PORTSMOUTH EDUCATION PARTNERSHIP
pulling together | achieving more

Portsmouth CITY COUNCIL

GOVERNANCE DIRECTORY.

(March 2018)

The Governance Directory provides information on a range of sources to support governance in Portsmouth. The Directory is relevant to maintained schools and academies.

INDEX

GOVERNANCE TRAINING BY TOPIC
BY PORTSMOUTH CITY COUNCIL 3

GOVERNANCE TRAINING BY TOPIC
BY PORTSMOUTH TEACHING SCHOOL ALLIANCE 12

ADVICE AND SPECIALIST SUPPORT FROM
NATIONAL LEADERS OF GOVERNANCE 13

NLG PEN PICTURES 16

GOVERNANCE FORUM 18

UNIVERSAL SUPPORT 19

USEFUL WEBSITES 21

STATUTORY SUPPORT
(FOR MAINTAINED SCHOOLS ONLY) 23

GOVERNANCE TRAINING BY TOPIC

Portsmouth City Council

topic	*contact*	*email*
• Pupil attainment data • RAISE Online • School data profiles and analysis • Key Stage Assessment Framework	*André Merel*	**education.informationservices@ portsmouthcc.gov.uk**
• Special Educational Needs and Disabilities (SEND)	*Julia Katherine*	**julia.katherine@portsmouthcc.gov.uk**
• School admissions • School inclusion and exclusions	*Neil Stevenson*	**neil.stevenson@portsmouthcc.gov.uk**
• Anti-bullying	*Liz Robinson*	**liz.robinson@portsmouthcc.gov.uk**
• Virtual School	*Tina Henley*	**tina.henley@portsmouthcc.gov.uk**
• Safeguarding (Prevent)	*John Webster*	**john.webster@portsmouthcc.gov.uk**
• Safeguarding Training	*Helen Sewell*	**helen.sewell@portsmouthcc.gov.uk**
• Role of the LADO	*Gill Burtwell*	**LADO@portsmouthcc.gcsx.gov.uk**
• School financial management • Schools Financial Value Standard	*Alison Egerton*	**alison.egerton@portsmouthcc.gov.uk**
• Ethnic Minority Achievement • Bilingual support • Refugee and Asylum Seekers	*Karen Thomas*	**karen.thomas.emas@portsmouthcc.gov.uk**
• Teachers pay	*Karen Everitt*	**karen.everitt@portsmouthcc.gov.uk**
• Careers Guidance	*Amanda Percy*	**amanda.percy@portsmouthcc.gov.uk**
• Safer Recruitment training • Safer Recruitment refresher training	*Vincent Driscoll*	**vincent.driscoll portsmouthcc.gov.uk**
• Apprenticeship Levy	*Christina Gill*	**christina.gill@portsmouthcc.gov.uk**

THE NEWCOMES
The Memoirs of Field-Marshal Montgomery

Portsmouth City Council can offer training sessions on the following topics. Training will include local or national developments in relation to the topic and also set the topic within the Portsmouth context (i.e. local policy, practice, data).

Register your interest for a training session by emailing the contact directly.

THE TRAINING FACILITATOR WILL GATHER DETAILS OF THOSE INTERESTED IN A TRAINING COURSE AND NEARER THE TIME, WILL SET UP A CONVENIENT DATE/TIME/LOCATION

For course costs, please email the contact directly

Title	**UNDERSTANDING SCHOOL PERFORMANCE DATA**
Who is it for?	*All Governors. Could also be of interest to members of the School Leadership Team*
Content	• *Pupil attainment data concepts* • *DfE's RAISE Online replacement - ASP (Analyse School Performance)* • *School data profiles and analysis* • *Updates on Key Stage Assessment Frameworks* • *FFT Aspire* • *School Absence data* *"Just wanted to say thank you for your time and effort, we found your presentation very helpful. Data has always been a bit of a weak area for me, and something I find I understand more easily when it is presented visually rather than in tables and tables of numbers, so your help to understand some of the different graphic representations was particularly useful!" CoG at Flying Bull Academy*
Outcomes	• *Understanding the concepts of schools' attainment data* • *Awareness of the different sources of data that can be used* • *Building knowledge of how to interpret school performance data* • *Developing confidence in the ways that information can be used to challenge school performance.*
Delivered by	*André Merel, Education Information Services*
Expected date	*Early Spring Term 2019 for a shared 2H session* *Year round availability for individual bespoke sessions tailored to a school's needs - email to request.*
Register an interest by emailing	*André Merel education.informationservices@portsmouthcc.gov.uk*

Title	**BLACK AND MINORITY ETHNIC (BME) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) PUPILS IN PORTSMOUTH'S SCHOOLS** *Autumn session. The welcoming school and working with parents*
Who is it for?	*Governors, especially Inclusion Governors*
Content	*How can your school be more welcoming to all minority ethnic and language groups? How can you engage with parents who do not speak English? Content includes:* • *Useful definitions* • *Creating an inclusive environment* • *What to look for on a learning walk* • *Welcoming your entire community* • *Working with parents who have English as an additional language* • *Working through interpreters* • *Attendance issues* • *What Ofsted look for, including British Values* • *Support available from EMAS*
Outcomes	*By the end of the course you will understand:* • *What makes a welcoming and inclusive school* • *How to engage with parents who have English as an additional language*
Delivered by	*Ethnic Minority Achievement Team (EMAS) Advisers*
Expected date	*Autumn Term: October/November 2018*
Register an interest by emailing	*rubi.giles@portsmouthcc.gov.uk*

Title	**BLACK AND MINORITY ETHNIC (BME) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) PUPILS IN PORTSMOUTH SCHOOLS** *Spring session: Understanding BME and EAL data*
Who is it for?	*All Governors*
Content	*Do you know the ethnic and language make-up of your school? How are the different groups doing? Content includes:* • *Useful definitions* • *The context nationally, in Portsmouth and/or individual schools* • *Who are our communities (including settled communities, new arrivals, refugee and asylum-seeking pupils, Roma pupils and so on)* • *Data collection requirements regarding BME pupils* • *Data collection and assessment for pupils with EAL* • *Progress and attainment data for BME and EAL pupils on your school's ASP* • *Support available from EMAS*
Outcomes	*By the end of the course you will understand:* • *The local and national context* • *National data requirements* • *Progress and attainment of different BME groups and those pupils with EAL*
Delivered by	*Ethnic Minority Achievement Team (EMAS) Advisers*
Expected date	*Spring Term: January/February 2019*
Register an interest by emailing	*rubi.giles@portsmouthcc.gov.uk*

Title	**BLACK AND MINORITY ETHNIC (BME) AND ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) PUPILS IN PORTSMOUTH SCHOOLS** *Summer session: Teaching BME/EAL pupils*
Who is it for?	*All Governors, especially Inclusion Governors*
Content	*Do you know what to look for when considering teaching pupils who have English as an additional language? What is appropriate progress? Content includes:* • *Useful definitions* • *An overview of how children learn English as an additional language* • *What is appropriate progress* • *Appropriate teaching strategies for new arrivals and advanced learners* • *What Ofsted look for*
Outcomes	*By the end of the course you will understand:* • *What best practice in the classroom looks like* • *What is appropriate progress*
Delivered by	*Ethnic Minority Achievement Team (EMAS) Advisers*
Expected date	*Summer Term: May/June 2019*
Register an interest by emailing	*rubi.giles@portsmouthcc.gov.uk*

Title	**THE PORTSMOUTH VIRTUAL SCHOOL**
Who is it for?	*Governors*
Content	• *What is a Virtual School and how do we support young people, schools and other professionals in the work that we do.*
Outcomes	• *What the role of the Virtual School* • *How does this support young people* • *What implications does this have for our school* • *What does best practice look like*
Delivered by	*Tina Henley - Virtual School Headteacher*
Expected date	*Summer 2018 - Please contact Tina Henley for details*
Register an interest by emailing	*tina.henley@portsmouthcc.gov.uk*

Title	**CAREERS GUIDANCE AND INSPIRATION**
Who is it for?	*All Governors/Trustees*
Content	*Careers education and guidance is crucial to raising the aspirations of all pupils, encouraging them to overcome barriers to success and to do what it takes to fulfil their potential.* *Statutory duty requires governing boards/Trustees to ensure that there is a careers strategy in place so that all pupils registered at the school are provided with independent and impartial careers guidance from year 8 onwards.*
Outcomes	*You will understand:* • *How to deliver a successful careers strategy* • *Ofsted requirements for Careers Guidance* • *What resources are available to support careers guidance* • *How to monitor the impact of Careers Guidance*
Delivered by	*Amanda Percy, Post-16 Commissioning Manager*
Expected date	*October 2018*
Register an interest by emailing	*amanda.percy@portsmouth.cc.gov.uk*

Title	**WRAP (WORKSHOP TO RAISE AWARENESS OF PREVENT). PREVENT IS PART OF THE UK'S COUNTER TERRORISM STRATEGY.**
Who is it for?	*The workshop is appropriate for all Governors, however those with a safeguarding responsibility are particularly encouraged to attend.*
Content	*This workshop will help participants to identify the issues and preventative measures from the Government strategy aimed at tackling the radicalisation of individuals.* *The workshop will include the local and national context, the Prevent Duty in relation to schools, the process of radicalisation/vulnerability factors and how to refer or share concerns with partner agencies.*
Outcomes	• *Identify Prevent's aims* • *Recognise individuals / groups who may be vulnerable to terrorism* • *Recognise when a vulnerable individual may be in need of help* • *Describe what help and support is available to vulnerable individuals*
Delivered by	*Charlie Pericleous, Prevent Coordinator at Portsmouth City Council*
Expected date	*March - December 2018*
Register an interest by emailing	*john.webster@portsmouthcc.gov.uk*

Title	**EFFECTIVE ANTI-BULLYING POLICY AND PRACTICE IN SCHOOLS/ACADEMIES**
Who is it for?	*All Governors*
Content	*Gone are the days when schools say "we don't have any bullying here". Regular pupil surveys in Portsmouth (and nationally) always show that pupils remain concerned about bullying in schools. Good schools and academies recognise this and understand that we all need to know effective policy and practice to address these issues.*
Outcomes	*By the end of the course you will understand:* • *Legal responsibilities relating to all forms of bullying* • *Effective whole school strategies to prevent and respond to bullying, linked to restorative approaches in particular* • *The specific issues relating to homophobic, biphobic and transphobic bullying, SEN bullying, cyber bullying*
Delivered by	*Educational Psychology Team*
Expected date	*October 2018 or on request*
Register an interest by emailing	*EducationalPsychologyService@portsmouthcc.gov.uk*

Title	**A WHOLE SCHOOL APPROACH TO EMOTIONAL WELL-BEING AND MENTAL HEALTH**
Who is it for?	*All Governors*
Content	*Social, emotional and mental health is recognised as being centrally important to the ability for us all to thrive and learn. These are hugely important topics for schools, pupils and staff. How do we create the right climate for thriving, learning and achieving potential?*
Outcomes	*By the end of the course you will understand* • *The importance of promoting social, emotional and positive mental health in schools* • *Portsmouth's strategy to promote social, emotional and positive mental health in schools* • *Effective whole school strategies to promote social, emotional and mental health* • *Meeting the needs of staff* • *When further help and support is required and where to turn to*
Delivered by	*Portsmouth Educational Psychology Team*
Expected date	*November 2018 or on request*
Register an interest by emailing	*EducationalPsychologyService@portsmouthcc.gov.uk*

Title	**A WHOLE SCHOOL APPROACH TO INCLUSIVE EDUCATIONAL PRACTICE**
Who is it for?	*All Governors*
Content	*Teacher training standards specify that "all teachers are teachers of special educational needs". What does this mean in practice? How do we ensure that pupils with an additional or special need feel well supported and have a strong sense of security and belonging in their school?*
Outcomes	*By the end of the course you will understand* • *The importance and benefits of promoting inclusive practice in schools* • *Using an audit tool to evaluate your inclusive practice* • *Effective whole school strategies to promote inclusive practices* • *When further help and support is required and where to turn to*
Delivered by	*Portsmouth Educational Psychology Team*
Expected date	*December 2018 or on request*
Register an interest by emailing	*EducationalPsychologyService@portsmouthcc.gov.uk*

Title	**RAISING AWARENESS OF THE NEEDS OF CHILDREN AND YOUNG PEOPLE WITH SENSORY IMPAIRMENT**
Who is it for?	*Relevant to all Governors*
Content	*The course will raise awareness around the needs of HI and VI pupils in your settings. Focussing on curriculum needs as well as environmental adaptations that will support and enhance their learning e.g. acoustics, lighting, signage around the school. The training will be delivered by Specialist Teacher Advisers from the Sensory Impairment Team who are experienced in working in a range of educational settings with children from 0-25 years of age.*
Outcomes	*By the end of the course you will understand the key areas that are important around the education of a child or young person with Sensory Impairment in relation to:* • *The school delivering the National Curriculum* • *The importance of the learning environment* • *The technologies used to support Children and young people with sensory impairment*
Delivered by	*Sensory Impairment Team*
Expected date	*Autumn Term onwards*
Register an interest by emailing	*amanda.richards@portsmouthcc.gov.uk*

Title	**SPECIAL EDUCATION NEEDS AND DISABILITIES (SEND): WHAT DO SCHOOL GOVERNORS NEED TO KNOW?**
Who is it for?	*All Governors, especially those with responsibility for SEN*
Content	*This session will provide attendees with:* 1. *An overview of the key implications for schools and school Governors of the SEN Code of Practice and SEND reforms* 2. *An overview of how SEND needs are identified and met in Portsmouth*
Outcomes	*Attendees will understand:* • *the key implications for schools and school Governors of the changes that came into place with the Children and Families Act 2014* • *the key responsibilities of school Governors regarding SEND* • *the Portsmouth SEND Strategy and the way that SEN are identified and met in the city, including the role of the SEND team*
Delivered by	*Julia Katherine, Head of Inclusion* *Karen Spencer, Service Manager SEN*
Expected date	*September/October*
Register an interest by emailing	*karen.spencer@portsmouthcc.gov.uk*

Title	**INCLUSION AND EXCLUSIONS (INCLUDING SCHOOL ATTENDANCE)**
Who is it for?	*All Governors, especially those with responsibility for school attendance or may be required to organise or sit on a Governors' meeting.*
Content	• *Inclusion* • *Pupil and Curriculum Pathway (focus on pupils with SEMH)* • *Graduated Intervention in Response to Poor Behaviour* • *Exclusions* • *School Attendance*
Outcomes	• *Understanding of Inclusion in relation to SEMH* • *Understanding how a school might plan in response to poor behaviour* • *Understanding Governors' responsibility in relation to school exclusion* • *Understanding of schools' responsibility around school attendance and the city's strategy*
Delivered by	*Neil Stevenson, Attendance, Admissions, Exclusions and Reintegration Service Manager*
Expected date	*Autumn Term*
Register an interest by emailing	*neil.stevenson@portsmouthcc.gov.uk*

Title	**UNDERSTANDING THE APPRENTICESHIP LEVY**
Who is it for?	*All Governors. Could also be of interest to members of the School Leadership Team*
Content	• *What is the Apprenticeship Levy and who pays it?* • *Changes to Apprenticeships from frameworks to standards* • *What can the funds be used for?* • *The funding rules* • *The benefits* • *How to maximise your Apprenticeship Levy funding?*
Outcomes	• *Understanding the impact of the Apprenticeship Levy on your budget* • *Awareness of the different Apprenticeship standards available* • *Building your knowledge of how to maximise your Apprenticeship Levy Funding* • *Achieving the Public Sector target Apprenticeship targets*
Delivered by	*Christina Gill, Apprenticeships Levy Officer - Schools*
Expected date	*Summer/Autumn Term 2018 for shared session. Year round availability for individual bespoke sessions tailored to a school's needs - email to request.*
Register an interest by emailing	*Christina Gill christina.gill@portsmouthcc.gov.uk or apprenticeships@portsmouthcc.gov.uk*

Title	**SAFER RECRUITMENT TRAINING**
Who is it for?	*All Governors/schools staff who undertake recruitment/sit on interview panels*
Content	*The course will raise awareness of the importance of incorporating measures that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them, in an organisation's recruitment and selection procedures. Making safeguarding and promoting the welfare of children an integral part of HR management in organisations that work with children is an essential part of creating safe environments. In line with DfE guidance Keeping Children Safe in Education Document, all interview panels must have one member who has completed a safer recruitment training course.*
Outcomes	*The safer recruitment workshop aims to:* • *Give participants an awareness and understanding of offender behaviour* • *Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people* • *Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting* • *Help participants begin to review their own and their organisations' policies and practices with a view to making them safer*
Delivered by	*Vincent Driscoll*
Expected date	*March & June 2018, further dates in new academic year, or available on request for school group.*
Register an interest by emailing	*vincent.driscoll@portsmouthcc.gov.uk*

Title	**SAFER RECRUITMENT REFRESHER TRAINING**
Who is it for?	*All Governors/schools staff who undertake recruitment/sit on interview panels who have previously undertaken safer recruitment training*
Content	*The course will refresh delegates' awareness in the importance of incorporating measures that help deter, reject, or identify people who might abuse children, or are otherwise unsuited to work with them, in an organisation's recruitment and selection procedures. Making safeguarding and promoting the welfare of children an integral part of HR management in organisations that work with children is an essential part of creating safe environments. In line with DfE guidance Keeping Children Safe in Education Document, all interview panels must have one member who has completed a safer recruitment training course. This course covers essential skills for safer recruitment in a half day session.*
Outcomes	*The safer recruitment workshop aims to:* • *Give participants an awareness and understanding of offender behaviour* • *Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people* • *Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting* • *Help participants begin to review their own and their organisations' policies and practices with a view to making them safer*
Delivered by	*Vincent Driscoll*
Expected date	*March & June 2018, further dates in new academic year, or available on request for school group.*
Register an interest by emailing	*vincent.driscoll@portsmouthcc.gov.uk*

GOVERNANCE TRAINING BY TOPIC

Portsmouth Teaching School Alliance

Title	**DEVELOPING THE LINK GOVERNOR ROLE INCLUDING UNDERSTANDING OF CHANGES TO THE CURRICULUM**
Who is it for?	*Link Governors/Trustees for one of the following:* • *Primary Numeracy* • *Secondary Maths* • *Primary Literacy* • *Secondary English*
Content	*Careers education and guidance is crucial to raising the aspirations of all pupils, encouraging them to overcome barriers to success and to do what it takes to fulfil their potential.* *Statutory duty requires governing boards/Trustees to ensure that there is a careers strategy in place so that all pupils registered at the school are provided with independent and impartial careers guidance from year 8 onwards.*
	• *Overview introduction to recent changes in the subject, looking at how this contrasts with the previous model, how it is now assessed and looking at examples of children's work to exemplify these changes* • *Step by step coverage of how these changes have impacted on the curriculum planning for the school, looking at examples of how curriculum mapping has been affected, especially looking at how the changes in assessment higher up the school have impacted on what is needing to be taught lower down* • *Revisiting assessment, looking at how the subject is assessed and tracked internally, looking at different models that have now replaced levels (these are individual to each school/ MAT, but a few could be provided as exemplar)* • *External validation – how the school's outcomes are likely to be affected by the recent changes; how leaders are planning to learn from the first years of the changes and how to challenge school leaders in a time of uncertainty in terms of progress and school measurements.* • *How to have a successful Governor link visit and write up a report – exemplification could be given*
Outcomes	• *Improved knowledge and understanding of specialist subjects* • *How to better perform the Link Governor role.*
Delivered by	*Portsmouth Teaching School Alliance Specialist Leaders of Education*
Expected date	*Please email the contact for details of availability*
Register an interest by emailing	*sophie.venables@portsmouthtsa.org* *Please state which of the four topics you are interested in* • *Primary Numeracy* • *Secondary Maths* • *Primary Literacy* • *Secondary English*

NATIONAL LEADERS OF GOVERNANCE

National Leaders of Governance (NLGs) are willing to offer free initial advice about a complex matter or specific support need. This could aid your thinking about what support is required.

The NLG could support Chairs of Governors, and through the Chair to the wider group of Governors in schools. Governors/Trustees (usually the Chair, Vice-Chair or Chair of Committee) may contact an NLG for advice and guidance on a specific matter. The NLG will provide support, usually by telephone or email, to enable the governor to consider how to address the issue. This free initial consultation would usually be limited to 2 hours.

Once you are clear about the support you need to purchase, the NLG can help to match your needs to a suitable provider. It is the responsibility of the Governing Board (GB) to determine whether it wishes to purchase further support and if so, the provider. The NLG may be able to offer purchased support to the GB.

The following pages outline the types of paid-for service NLGs could offer. There are also pen pictures of the local NLGs to support you in contacting the NLG who most closely matches your needs.

National Leaders of Governance can offer a wide range of support and guidance. As a guide, the most frequently requested services are on the following pages.

Each NLG can offer a bespoke package of support if this is required.

To find out more, please contact one of the NLGs - the Directory provides a pen picture of each one to help you select the NLG that most closely matches your needs.

Type of Support	*What is involved?*
REVIEWING THE EFFECTIVENESS OF THE GB (GOVERNING BOARD)	
Supporting a Self-Review of Governing Board	*Preparing the required paperwork, facilitating the self-review at a GB meeting, recording the agreed outcomes and preparing an action plan to address identified needs.* *This could also include setting up a skills audit as well as an audit of Governors' Knowledge and Performance (½ day), and Analysis of results and preparing an action plan (½ day).*
High Level Review of Governing Board	*Depending on the school's needs, this could include:* • Initial consultation • Preparation for visit by reading agenda, minutes, Ofsted reports and data including extensive analysis and notetaking • School GB visit (FGB meeting or Curriculum) • Independent meeting with CoG and HT • High-level summary report of findings
External Review of Governance (Self-generated or Ofsted Recommended)	*Depending on the school's needs, this could include:* • Initial consultation • Preparation for visit by reading agenda, minutes, Ofsted reports and data including extensive analysis and notetaking • School GB visit (FGB meeting or Curriculum) • Independent meeting with CoG and HT • Analysis and preparation of action plan and any other documentation (needs based) • Write report for Ofsted • Review visit 3-4 months later + analysis/ amendment
External Review of use of Pupil Premium (Self-generated or Ofsted Recommended)	*Depending on the school's needs, this could include:* • Initial consultation • Preparation for visit by reading PP website reports and governor monitoring visit reports. Looking at a GB discussion on PP in minutes and notetaking. Ofsted reports on PP and school tracking data • School GB visit (FGB meeting or Curriculum) • Independent meeting with CoG and HT • Coaching and advice on what is required to meet statutory requirements • Analysis and preparation of action plan and any other documentation (needs based) • Write report for Ofsted • Review visit 3-4 months later + analysis/ amendments
Single Central Register Checks	*Meeting with the appointed safeguarding Governor, undertaking a joint audit of the register and associated paperwork and ensuring that a formal record is kept of this and future visits.*
How to challenge and hold senior leaders to account	*Meeting the Chair/Vice-Chair/Committee Chair/s and, through open-ended questioning and role play, building their confidence to enable them to challenge SLT members more effectively.* *This includes reviewing minutes of meetings and Headteacher's reports, analysis, and attending the meeting*
Setting and monitoring Strategic Priorities	*This would follow a GB Self-Review or External Review of Governance, and would include:* • Reading GB minutes, the school's SEF and development plan and the head's reports to the GB • Meeting with FGB • Discussion/presentation about developing a Strategic Vision which reflects the needs and aspirations of the FGB/school • Identifying the priority actions and agreeing a time scale for addressing these • Jointly drawing up an action plan • Considering how the strategic priorities will be monitored through GB agenda setting, challenge etc
Ofsted preparation	*Meeting with the chair and the GB to ensure full understanding of the GB's statutory responsibilities and the need to demonstrate appropriate challenges to the SLT via minutes etc.* *This could lead to full analysis, preparation and action planning similar to an External Review of Governance.*

Type of Support	*What is involved?*
REVIEWING THE SKILLS, BEHAVIOURS AND FUNCTIONS OF THE GB	
Governance Competency Framework	*Meeting with the GB to explain the governance competency framework. Detailed explanation/ discussion + meeting with CoG/ HT or more Governors as required* *This could be followed by a Supported Self-Review of Governing Board*
Governing Body Development/ Training	*This could be either:* • Completing a skills audit (if not previously undertaken), listing the training needs arising from this, identifying appropriate training support to meet these needs and suggesting appropriate requirements for filling governor vacancies based on skills gaps OR • Preparation and delivery of whole governing body training on a topic selected by the FGB OR • New Governor Induction - meeting Governor and GB mentor, and advising on role of Governor and statutory duties
Coaching & Mentoring	*Meeting the Chair/Vice-Chair/Committee Chair/s and, through open-ended questioning, building their confidence to enable them to identify and address their own development needs.* *Follow up would depend on identified needs*
Improving monitoring visits by Governors	*Meeting the Chair and head to devise a system of monitoring visits linked to the school development plan, together with visit protocol, samples of questions to ask, pro forma visit records' advice and samples.* *If required, undertake a visit with Governor to show good practice*
Governance Business and Agenda Planning	*Reading agendas and minutes of recent GB meetings. Meeting the Chair and the clerk to provide advice on agenda planning, prioritization, process and statutory requirements. Advice on planning for Statutory Policies, record keeping etc.*
Annual Planning and Monitoring Framework	*Meeting the Chair and the clerk and, using a GB year planner, ensuring they understand the importance of proper sequencing in planning GB agendas for the whole school year. Discuss how to plan meetings for the whole year* *This could link to monitoring visits.*
NLG visit to your GB meeting	*Initial consultation on reasons for visit. Reading recent GB minutes, meeting the Chair and attending a GB meeting to observe and intervene as appropriate. Providing oral feedback with recommendations.*

NLG PEN PICTURES

The following are National Leaders of Governance appointed by the National College for Teaching and Leadership.

Brenda MacCormack

Brenda has over thirty years in education, including Head of Sixth Form Centre and senior lecturer in education, training student teachers. With 9 years' experience of school governance, Brenda has been a Chair of Governors in infant, primary & secondary schools. Brenda also has experience of chairing a governing body of a BESD school and chaired two Interim Executive Boards transferring to sponsored academies. Most recently, she has been chairing a temporary GB of a three-school merger to form one 4-16 years school.

Brenda regularly supports local governing bodies in maintained schools. She is qualified to offer a range of support, including:

- External Reviews of Governance and External Reviews of Pupil Premium
- Facilitation of GB Self-Evaluation /support with creating GB Development / Action Plans
- Supporting Chairs/GBs with a range of discrete pieces of work (e.g. developing robust governance systems for monitoring progress against SIP)
- Workshops for groups of Governors - promoting collaborative working and sharing of best practice (topics can be agreed)
- Support in preparation for Ofsted Inspections
- Coaching/Mentoring for Chairs of Governing Bodies
- Support with academisation/federation process for GBs

Tel:	01276 470968
Mobile:	07720 379415
Email:	brendamac98@gmail.com

Dai Thomas

Dai has a broad and varied experience of governance in schools, academies and Colleges. In his role as an NLG, he assists governing boards on a consultancy basis to improve the quality of their governance. Dai has mentored and coached Chairs of Governors and he also carries out External Reviews of Governance to help schools improve their governance practice.

Dai has been a Governor at Priestlands School, Lymington for 9 years and Chair of the Board of Governors for 8 years. The Board took a number of brave governance decisions during his tenure and successfully re-constituted in 2014 to a smaller 'no committee' structure with a distributed model of responsibility based on key portfolios. Dai has recently joined the Board of a Primary School in Portsmouth to broaden his experience as an NLG.

Tel:	01590 678640
Mobile:	07710 586865
Email:	dai.thomas115@gmail.com

Gordon Duff

Gordon has 10 years' experience of school governance and has been a Governor and Chair of Governors in both primary & secondary phases of education. He also has experience of working with Special Schools and Chairing Interim Executive Boards. Gordon regularly supports local governing bodies in maintained schools and academies and works closely with Portsmouth City Council. .

Gordon is able to offer a range of support, including:

- External Reviews of Governance
- Facilitation of GB Self-Reviews and support with creating GB Development Plans
- Supporting Chairs/GBs with a range of discrete pieces of work (e.g. developing robust governance systems for monitoring progress against SDP/RAP)
- Workshops for groups of governors - promoting collaborative working and sharing of best practice (topics can be agreed)
- Support in preparation for Ofsted Inspections
- Coaching/Mentoring for Chairs of Governing Bodies
- Support with academisation/federation process for GBs

Tel:	02392 423667
Mobile:	07807 294546
Email:	g.duff260@btinternet.com

Ian Fielder

Ian is the Chair of Governors at an academy primary school in Portsmouth and on the governing board of a secondary school in Southampton. His interest in education extends to being a NLG, where he is deployed to schools that require help to raise standards in learning and attainment.

Ian has chaired five Interim Executive Boards (IEB's) in the last four years and was voted Primary Chair of the Year in 2016. Ian has helped a number of schools to improve their governance by carrying out External Governance Reviews and has an extensive knowledge of implementing standard processes and procedures to drive continuity in school governance.

Mobile:	07795 181009
Email:	ian.r.fielder@gmail.com

Mark Mitchell

Mark has 22 years' experience of school governance, seventeen of these as a Chair of Governors, including at Priory School (thirteen years) and The Harbour School (eight years). In 2003 Mark became chair of the shadow governing body of what eventually became Mary Rose Academy, where he is still the Chair of Governors. Mark also chairs the Solent Academies Trust and he is a Trustee of Motiv8, a local charity that works with vulnerable young people.

Mark was one of the two elected Governors on Portsmouth City Council's Education Committee for three years and a member of the Portsmouth Schools Forum for ten years, chairing the Forum from 2011-15. In addition, Mark has chaired the Portsmouth Governors Forum for the past five years. He was appointed a National Leader of Governance by the National College for Teaching and Leadership in 2014

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GOVERNANCE FORUM

The Council and the Governance Forum provide a free networking opportunity for Portsmouth Governors/Trustees of all schools (maintained schools and academies). Meetings are held on a termly basis, and all Portsmouth Governors/Trustees and Clerks are welcome to attend.

Agendas for Forum meetings are developed jointly between Forum and LA representatives. Forum meetings will include updates and presentations on local and national matters affecting governance, short training sessions as well as offering an opportunity to network and discuss shared concerns and experiences.

The venue is The Teaching and Learning Centre at the Portsmouth Academy.

You are welcome to arrive from 5pm, when refreshments will be available. Meetings will start at 5.30pm and finish at 7.30pm.

FUTURE DATES ARE:

Wednesday 14th March 2018
Wednesday 27th June 2018

CONTACT DETAILS:

Mark Mitchell - Chair of the Governors Forum - mgmitchell@btinternet.com

Caroline Corcoran, Head of Sufficiency, Participation and Resources, PCC - caroline.corcoran@portsmouthcc.gov.uk

UNIVERSAL SUPPORT

The following organisations provide universal support which GBs can purchase:

Hampshire Governor Services

Hampshire Governor Services offers a one stop shop for training and support for governors in Hampshire, Portsmouth and Southampton. For subscribers this includes access to our extensive centre based training programme, a training session tailored to your needs and delivered at your school or academy, access to a wide range of information on our website and regular newsletters. The Service also offers a Clerking Service, Reviews of Governance and has just been awarded a contract to deliver the Department for Education funded Clerks' Development Programme. Further details of our services can be found on our website at the web address below.

www.hants.gov.uk/governors	
Tel:	023 8081 4820
Email:	governors@hants.gov.uk

National Governance Association

The National Governance Association offers a consultancy and training service which is open to all governing boards in England. All governing boards are different, and each will have their own unique training requirements. The NGA uses consultants from a range of professional backgrounds with proven experience and expertise, and are able to offer quality assured bespoke training and consultancy.

The services on offer include a Governors' Leadership Programme and a National Clerks' Development Programme.

www.nga.org.uk/training	
Tel:	0121 237 3780
Email:	training@nga.org.uk

National College for Teaching and Leadership (NCTL)

NCTL offer workshops that address strategic themes for governing bodies. There are 5 workshops to support governor responsibilities. Each lasts for 3 hours with a break. The workshops are free for up to 3 governors (which can include the head teacher) from a school or academy. They are:

- Understanding and using performance-related pay
- Understanding and using RAISEonline to improve school outcomes
- Improving financial efficiencies in school
- Disadvantaged pupils – what governors need to know about Pupil Premium:
- Forming or joining a multi-academy trust (MAT)

www.gov.uk/guidance/school-governors-professional-development

Solent Governance (formerly Newport Educational)

Solent Governance offers an extensive programme of training and development together with support services for all types of schools across Hampshire and the Solent area. The programme is delivered on a subscription or pay as you go basis at convenient Portsmouth and Southampton locations. In-house support is also available to help build governing board effectiveness and individual competencies.

Support includes:

- *A programme of daytime and evening training & development workshops*
- *Whole governing/trust board in-house training, development and support*
- *Headteacher Performance Management support as the External Advisor*
- *External Review of Governance (self-generated or Ofsted recommended)*
- *Mentoring for Chairs/aspiring Chairs/individuals*
- *Governing board meeting observation/review of working practices and feedback to improve effectiveness*
- *Writing up case studies to demonstrate positive board impact*
- *Governor Mark assessment (or other governing board accreditation award) help and support to prepare for an application with the aim of gaining successful accreditation:*
- *Bespoke board improvement and development Packages to help you build a high-performing team, delivered over a 2 year/6 term period.*

The team behind Solent Governance have a considerable depth of experience and knowledge, gathered over many years in governance, training, governor support services, school leadership, school improvement and finance. The team have been delivering training, development and support to schools since 2010.

Here are some responses from governors to our feedback question 'How well were your expectations met?'..... "Very well. The training was enjoyable, engaging and thorough.", "The course has provided me with more confidence in how to assess and challenge.", "Excellent, thorough and sound advice which generated informed and useful discussion which helped with the sharing of ideas for governor improvement."

www.solentgovernance.co.uk

Tel:	07941 264 332
Email:	info@solentgovernance.co.uk

solentgovernance
engage | focus | impact

USEFUL WEBSITES

The following organisations provide universal support which GBs can purchase:

Name	*web address*
NATIONAL GOVERNANCE ASSOCIATION	www.nga.org.uk
The NGA shop includes their guides "Welcome to Governance" and "Welcome to a Multi-Academy Trust"	www.nga.org.uk/shop
NGA Learning Link - e-learning platform, available from Summer 2017	bill.kiely@nga.org.uk
NGA has updated the Skills Audit. There are two separate models; one for governors, trustees and academy committee members of single schools and a separate version for trustees of multi-academy trust.	www.nga.org.uk/skillsaudit
Exclusions guidance - A four stage guide for governing boards	www.nga.org.uk/Guidance/Pupils-and-parents/Admissions-and-exclusions/Exclusions-guidance-A-four-stage-guide-for-governi.aspx
CLERKWISE - ANNUAL SUBSCRIPTION PACKAGE TO SUPPORT YOUR CLERK	www.adamsonbooks.com/clerkwise-about.asp

Name	*web address*
MODERN GOVERNOR	
Online professional development for governors and trustees in maintained schools, academies and free schools. Subscribe to access engaging and interactive e-learning modules.	www.moderngovernor.com/#about
GOVERNOR RECRUITMENT	
Inspiring Governance guide to recruitment	www.nga.org.uk/Guidance/Workings-Of-The-Governing-Body/Chairs-of-Governors/The-right-people-around-the-table-a-guide-to-recru.aspx
SGOSS – Governors for Schools - offers free support for governor recruitment	www.sgoss.org.uk/
Inspiring Governance offers free service, connecting prospective governors and trustees with schools and colleges nationwide.	Register your governing board vacancies today at: www.inspiringgovernance.org

STATUTORY SUPPORT

maintained schools only

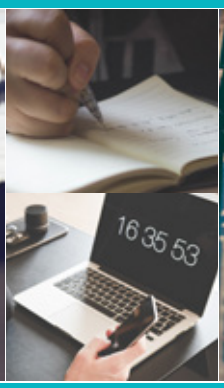
Instrument of Government
Database of school governors
Signposting through the Governance Directory
Reminders re website requirements (periodically)

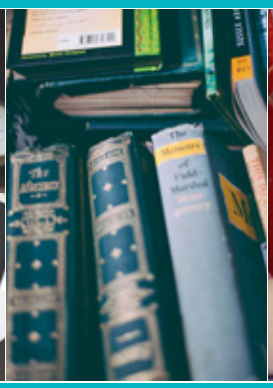
TO UPDATE THE GOVERNOR DETAILS HELD ON THE LA DATABASE, EMAIL :

governorupdateCEO@portsmouthcc.gov.uk

FOR SUPPORT ON STATUTORY MATTERS, CONTACT:

Caroline Corcoran, Head of Sufficiency, Participation and Resources - caroline.corcoran@portsmouthcc.gov.uk





023 9283 4736

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