

Governor Training Policy

Introduction

The Blue Coat School is committed to ensuring that Governors, parents, school staff and OFSTED understand that the important role played by Governors, and that School Governors themselves are up to date in their understanding of their roles and duties.

Training for Governors offers an opportunity to meet other Governors and share information, good practice, and to clarify issues and areas of concern.

Aims and Objectives

- To ensure that the Governing Body is clear about their purpose and that of the Headteacher.
- To ensure that a defined set of principles for good governance of schools is available to the Governing Body.
- To ensure that Governors have access to appropriate training opportunities to assist them in their role.

Points of note

The Local Authority provides a Governor Training Programme that offers a variety of courses covering issues involved in the roles and responsibilities of Governing Bodies.

Governing Training Procedure

- On a termly basis training courses, dates, times and venues are updated by the Local Authority. This information will be shared with the Chair of Governors who will ensure that members of the Governing Body are informed about relevant courses.
- A number of the courses are available free of charge but Governors who are interested in applying for a place on any course should first check with the Admin Manager to ensure there are sufficient funds available within the budget.
- Governors must complete the application form as their request to attend a training course, and return this to the Administration Manager.
- Where approved the Admin Manager will make arrangements for places to be reserved for training courses and will in turn confirm to Governors that reservations have been made.
- Upon completion of courses, Governors will be asked to complete evaluation feedback reports.

The Blue Coat School – Governor Training Policy/procedure, Nov 2010.

- On an annual basis, the need to subscribe to the Service Level Agreement with the Local Authority will be reviewed and costs considered.
- Any entitlement to expenses for the attendance of any training courses will be in line with the Governor Allowance policy/procedure therefore please refer to this document where appropriate.

Current courses available

For an up to date list of available courses and dates of availability please contact the Admin Manager on 0151 733 1407 or e-mail d.shaw@staff.bluecoatschool.net

The Blue Coat School

Governor Training Application Form

Name:

Address:

..... Postcode:

E-mail address:

Telephone number:

Mobile number:

Training Course Request Details

Course name:

Dates of preference or Dates of non-availability (delete as appropriate)

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Where costs apply, has the Admin Manager confirmed budget costs available

Yes No (delete as appropriate)

Suggestions for future training courses or improvements to Governing Body support are welcomed. Please add information to the form or contact the Admin Manager to discuss. Many thanks.

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Once completed, please return this form to:

The Admin Manager, The Blue Coat School, Church Road, Wavertree,
Liverpool L15 9EE or e-mail to d.shaw@staff.bluecoatschool.net

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Governor Training Course Evaluation Feedback Report Form

Course Title:				
Date:				
Venue:				
Name of Governor:				
How useful was the course (please tick)	Very useful	Useful	Some use	Not useful
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beneficial aspects:				
Course aspects which need improvement:				
Other comments about the course:				
Should other governors attend this session:				
What we need to do to implement this:				
Ideas or good practice that we could adopt from this course:				
<i>(continue on reverse if necessary)</i>				
What other training / development is required:				
Any other comments:				

Signed.....

Date..... Please complete and forward to:
**The Admin Manager, The Blue Coat School, Church Road, Wavertree,
 Liverpool, L15 9EE or e-mail to d.shaw@staff.bluecoatschool.net**