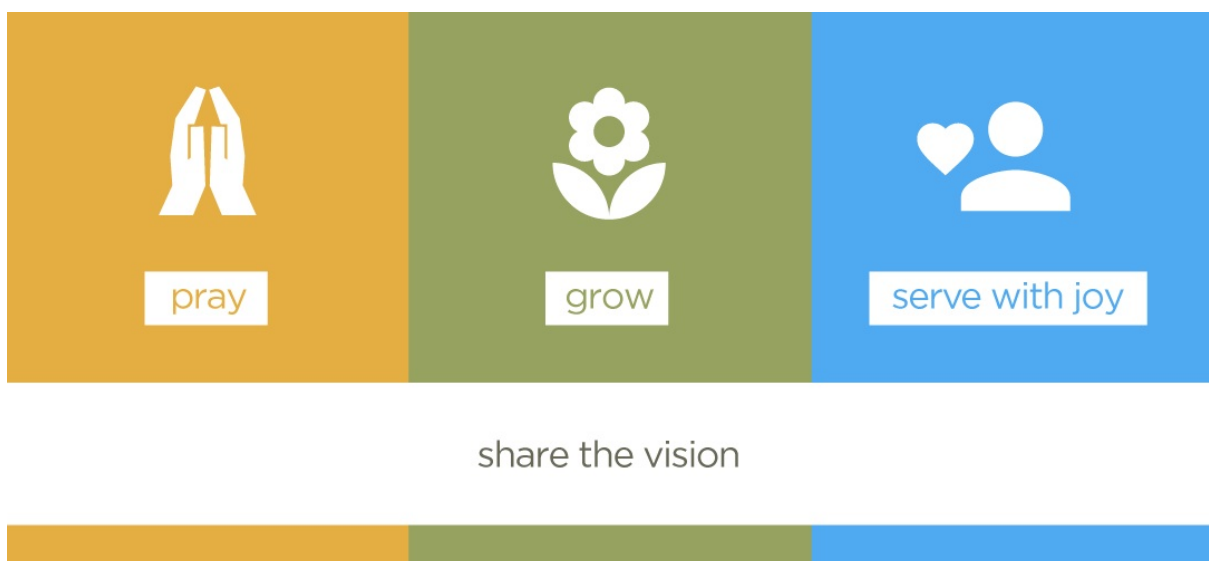


# **Exeter Diocesan Board of Education CPD Programme 2017/18**

**For Governors and Directors**

[www.exeter.anglican.org/schools](http://www.exeter.anglican.org/schools)





**Governance and Admissions  
The Diocesan Board of Education**

The Old Deanery, The Cloisters  
Exeter EX1 1HS

Tel 01392 294938

Fax 01392 294966

[governance@exeter.anglican.org](mailto:governance@exeter.anglican.org)

[www.exeter.anglican.org](http://www.exeter.anglican.org)

March 2017

Dear Governors and Directors

Welcome to the CPD programme for 2017/18.

In 2017/18 we will continue to offer courses on Governor and Director Induction, Admissions and Clerks Update. We are delighted to be able to offer courses on Chairing Skills, Safeguarding and strategic planning and Governor Visits. We are also pleased to be offering courses for Heads, Chairs and Ex-officios.

It is increasingly important that Governors and Directors undertake relevant training to their roles. Our Courses are not just for Foundation Governors and Directors, any category of Governor or Director can attend.

We hope you will find these courses highly informative.

We look forward to welcoming and supporting you

Governance and Admissions Team

## Summary of course dates: Autumn Term 2017

Title	Date	Place	Time
Strategic Planning and the importance of Governor visits	Tues 19 <sup>th</sup> Sept	The Old Deanery, Exeter	16:00 – 19:30
Admissions Updates	Wed 20 <sup>th</sup> Sept	The Old Deanery, Exeter	16:00 – 18:00
EDEN Training & Meeting	Wed 27 <sup>th</sup> Sept	The Old Deanery, Exeter	16:00 – 20:00
Heads, Chairs & EXO (1)	Fri 12 <sup>th</sup> Oct	The Old Deanery, Exeter	16:00 – 17:30
Governor/Director Induction	Tues 17 <sup>th</sup> Oct	The Old Deanery, Exeter	10:00 -15:00
Performance Management of your Headteacher/CEO	Tues 17 <sup>th</sup> Oct	The Old Deanery, Exeter	18:00 – 20:00
Chairing Skills	Tues 14 <sup>th</sup> Nov	The Old Deanery, Exeter	10:00 – 15:00
Safer Recruitment	Thurs 16 <sup>th</sup> Nov	The Old Deanery, Exeter	10:00 – 15:30
Safer Recruitment (1of2)	Wed 11 <sup>th</sup> Oct	The Old Deanery, Exeter	16:30 – 19:00
Safer Recruitment (2of2)	Wed 18 <sup>th</sup> Oct	The Old Deanery, Exeter	16:30 – 19:00
Clerks Update	Tues 21 <sup>st</sup> Nov	The Old Deanery, Exeter	09:30 – 13:00

Course title: Strategic Planning

Facilitators: Karen Powell, Effective School Governance Ltd

Dates: Tues 19<sup>th</sup> Sept                      The Old Deanery, Exeter

Cost:                      £80/£40 SLA/Non SLA (VAT exempt per person)

One of the three main roles of governors is to ensure clarity of vision, ethos and strategic direction. Ofsted will wish to see how the governing body works effectively with leaders to communicate their strategic direction for the school and develop a culture of ambition. During this session we will explore what makes a good strategic plan. We will look at who writes it, how the content is obtained, how the governors' vision is best communicated and how the School Development Plan sets out how the vision will be delivered.

We will then explore how we must ensure that our school improvement plan is being delivered in a timely manner. Governors making visits to school is a crucial part of knowing our school well and helps us to monitor and evaluate the outcomes of teaching and learning. However, do we always know what we should be looking at and what to record on the visit form?

This course will give hints and tips on making the visit process enjoyable for governors and staff teams, explains how we can maximise the value of visits and demonstrates how important it is for governors to learn from what they see on visits and further develop their knowledge.

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## Admissions Updates

Wednesday 20th Sept 2017

The Old Deanery, Exeter

16.00 – 1800

Christina Mabin

Coffee/tea at 4pm for 4.15 start. Finish 6.00pm

Cost: No Charge

Intended Outcomes:

- To enable the review and update of a school admissions policy.
- To ensure that the school's admissions policy meets current statutory regulations.

This session is aimed at schools who are their own admissions authority such as VA and academies.

The session leaders will use their experience and expertise to help reduce the time spent on considering your school's draft admission policy and supplementary information form in light of the current School Admission Code and preparing for consultation

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## EDEN Training and meeting

Wednesday 27<sup>th</sup> Sept 2017

The Old Deanery, Exeter

16:00- 20:00

No Charge

Christina Mabin

By invitation only to all EDEN representatives. Annual training which holds the expectation that all reps will attend.

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## Heads, Chairs and Ex-Officio Foundation Governors (or a substitute foundation governor)

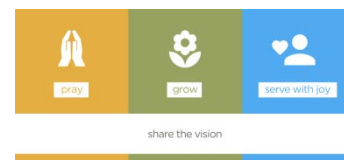
### 3 Twilight Sessions over 3 Terms Beginning in the Autumn Term 2017 facilitated by Christina Mabin, Ed Pawson and Tatiana Wilson

- **12<sup>th</sup> October** Unpacking Your Vision and Responding to the C of E Vision for Education
- **7<sup>th</sup> March** 'Deeply Christian Serving the Common Good': How Vision Shapes Ethos
- **13<sup>th</sup> June** Engaging with the Diocesan Vision: Pray Grow Serve (Collective Worship/RE/Parish Links)

All sessions are from 4.00pm – 5.30pm with tea / coffee from 3.45pm The Old Deanery, Exeter

£120 per school for 3 sessions or £60 for 3 sessions with SLA

To book contact Fran Bradley: [educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org)



**Governor/Director Induction Tuesday 17th Oct 2017**

The Old Deanery, Exeter 10:00 – 15:00

Cost: £25 per person (VAT Exempt) Richard Maudsley

**Intended outcomes:**

It is a requirement that all newly appointed Foundation Governors and Directors attend an Induction session within 12 months of their appointment. The course is also extremely useful; as a refresher for long standing Governors in their 3<sup>rd</sup> or more term.

Open to all categories of Governors and Directors of church schools and academies.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
- Have an overall understanding of Church school governance including the role of the governor in new staff appointments, buildings and admissions
- Have an understanding of RE, collective worship and SIAMS
- Network with other church school governors and share good practice

**Course description:**

An introduction to Church school governance including SIAMS, RE and collective worship, new staff appointments, admissions and buildings.

**Performance Management of your Headteacher/CEO - preparation for Appointed Governors/Directors'**

**Facilitator:** John Searson

**Date:** Monday 26<sup>th</sup> June 2017 The Old Deanery, Exeter 18:00 – 20:00

**Cost:** £25 per person (VAT Exempt)

**Course Description:** Schools must have suitable appraisal policies in place to allow staff to be performance managed. Ofsted checks that these impact on pay progression. Headteachers should also have performance management and it is expected that a Headteacher should have his or her performance assessed by 31 December for the previous academic year as well as new targets agreed. Multi-academy trusts (MATs) are free to determine their own performance management processes but most use their best practice prior to conversion to academy status.

This course explains the best practice process for Headteacher/CEO performance management, and will discuss how performance can be assessed and monitored. Guidance will also be given about writing targets that allow governors to measure success and impact easily. There will also be support to ensure that the Christian character of the school/MAT is reflected in the objectives agreed.

**Intended Outcomes:**

- Greater confidence about school/MAT procedures to manage the performance of the most senior member of the team;
- Better understanding about getting the tone and balance between support and challenge right;
- Embedding good Performance Management into the organisation;
- Greater clarity about objectives, monitoring and success criteria;

Better understanding of how Christian Distinctiveness should feature in objectives

**Chairing Skills Tuesday 14<sup>th</sup> November 2017**

The Old Deanery, Exeter 10.00 – 15:00

Cost: £80/£40 SLA rate (VAT Exempt) Karen Powell

Being a chair of governors is a key leadership role as governing bodies are central to the effectiveness and accountability of our schools.

To be effective, you need a good understanding of the role and its responsibilities so that your school gains maximum benefit from the work that you do. An effective chair of governors:

- works with the headteacher to promote and maintain high standards of educational achievement
- ensures that the governing body sets a clear vision, ethos and strategic direction for the school
- With the governing body holds the headteacher to account for the educational performance of the school and its pupils, and for the performance management of staff

During this course, for current chairs or prospective chairs (vice chairs) we will explore the role and determine the skills a good chair should have. We will review how effectiveness can be increased by good use of delegation and we will explore the relationship with the Headteacher and clerk to governors. The course will outline the other roles of the chair in monitoring, accountability, managing complaints and difficult incidents and we will conclude with a question and answer session.

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### **Safer Recruitment**

**Thursday 16<sup>th</sup> November 2017**

The Old Deanery, Exeter

10:00 – 15:30

Karen Powell

Course cost £90 per delegate (VAT Exempt) – includes certification and exam fee (maximum 20 delegates)

Organisations and individuals working with children and young people, or who are involved in providing services for them, have a duty to safeguard and promote their welfare. The emphasis on safeguarding in the 2015 Ofsted inspection framework stresses the need for school staff, governors and advisors to have up-to-date knowledge on safeguarding starting from recruitment. Keeping Children Safe in Education (September 2016) was updated twice in 2015 and again in September 2016.

The style of the training is interactive and there will be table discussions regularly throughout the sessions. The subject will at times be difficult; but there will also be some lighter moments too! By the end of the course delegates will:

- Understand levels of abuse and offender profiles
- Be able to identify key features of staff recruitment that helps deter, or prevent, the appointment of unsuitable people
- Have considered policies and practices to minimise opportunities for abuse or ensure it is reported promptly
- Be able to recognise the importance of maintaining an on-going culture of vigilance

At the end of each of the 4 modules there are 3 - 4 exam questions. However, please don't worry - delegates will be able to discuss the questions with your colleagues before committing answers to the paper.

This is an accredited course by the Safer Recruitment Consortium:-

The NSPCC, The Lucy Faithful Foundation, NASS and CAPE. Delegates will achieve certification, which lasts for 3 years.

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**Safer Recruitment (1 of 2)**

**Wednesday 11th Oct 2017**

The Old Deanery, Exeter

16:30 – 19:00

Karen Powell

**And**

**Safer Recruitment (2 of 2)**

**Wednesday 18th October 2017**

The Old Deanery, Exeter

16:30 – 19:00

Karen Powell

Course cost £90 per delegate (VAT Exempt) – includes certification and exam fee (maximum 20 delegates)

Organisations and individuals working with children and young people, or who are involved in providing services for them, have a duty to safeguard and promote their welfare. The emphasis on safeguarding in the 2015 Ofsted inspection framework stresses the need for school staff, governors and advisors to have up-to-date knowledge on safeguarding starting from recruitment. Keeping Children Safe in Education (September 2016) was updated twice in 2015 and again in September 2016. The style of the training is interactive and there will be table discussions regularly throughout the sessions. The subject will at times be difficult; but there will also be some lighter moments too! By the end of the course delegates will:

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This is an accredited course by the Safer Recruitment Consortium:-

The NSPCC, The Lucy Faithful Foundation, NASS and CAPE. Delegates will achieve certification, which lasts for 3 years.

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**Clerks Update**

**Tues 21st November 2017**

The Old Deanery, Exeter

09:30 – 13:00

Cost: £25 per person (VAT Exempt) Sarah Owen

**Course description:**

Information sharing sessions to help develop support networks for Clerks as part of the Entitlement Service to schools. This is an extremely useful networking session especially for those new to clerking church schools and academies. We will look at the Clerk as Administrator, Adviser and Facilitator in the church school context. The session includes a sandwich lunch.

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## Summary of course dates: Spring Term 2018

Title	Date	Place	Time
Governor Strategic Planning & Visits	Wed 24 <sup>th</sup> Jan	The Old Deanery, Exeter	10:00 – 15:00



Governor Induction	Sat 27 <sup>th</sup> Jan	The Old Deanery, Exeter	10:00 – 13:30
Safeguarding	Tues 6 <sup>th</sup> Feb	The Old Deanery, Exeter	10:00 – 15:00
Governor Induction	Tues 6 <sup>th</sup> Mar	N. Devon	16:00 – 18:30
Heads, Chairs & EXO (2)	Thurs 7 <sup>th</sup> Mar	The Old Deanery, Exeter	16:00 – 17:30

**Governor Strategic Planning & Visits**                      **Wednesday 24th January 2018**

The Old Deanery, Exeter                      10:00 – 15:00

Cost: £80/£40 SLA rate (VAT Exempt) Karen Powell

One of the three main roles of governors is to ensure clarity of vision, ethos and strategic direction. Ofsted will wish to see how the governing body works effectively with leaders to communicate their strategic direction for the school and develop a culture of ambition. During this session we will explore what makes a good strategic plan. We will look at who writes it, how the content is obtained, how the governors' vision is best communicated and how the School Development Plan sets out how the vision will be delivered.

We will then explore how we must ensure that our school improvement plan is being delivered in a timely manner. Governors making visits to school is a crucial part of knowing our school well and helps us to monitor and evaluate the outcomes of teaching and learning. However, do we always know what we should be looking at and what to record on the visit form?

This course will give hints and tips on making the visit process enjoyable for governors and staff teams, explains how we can maximise the value of visits and demonstrates how important it is for governors to learn from what they see on visits and further develop their knowledge.

**Governor Induction**                      **Saturday 27th January 2018**

The Old Deanery, Exeter                      10:00 – 13:30

Cost: £25 per person (VAT Exempt) Richard Maudsley

Intended outcomes:

It is a requirement that all newly appointed Foundation Governors and Directors attend an Induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3<sup>rd</sup> term or more.

Open to all categories of Governors and Directors of church schools and academies.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
- Have an overall understanding of Church school governance including the role of the governor in new staff appointments, buildings and admissions
- Have an understanding of RE, collective worship and SIAMS
- Network with other church school governors and share good practice

Course description:

An introduction to Church school governance including SIAMS, RE and collective worship, new staff appointments, admissions and buildings.

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## **Safeguarding**

**Tuesday 6<sup>th</sup> February 2018**

The Old Deanery, Exeter

10:00 – 15:00

Cost: £80/£40 SLA rate (VAT Exempt) Karen Powell

This course is designed to help governors deliver their role of safeguarding children and young people. It is interactive and covers the scale of the problems our young people face growing up in today's world. We will examine the legal context, the important questions governors need to ask and Ofsted's expectations of schools and colleges relating to safeguarding.

We will take time to also review the specific role of the safeguarding governors. Whilst many governors hold a link role this must be one of the most complex. Delegates will examine the contents of key safeguarding documents - Keeping children safe in education (Sept 16) and Working together to safeguard children and discuss how we can grow a culture in school where safeguarding is always kept high on the agenda.

The course will also enhance governors' knowledge of Serious Case Reviews, Local Safeguarding Children Boards, the scale of the problem and stress the responsibility we all have in keeping our children safe.

Delegates will receive a safeguarding handbook of materials to support the course and to help them as they carry out their responsibilities to safeguard children.

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## **Governor Induction**

**Tuesday 6<sup>th</sup> March 2018**

North Devon tbc

16:00 – 18:30

Cost: £25 per person (VAT Exempt) Christina Mabin

Intended outcomes:

It is a requirement that all newly appointed Foundation Governors and Directors attend an Induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3<sup>rd</sup> term or more.

The course will help governors to:

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**Heads, Chairs and Ex-Officio Foundation Governors  
(or a substitute foundation governor)**

**3 Twilight Sessions over 3 Terms Beginning in the Autumn Term 2017  
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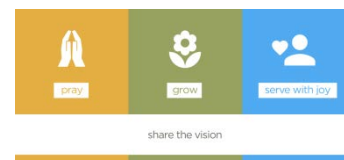
- **12<sup>th</sup> October** Unpacking Your Vision and Responding to the C of E Vision for Education

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All sessions are from 4.00pm – 5.30pm with tea / coffee from 3.45pm The Old Deanery, Exeter

£120 per school for 3 sessions or £60 for 3 sessions with SLA

To book contact Fran Bradley: [educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org)



## Summary of course dates: Summer Term 2018

Title	Date	Place	Time
Safeguarding 1& Safeguarding 2	Tues 17 <sup>th</sup> April Tues 24 <sup>th</sup> Apr	The Old Deanery, Exeter The Old Deanery, Exeter	16:00 – 18:00 16:00 – 18:00
Governor Strategic Planning & Visits	Wed 6 <sup>th</sup> Jun	The Old Deanery, Exeter	10:00 – 15:00
Governor Induction	Tues 12 <sup>th</sup> Jun	Torbay tbc	16:00 – 18:30
Heads, Chairs & EXO (3)	Thur 13 <sup>th</sup> Jun	The Old Deanery, Exeter	16:00 – 17:30
Governor Induction	Tues 19 <sup>th</sup> Jun	The Old Deanery, Exeter	10:00 – 15:00
Governor Induction	Tues 26 <sup>th</sup> Jun	Plymouth tbc	16:00 – 18:30
Admissions Code Introduction	Tues 3 <sup>rd</sup> July	The Old Deanery, Exeter	10:00 – 13:00

### Safeguarding 1 & 2

**Tues 17<sup>th</sup> April & Tues 24<sup>th</sup> April 2018**

The Old Deanery, Exeter

16:00 – 18:00

Cost: £80/£40 SLA rate (VAT Exempt) Karen Powell

This course is designed to help governors deliver their role of safeguarding children and young people. It is interactive and covers the scale of the problems our young people face growing up in today's world. We will examine the legal context, the important questions governors need to ask and Ofsted's expectations of schools and colleges relating to safeguarding.

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Delegates will receive a safeguarding handbook of materials to support the course and to help them as they carry out their responsibilities to safeguard children.

### Governor Strategic Planning & Visits

**Wednesday 6<sup>th</sup> June 2018**

The Old Deanery, Exeter

10:00 – 15:00

Cost: £80/£40 SLA rate (VAT Exempt) Karen Powell

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strategic direction for the school and develop a culture of ambition. During this session we will explore what makes a good strategic plan. We will look at who writes it, how the content is obtained, how the governors' vision is best communicated and how the School Development Plan sets out how the vision will be delivered.

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## **Governor Induction**

**Tuesday 12<sup>th</sup> June 2018**

Torbay tbc

16:00 – 18:30

Cost: £25 per person (VAT Exempt) Christina Mabin

Intended outcomes:

It is a requirement that all newly appointed Foundation Governors and Directors attend an Induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3<sup>rd</sup> term or more.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
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- Network with other church school governors and share good practice

Course description:

An introduction to Church school governance including SIAMS, RE and collective worship, new staff appointments, admissions and buildings.

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## **Heads, Chairs and Ex-Officio Foundation Governors (or a substitute foundation governor)**

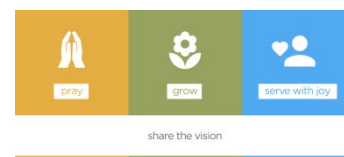
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All sessions are from 4.00pm – 5.30pm with tea / coffee from 3.45pm The Old Deanery, Exeter

£120 per school for 3 sessions or £60 for 3 sessions with SLA

To book contact Fran Bradley: [educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org)



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**Governor Induction****Tuesday 19<sup>th</sup> June 2018**

The Old Deanery, Exeter

10:00 – 15:00

Cost: £25 per person (VAT Exempt) Richard Maudsley

## Intended outcomes:

It is a requirement that all newly appointed Foundation Governors and Directors attend an Induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3<sup>rd</sup> term or more.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
- Have an overall understanding of Church school governance including the role of the governor in new staff appointments, buildings and admissions
- Have an understanding of RE, collective worship and SIAMS
- Network with other church school governors and share good practice

## Course description:

An introduction to Church school governance including SIAMS, RE and collective worship, new staff appointments, admissions and buildings.

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**Governor Induction****Tuesday 26<sup>th</sup> June 2018**

Plymouth tbc

16:00 – 18:30

Cost: £25 per person (VAT Exempt) Christina Mabin

## Intended outcomes:

It is a requirement that all newly appointed Foundation Governors and Directors attend an Induction session within 12 months of their appointment. The course is also extremely useful as a refresher for long standing Governors in their 3<sup>rd</sup> term or more.

The course will help governors to:

- Understand the different categories of schools and the responsibilities of governors in these categories
- Have an overall understanding of Church school governance including the role of the governor in new staff appointments, buildings and admissions
- Have an understanding of RE, collective worship and SIAMS
- Network with other church school governors and share good practice

## Course description:

An introduction to Church school governance including SIAMS, RE and collective worship, new staff appointments, admissions and buildings.

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**Admissions Code Introduction****Tuesday 3<sup>rd</sup> July 2018**

The Old Deanery, Exeter

10:00 – 13:00

Cost: £25 per person (VAT Exempt) Christina Mabin

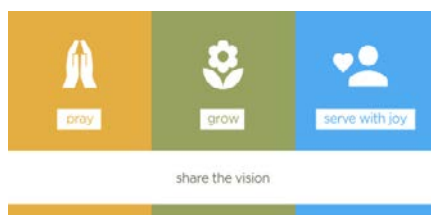
## Course description:

This workshop will comprehensively cover the development of high quality admission arrangements and the specific content required by statute. Attendees should leave the workshop with a clear

understanding of the purpose of admission arrangements, the freedom to include or exclude particular practices, the procedure to follow for changing arrangements and a measure of the likely challenge. This workshop has been specifically organised during July 2016 in order that governors wishing to revise their arrangements on the back of the workshop experience will have time to prepare the documentation and consult during the statutory timeline.

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## Exeter Diocese CPD Events Booking Form



<b>Course Title</b>	
<b>Course date and venue</b>	
<b>Name of Delegate/s</b>	
<b>Position in School e.g. Head, Governor etc.</b>	
<b>School Name</b>	
<b>Email address for delegate(s)</b>	
<b>Phone number For delegate(s)</b>	
<b>Full Address For invoicing, (school address unless paying for yourself!)</b>	
<b>Special Dietary Requirements?</b>	
<b>Any other special requirements?</b>	
<b>Cost per delegate</b>	
<b>Total cost to be invoiced to school</b>	

We respectfully draw your attention to the following **Terms and Conditions**.

1. Please note that bookings for this event will be on a first come first served basis.
2. Please confirm special dietary requirements at time of booking.
3. A programme and information will be sent 7 days prior to the event.
4. CANCELLATION - In the event of cancellation, and if no other delegate can be sent as a replacement, the school may be liable to a cancellation charge (100% if cancelling within one week of an event, subject to terms and conditions of venue).
5. Most courses will have a minimum number of participants required to make the course viable. In the event of the Diocese cancelling the course, a full refund will apply.
6. Booking deadline is 7 days prior to the event.



Completed forms to be emailed to [educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org) or posted to Events, Exeter Diocese Board of Education, Education Office, The Old Deanery, The Cloisters, Exeter, EX1 1HS. Tele Number: 01392 294921.

# BOOKING INFORMATION

## BOOKING A PLACE ON THE COURSE

To request a place on any of our courses, please send your full contact details on one of our booking forms by post or via email. Forms are also available to download via our website <http://exeter.anglican.org/schools/resources/>

Please ensure we are aware of any special requirements you may need on the day e.g. specific dietary requests, disabled access, etc., and we will do our best to ensure all your needs are met.

Once you have submitted your booking form, we will e-mail you confirmation that you are accepted on to the course of your choice (unless the course is fully booked). Please note the Events Administrator is a part-time post, term time only, so you may experience a short delay before receiving a response.

A reminder will be emailed approximately one week before the course, together with any other relevant information.

## PAYMENT

Invoices for Course fees are issued from a week prior to the event.

## CANCELLATIONS

While we understand that delegates sometimes have to withdraw at a late stage, we would be grateful if those who have to cancel would inform us immediately if they cannot attend.

We regret that when such late cancellations occur, it may be necessary to make an administration charge and recoup any costs incurred as part of a cancellation fee (this will depend on the nature of the course and the costs incurred). A cancellation fee of 100% will be made if cancelling within one week of an event, subject to the terms and conditions of the venue.

Most courses will have a **minimum number of participants required** to make the course viable, therefore **bookings will close 7 days prior** in order for a weeks notice to be given in the event of cancellation.

## REFRESHMENTS

The Course fees include refreshments on arrival and at any breaks. Where stated, lunch will be provided, usually as a sandwich buffet selection.

## ANY QUESTIONS?

Contact: our Events Administrator Fran Bradley ([educationevents@exeter.anglican.org](mailto:educationevents@exeter.anglican.org)),  
Diocesan Board of Education, The Old Deanery, Exeter EX1 1HS.  
Tel: 01392 294921.