


SOUTHEND CPD FRAMEWORK FOR GOVERNORS

	PERSONAL OPPORTUNITIES AND RESPONSIBILITIES	SCHOOL / GOVERNING BODY RESPONSIBILITIES	OPPORTUNITIES, SUPPORT AND PROGRAMMES PROVIDED BY LOCAL AUTHORITY	OPPORTUNITIES PROVIDED BY EXTERNAL ORGANISATIONS
<p>ALL GOVERNORS</p>	<ul style="list-style-type: none"> • Seek to develop skills, knowledge and understanding of the key responsibilities of a governor - strategic, critical friend and accountability • Seek activities that will develop practical skills required for effective governance • Seek opportunities to build effective relationships with school leaders e.g. joint training • Seek opportunities to understand the issues associated with the running of the school • Seek opportunities to clarify and understand the government agenda on education • To contribute to the School Development Plan and Self Evaluation Form • To read the LA 'Children and Young People's Plan' and place within the context of the school • To contribute to a school / school governors newsletter • To access websites that relate to education e.g. governornet • To subscribe to publications related to education e.g. Governor Update • To help to develop or update school policies • To network with governors across the LA 	<ul style="list-style-type: none"> • To provide opportunities for Governors to visit the school • To provide opportunities for lesson observation • To invite governor participation in extra curricular activities, curriculum events, CPD events, work shadowing • Invite governors to join working parties • Invite governors to participate in the development and writing of whole school policies • Provide opportunities for the coaching and / or mentoring of governors by teaching and / or other governors • Rotate governors within the various Governing Body committees • Invite governors to present an item at a meeting of the Governing Body • Invite governors to participate in the development of a school initiative e.g. Investors in People • To provide opportunities for professional development of governors e.g. attendance at INSET days 	<ul style="list-style-type: none"> • Read Directors' newsletters and attend briefings • Attend Conferences • Attend Courses in the CPD programme • Enrol on the Certificate of Competence for Governors • Take advice on statutory responsibilities, constitutional or procedural issues • Network with Governing Bodies in other schools • Ask for Consultant / Adviser support 	<ul style="list-style-type: none"> • Participate in courses / conferences run by the Gateway Partnership (Thurrock and Essex LAs) • Train 'online' with national organisations such as: National Governors Association (NGA) National Co-ordinators of Governor Services (NCOGs) National College of School Leadership • Watch Teachers TV (programmes for teachers and Governors) • Read publications e.g. Guide to the Law for Governors, Times Educational Supplement • Use the DfES Decision Planner • Enrol on Higher Education accredited courses related to education • Participate in specific courses e.g. Safer Recruitment, Management of Financial Standards
<p>GOVERNORS NEWLY IN POST</p>	<ul style="list-style-type: none"> • To read the School Development Plan • To read school policies and practices • To visit the school by negotiation • To join Governor organisations and associations and attend meetings e.g. NGA and SSGA • To enrol on a Governor Induction Programme 	<ul style="list-style-type: none"> • Provide an Induction Programme • Provide a 'Welcome Pack' which contains documentation that introduces the governor to the school and to educational processes and systems • Provide introductions to key personnel in the school 	<ul style="list-style-type: none"> • Read Induction Pack sent to all new Governors • Attend Induction programme offered for all new Governors • Take advice from Governor Services 	<ul style="list-style-type: none"> • Read publications produced by the DfES, NGA, OfSTED on new governor induction
<p>LINK GOVERNORS</p>	<ul style="list-style-type: none"> • To maintain a full complement of well trained and effective governors together with the induction of new governors • To collate and disseminate CPD opportunities for the Governing Body 	<ul style="list-style-type: none"> • Ensure liaison with the school CPD Co-ordinator • Ensure opportunities to participate in the development of the school CPD programme and the evaluation of its impact • Provide the opportunity for the Link Governor to conduct a Skills Audit of the Governing Body 	<ul style="list-style-type: none"> • Distribute CPD Programme to Governing Body, discuss needs and liaise with LA 	<ul style="list-style-type: none"> • Read research publications, use web sites and attend courses for dissemination to governors
<p>CHAIRS OF GOVERNORS</p>	<ul style="list-style-type: none"> • Seek opportunities to train with the Headteacher and Senior Managers on all aspects of leadership • Seek opportunities to develop school self evaluative skills • To prepare for participation in OfSTED process • Mentor / coach new governors, governors in other schools etc 	<ul style="list-style-type: none"> • Provide opportunities for joint working and professional development activities with senior managers and Headteachers 	<ul style="list-style-type: none"> • Attend conferences • Take opportunities to join LA working parties and groups such as the School Forum 	<ul style="list-style-type: none"> • Enrol on courses: 'Taking the Chair' and 'Leading Together' • Participate in joint training run by the National College of School Leadership for Headteachers and Chairs
<p>CLERKS TO GOVERNING BODIES</p>	<ul style="list-style-type: none"> • Network with other Clerks • Maintain a personal development portfolio • Provide a policy framework for the school 	<ul style="list-style-type: none"> • Ensure that Clerks are kept up to date with regulations regarding recruitment, new legislation, procedures and the management of change within the governing body 	<ul style="list-style-type: none"> • Attend Clerks Briefings to update on procedural and management issues • Participate in training programmes specifically for Clerks run in conjunction with other LAs 	<ul style="list-style-type: none"> • Enter 'Clerk of the year – NGA Award • Participate in BTEC Advanced Cert in Support and Admin • Attend Briefings run by Diocese