee, if applicable, will be charged in line with our charging policy.
- Enquiries regarding course *bookings* should be made to Jean Worrall: tel/fax: 0151-233 8201.
- Enquiries regarding course *content* should be made to Stella Owen: tel/fax: 0151-233 8134.
- In addition to governors, bookings from teaching and support staff are welcomed.

### Governors with a disability

- Any governor with a disability wishing to access governor training and support should contact School Governor Services to discuss particular needs. Wherever possible we will do our best to assist.
- Governors with mobility problems may be able to get the support of a volunteer travel companion. To find out more contact *Local Solutions* on 708 9993 and ask for Anne Molyneux.

## Accreditation for Governors

The College of Teachers will award a Level 1 Certificate of Educational Studies on completion of at least 18 hours of approved training. The training must cover all modules.

The College will award a Level 2 Certificate on completion of a further 18 hours of approved training. The training must cover at least two modules and must not include the Induction Course. For further details contact Stella Owen.

The reference given in *italics* at the end of the course details denotes the course module.

Modules are as follows:

- Roles and Responsibilities (*R&R*)
- National Curriculum (*NC*)
- Local Management of Schools (*LMS*)
- Special Educational Needs (*SEN*)
- Discipline, Ethos and Exclusions (*DE&E*)
- Personnel Issues (*PI*)

## Congratulations!

### Governors

**Karen Davenport** of Woolton Primary School, **Jill Cambell** of Garston C E Primary School, **Georgina Taylor** of Palmerston School, **Dorothy Barlow** of Blackmoor Park Infant School, **Ebi Edwards-Inatimi** of St Cleopas CE Primary School, **Kerry Conner** of Banks Road Primary School and **Pamela Savin** of Rice Lane Junior School, have been awarded the **College of Teachers' Level One Certificate of Educational Studies**.

**Ebi Edwards-Inatimi**, and **Jenny Haizelden** of Holly Lodge Girls College have been awarded the **College of Teachers' Level Two Certificate of Educational Studies**.

### Clerks

**June King**, Palmerston School, has been awarded the College of Teachers Level One Certificate of Educational Studies.



## Venues for Training Courses

### **LACE**

[www.conferenceatlace.co.uk](http://www.conferenceatlace.co.uk)

Courses advertised as being at LACE are held at the Liverpool Archdiocesan Centre for Evangelisation Conference Centre, entrance in Croxteth Drive, Sefton Park, Liverpool 17.



Car parking at the Centre is free.

If travelling by bus, numbers 35, 75, 80, 80A, 176 and 180 all travel down Ullet Road, which runs behind the LACE buildings parallel to Croxteth Drive. There is a pedestrian entrance on Ullett Road.

### **Glaxo Centre**

<http://glaxocentre.merseyside.org>

Courses advertised as being at the Glaxo Centre are held at the Glaxo Neurological Centre, Norton Street, Liverpool 3. The Centre is next to the coach station.

It has its own car park, which is freely available for courses during the evening or on a Saturday. Participants with a disability may use the car park during the day but others are requested to use the pay and display car park opposite.

If travelling by bus, route numbers 51, 53 and 56 stop at Norton Street, whilst numbers 2, 10, 12, 13, 14, 15, 18a, 100, 176 and 345 all stop at nearby London Road.

### **Croxteth Hall**

[www.croxteth.co.uk](http://www.croxteth.co.uk)

Courses advertised as being at Croxteth Hall are held at the Croxteth Hall & Country Park Conference Centre, entrance on Croxteth Hall Lane, Liverpool 12.

If travelling by bus, route number 18A stops at the junction of Oak Lane/Stonebridge Lane whilst number 13 stops at the junction of Deysbrook Lane/Princess Drive.

### **School Effectiveness Training Centre (Toxteth Annexe)**

The School Effectiveness Training centre is located on the inward bound carriageway of Aigburth Road, Liverpool 17, near to the junction with Dingle Vale, opposite McDonalds. The Centre is also known as Toxteth Annexe.

Entrance to the free car park is also on Aigburth Road.

If travelling by bus, route numbers 20, 60 and 82 all travel along Aigburth Road.

### **Oakmere Training Centre**

Oakmere Training Centre is located on Cherry Lane, Walton, Liverpool 4, near to the junction with Walton Lane.

Car parking at the Centre is free.

If travelling by bus, route number 19 stops on Walton Lane near to the junction with Cherry Lane.

## Course and meetings for Spring 2005

### TERMLY MEETING FOR CHAIRS WITH THE EXECUTIVE DIRECTOR AND EXECUTIVE MEMBER

**Target group:** Chair or a representative of the Governing Body

**Wednesday, 12 January 6.30pm to 8.30pm**

**Venue:** LACE Conference Centre (G05/008)

**Or**

**Thursday, 13th January, 5.00pm to 7.00pm**

**Venue:** School Effectiveness Training Centre (G05/024)

The Director and the Executive Member for Lifelong Learning will address the meeting. There will be a presentation followed by discussion and question time.

**Charge:** No charge

### TERMLY MEETING FOR CLERKS

**Target Group:** Clerks (G05/009)

**Thursday, 13 January, 9.30 am to 11.30 am**

**Venue:** School Effectiveness Training Centre

The meeting will include briefings and discussion on current issues as well as an opportunity to raise concerns and queries.

**Presenter:** Dave Cadwallader, Governor Services Officer

**Charge:** No charge

## GOVERNING BODY RESPONSIBILITIES FOR TRIPS AND VISITS *(NC or R&R)*

**Target group:** All Governors

**Wednesday, 19 January, 10.00am to 12noon**

**Venue:** Croxteth Hall (G05/011)

**Or**

**Thursday, 20 January, 7.00pm to 9.00pm**

**Venue:** School Effectiveness Training Centre (G05/013)

The course will cover:

- responsibility of the Governing Body, the LEA and the Head teacher
- questions that governors may consider asking the head teacher to assure themselves visits are being correctly organised
- pre-visit risk assessments
- checks that can be made to ensure safe procedures
- matters relating to transport
- child protection issues.

**Presenter:** Frank Thyer, Outdoor Education Officer

**Charge:** £60 if no service agreement

### THE PROVISION OF PLANNING, PREPARATION AND ASSESSMENT TIME FOR TEACHERS *(PI or LMS)*

This is a statutory responsibility from September 2005

**Target group:** All Governors

**Tuesday, 1 February, 10.00am to 12 noon**

**Venue:** Croxteth Hall (G05/017)

**Or**

**Wednesday, 2 February, 7.00pm to 9.00pm**

**Venue:** School Effectiveness Training Centre (G05/018)

The course will cover:

- context and spirit of the Agreement
- legal framework
- practicalities

**Presenters:** Mike Pope and Holly Wilson,  
School Workforce Development and  
Remodelling Unit

**Charge:** £60 if no service agreement

### **FREEDOM OF INFORMATION ACT 2000 (R&R)**

This is a new legal requirement coming into  
force fully on 1 January 2005

**Target group:** Governors, Head Teachers and  
Administrators

**Monday 7 February 10.00am to 12noon**

**Venue:** Croxteth Hall (G05/020)

**Or**

**Tuesday 8 February, 7.00pm to 9.00pm**

**Venue:** School Effectiveness Training Centre  
(G05/022)

The course will cover:

- background to the legislation
- publication schemes
- the right of access
- procedure for dealing with requests
- some exemptions
- refusal of requests
- rights of appeal
- questions and answer session

**Presenter:** Wendy Twigge, Information  
Manager

**Cost:** £60 if no service agreement

### **ROLE OF THE FOUNDATION GOVERNOR IN C.E. and R.C. SCHOOLS (R&R or DE&E)**

**Target group:** newly appointed foundation  
governors, newly appointed governors to church  
schools or experienced governors wishing to  
remind themselves about the distinctiveness of  
their role as a governor of a church school

**Monday 21 February 7.00pm to 9.00pm**

**Venue:** LACE

**Or**

**Thursday, 24 February 10.00am to 12noon**

**Venue:** LACE

This course will cover:

- what is different about being a governor in a  
church school?
- what special responsibilities does it involve?

**Presenters:** Tony Charnock, Co-ordinator for  
Governor Training and Support, Catholic  
Archdiocese **and Joan Stein**, Governor Adviser  
Anglican Diocese

**Charge:** No Charge

**Please book direct with the  
Diocesan Schools Office:  
tel: 0151 522 1071 fax: 0151 522 1082**

### **HIGHER LEVEL TEACHING ASSISTANTS (NC or PI)**

*In partnership with Sefton LEA*

**Target group:** All Governors

**Tuesday, 1 March, 10.00am to 12noon**

**Venue:** Oakmere Conference Centre  
(G05/026)

**Or**

**Thursday, 3 March, 7.00pm to 9.00pm**

**Venue:** Oakmere Conference Centre  
(G05/027)

The course will cover the role of the:

- Teacher Training Agency
- School
- LEA
- Local Training Provider.

**Presenters:** Holly Wilson Liverpool LEA; Kim  
Morton Sefton LEA; Susan Graves Merseyside  
and Cheshire Higher Level Teaching Assistant  
Consortium.

**Charge:** £60 if no service agreement

# THE ROLE OF THE SCHOOL GOVERNOR

## A Four Part Course for New Governors and Clerks

### **Introductory Module** **AN INTRODUCTION TO SCHOOLS AND GOVERNING BODIES** (R&R)

**Monday, 17 January**  
**7.00pm to 9.00pm**  
**Venue:** Glaxo Centre (G04/010)  
**Or**  
**Thursday, 20 January**  
**10.00am to 12.00noon**  
**Venue:** LACE (G04/012)

This course will cover:

- getting to know the education system
- types of governors and categories of schools
- what governing bodies do

### **Module 1** **STRATEGIC ROLE OF GOVERNORS** (R&R)

**Monday, 24 January**  
**7.00pm to 9.00pm**  
**Venue:** Glaxo Centre (G04/014)  
**Or**  
**Thursday, 27 January**  
**10.00am to 12.00noon**  
**Venue:** LACE (G04/15)

*Bring your copy of the DfES "Guide to the Law for School Governors" to this session. A copy will be available from your school.*

This course will cover:

- powers and duties
- school development plans
- effective schools

### **Module 2** **CRITICAL FRIEND** (R&R)

**Monday, 31 January**  
**7.00pm to 9.00pm**  
**Venue:** Glaxo Centre (G04/016)  
**Or**  
**Thursday, 3 February**  
**10.00 am to 12.00 noon**  
**Venue:** LACE (G04/019)

*Bring your copy of the DfES "Guide to the Law for School Governors" to this session. A copy will be available from your school.*

This course will cover:

- monitoring and evaluation
- attainment
- organisation and procedures of meetings

### **Module 3** **ENSURING ACCOUNTABILITY** (R&R)

**Monday 7 February**  
**7.00pm to 9.00pm**  
**Venue:** Glaxo Centre (G04/021)  
**Or**  
**Thursday, 10 February**  
**10.00am to 12.00noon**  
**Venue:** LACE (G04/023)

This course will cover:

- representation
- documentation
- complaints

**Presenters:** Stella Owen or Dave Cadwallader (School Governor Services)

**Charge:** £60 per session if no service agreement

## **CHILDREN IN CARE** (*SEN or DE&E*)

**Target group:** All Governors

**Tuesday, 8 March, 10.00am to 12noon**

**Venue:** Croxteth Hall (G05/028)

**Or**

**Thursday 10 March, 7.00pm to 9.00pm**

**Venue:** School Effectiveness Training Centre (G05/029)

The course will cover:

- school and governing body responsibilities for children in care
- what Ofsted will look for
- national, local and school level performance
- support from the LEA

**Presenter:** Paul Dagnall,  
Inclusion Support Coordinator

**Cost:** £60 if no service agreement

## **MEETING FOR LINK GOVERNORS for TRAINING and DEVELOPMENT** (*R&R*)

**Target group:** Link Governors or their representative

**Monday, 14 March, 10.00am to 11.30am**

**Venue:** School Effectiveness Training Centre (G05/030)

**Or**

**Tuesday 15 March, 6.00pm to 7.30pm**

**Venue:** Glaxo Centre (G05/031)

The meeting will cover:

- role of the link governor (for those who have not previously attended)
- current issues
- future plans and priorities
- sharing ideas

**Presenter:** Stella Owen, Senior Education Officer (School Governor Services)

**Charge:** no charge

## **PROPERTY MANAGEMENT: the role of the Governing Body** (*LMS*)

**Target group:** All Governors

**Tuesday, 15 March, 10.00pm to 12noon**

**Venue:** Croxteth Hall (G05/032)

**Or**

**Wednesday, 16 March, 7.00pm to 9.00pm**

**Venue:** School Effectiveness Training Centre (G05/033)

The course will cover:

- Asset Management Plan
- your legal duties
- prioritising work
- planned preventative maintenance

**Presenters:** Strategic Planning and Regeneration Team

**Charge:** £60 if no service agreement



If booking by telephone  
please quote the course  
reference number



## Review of Governor Training 2003/04

Out of 205 Governing Bodies of LEA maintained schools 124 had a Service Agreement. Others bought training as required.

During the year 147 meetings and courses were organised for heads and governors comprising 77 central and 70 on-site. A programme of 15 school leadership and management courses was also offered. Almost all central courses were offered both in the day and in the evening. On-site courses ranged from an hour to a day in length and were designed to meet individual governing body needs. Total attendance on all courses was 2896, with 1564 individuals being involved.

The Senior Education Officer (School Governor Services) and 23 other LEA Officers or external trainers delivered training.

Most courses (on-site and central) have been validated by the College of Teachers. This enables governors to obtain a Certificate of Educational Studies. Seven governors were successful in gaining Level 1 this year and seven have gained Level 2. In addition, one governor became an Associate Member of the College.

Course participants were asked to evaluate all courses. The longer term impact of the Induction Course for new governors was evaluated via a questionnaire six months after the start of the course.

A breakdown of course evaluations for the year is shown opposite.

## Course Evaluations

### Courses for governors held centrally

	Content	Methods	Deliverer
% Excellent	67.31	56.04	69.37
% Good	30.22	39.01	27.34
% Satisfactory	2.47	4.81	2.61
% Poor	0.00	0.14	0.69

### Courses for governors held on-site

	Content	Methods	Deliverer
% Excellent	42.11	42.11	59.21
% Good	55.26	51.32	36.84
% Satisfactory	2.63	6.58	3.95
% Poor	0.00	0.00	0.00

### Leadership and Management Courses

	Content	Methods	Deliverer
% Excellent	48.94	39.15	39.15
% Good	37.02	46.38	46.38
% Satisfactory	12.34	13.62	13.62
% Poor	1.70	0.85	1.70

# Booking Form - Spring 2005

Return to: Jean Worrall, School Governor Services,  
School Effectiveness Service, Municipal Buildings, Dale Street. Liverpool, L2 2DH.  
Telephone/Fax: 0151-233 8201 or email details to: [jean.worrall@liverpool.gov.uk](mailto:jean.worrall@liverpool.gov.uk)

Name:..... Tel No:.....

Address: .....Postcode:.....

email:.....

School.....

**Type of Governor**  
(please circle)

Parent  
Chair

Community  
Headteacher

Foundation  
Clerk

LEA

Staff  
Associate Member

Please indicate the course(s) you wish to attend  
Please quote the course reference number in any query  
An invoice, if appropriate, will be sent to the school



Termly Meeting for Chairs	Wednesday, 12 January 6.30pm to 8.30pm	G05/008	
	Thursday, 13th January 5.00pm to 7.00pm	G05/024	
Termly Meeting for Clerks	Thursday, 13 January 9.30am to 11.30am	G05/009	
Governing Body Responsibilities for Trips and Visits	Wednesday, 19 January 10.00am to 12noon	G05/011	
	Thursday, 20 January 7.00 to 9.00pm	G05/013	
The Provision of Planning, Preparation and Assessment Time for Teachers	Tuesday, 1 February 10.00am to 12noon	G05/017	
	Wednesday, 2 February 7.00 to 9.00pm	G05/018	
Freedom of Information Act 2000	Monday, 7 February 10.00am to 12noon	G05/020	
	Tuesday, 8 February 7.00pm to 9.00pm	G05/022	
Higher Level Teaching Assistants	Tuesday, 1 March 10.00am to 12noon	G05/026	
	Thursday, 3 March 7.00pm to 9.00pm	G05/027	
Children in Care	Tuesday, 8 March 10.00am to 12noon	G05/028	
	Thursday, 10 March 7.00pm to 9.00pm	G05/029	
Meeting for Link Governors for Training and Development	Monday, 14 March 10.00am to 11.30am	G05/030	
	Tuesday, 15 March 6.00pm to 7.30pm	G05/031	
Property Management	Tuesday, 15 March 10.00am to 12noon	G05/032	
	Wednesday, 16 March 7.00pm to 8.30pm	G05/033	
<b>The Role of the School Governor:</b>			
An Introduction to Schools and Governing Bodies	Monday, 17 January 7.00pm to 9.00pm	G05/010	
	Thursday, 20 January 10.00 am to 12.00noon	G05/012	
Module 1: Strategic Role of Governors	Monday, 24 January 7.00pm to 9.00pm	G05/014	
	Thursday, 27 January 10.00am to 12.00noon	G05/015	
Module 2: Critical Friend	Monday, 31 January 7.00pm to 9.00pm	G05/016	
	Thursday, 3 February 10.00 am to 12.00 noon	G05/019	
Module 3: Ensuring Accountability	Monday, 7 February 7.00pm to 9.00pm	G05/021	
	Thursday, 10 February 10.00am to 12.00noon	G05/023	

cut along this line or photocopy

## Community governor vacancy?

Does your governing body have difficulty finding the right candidates to fill vacancies for co-opted governors?

You may already be aware of the work of the School Governors One-Stop Shop (SGOSS), a private company with charitable status that exists to recruit governor candidates with transferable management skills from the private, public and voluntary sectors.

Through SGOSS we have a list of managers with a wide range of experience and expertise available to be co-opted.

If you think this may be of interest to your governing body contact Terry Brown.

## Goodbye Tom

A fond farewell to our friend and colleague, Tom Bell who left us at the end of October.

We are confident that Tom will go places in his new career as a bus driver.

## Hello Julie and Jamie

Joining us on a temporary basis, we welcome Julie Collins and Jamie Backhouse.

Both Julie and Jamie will be able to help you with booking on to training courses.

## Governors' News

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**School Governor Services**

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