



SOUTHWARK DIOCESAN BOARD OF EDUCATION
Developing Church of England Education

TRAINING AND DEVELOPMENT OPPORTUNITIES IN CHURCH OF ENGLAND SCHOOLS FOR GOVERNORS



SEPTEMBER 2022 – JULY 2023

**Our service to you
Diocesan Board and Schools Working Together**

Version 2: August 2022

INTRODUCTION

Welcome to our training programme for 2022/23 for governors in our Church of England schools in the Diocese of Southwark.

The Southwark Diocesan Board of Education's (SDBE) offer of CPD to our governors includes; the Bishop's Certificate and trainings.

- **The Bishop's Certificate:** Governors play a key role in developing and improving their schools; clarity about the role of governing bodies is crucial to an effective partnership between governors, the Headteacher and staff. The Bishop of Southwark acknowledges this important role played by governors of Church of England Schools in the Diocese of Southwark and endorses this modular course which aims to clarify and develop the role of the governing body in a Church of England school.
- **Training:** on a range of topics and for specific groups of governors, e.g. new governors.

A summary of the current programme is provided on pages 5 – 7 and details of each session are included in this booklet.

FURTHER INFORMATION

Training sessions are normally held at 48 Union Street and are run by staff at the SDBE. Courses can be booked via our website: **Error! Hyperlink reference not valid.**

Please check the training page of our website for the most up to date information.

SCHOOL-BASED TRAINING

This is a popular form of training for many schools because it meets the specific needs of the governing body. Some issues may lend themselves to joint-school training.

These sessions are run by Officers and Advisers of the SDBE and may be daytime or evening sessions. We are happy to tailor these sessions to your particular needs or respond to suggestions. **Please give at least one term's notice of the required date of the training.** The following topics are available at school-based sessions for governing bodies, whether alone or in partnership.

Admission policy review Appraisal Curriculum - the governors' role Exclusion procedures Governors' monitoring role Governing Body effectiveness Interviewing techniques for appointing staff Mission statements and aims - review Ofsted and governance Managing Personnel Procedures Religious Education Collective Worship	Roles and responsibilities of governing bodies School improvement planning School building development process – How it works in VA schools Statutory Inspection of Anglican and Methodist Schools (SIAMS) Self-evaluation: distinctiveness of Church of England schools Self-evaluation and Ofsted Setting up a Faith Group Staff recruitment and selection process Teaching and learning for governors
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THE COST

Diocesan Training	Through their subscription to the Partnership Agreement, schools have already paid for full access to as many training sessions as they would like to attend. Schools outside the Partnership Agreement: <table><tr><td>Whole day</td><td>£160.00</td><td>3 hours</td><td>£100.00</td></tr><tr><td>2½ hours</td><td>£ 85.00</td><td>2 hours</td><td>£ 69.00</td></tr></table>	Whole day	£160.00	3 hours	£100.00	2½ hours	£ 85.00	2 hours	£ 69.00
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2½ hours	£ 85.00	2 hours	£ 69.00						
School-based Training	£125.00 per hour (schools in the Partnership Agreement) £190.00 per hour (for other schools)								

* Any additional courses offered that are commissioned externally, will be charged at cost, to maximise the SDBE offer and minimise costs to schools.

HOW TO APPLY

Book courses via our website: <https://education.southwark.anglican.org/>.

An email will be sent to delegates in advance of the training with further information about the training, in most instances this will be a week prior to the training date.

NB:

Please ensure that the participant's name and email address is used when completing a booking. Pre-course materials and information will be circulated to the email address provided.

When attending a training on Zoom, please ensure that you change your display name to show your first name and surname so that we can guarantee that our records will accurately reflect your attendance at the training.

If you require any assistance with booking please contact Corrina Zukowska – sdbeofficemanager@southwark.anglican.org.



The SDBE has a commitment to becoming an Eco Board of Education, as such we ask you to follow the recycling protocol, use your own refillable cups and avoid bringing in takeaway cups that we cannot recycle.

Thank you



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SDBE GOVERNOR TRAINING PROGRAMME CALENDAR 2022/2023

Date	Title	Time	Venue	Page
AUTUMN TERM				
13 September 2022	The Role of Governors in Headteacher Performance Management	18.30 - 20.30	Union Street	9
14 September 2022	Safeguarding for Senior Leaders	09.30 – 12.00	Union Street	19
14 September 2022	Introduction to Managing School Estate: <i>Day 1 of 2</i>	14.00 – 16.00	Union Street	20
19 September 2022	OFSTED – The Governors’ Role	18.30 - 20.30	Union Street	10
22 September 2022	Financial Sustainability Workshop	09.30 – 15.30	Union Street	21
23 September 2022	Youth Mental Health First Aid Training – from Mental Health First Aid England: <i>Day 1 of 2</i>	09.00 – 16.30	Union Street	22
26 September 2022	Safeguarding for the Governing Body	18.30 - 20.30	Union Street	10
28 September 2022	Induction for New Governors	18.30 - 20.30	Union Street	11
30 September 2022	Youth Mental Health First Aid Training – from Mental Health First Aid England: <i>Day 2 of 2</i>	09.00 – 16.30	Union Street	22
11 October 2022	Bishop’s Certificate Module 1: Nature, purpose and ethos of a church school <i>This training module is part of the Bishop’s Certificate and for schools signed up to this programme.</i>	18.30 – 20.30	Hybrid	8
19 October 2022	The Role of Governors in Employee Procedures and Hearings	18.30 - 20.30	Zoom	13
10 November 2022	Self-evaluation and Inspection	18.30 - 20.30	Union Street	12
11 November 2022	Space Makers – the contemplative toolkit for schools	09.00 – 16:30	Union Street	23
15 November 2022	Bishop’s Certificate Module 2: Admission policies – the governors’ role <i>This training module is part of the Bishop’s Certificate and for schools signed up to this programme.</i>	18.30 – 20.30	Hybrid	8
16 November 2022	Help, I’m the New RE Link Governor!	18.30 - 20.30	Union Street	11

29 November 2022	Introduction to Employee Wellbeing & Employee Wellbeing Toolkits	09.30 – 11.30	Hybrid	24
29 November 2022	Introduction to Managing School Estate: <i>Day 2 of 2</i>	14.00 – 16.00	Union Street	20
02 December 2022	Developing Vision and Values in a Church School	09.30 – 13.00	Union Street	25
13 December 2022	Bishop's Certificate Module 3: self-evaluation and inspection <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
SPRING TERM				
11 January 2023	School Visits – Understanding the Governors' Role	18.30 - 20.30	Union Street	14
17 January 2023	The Role of Governors in Grievance, Dismissal and Appeal Hearings	18.30 - 20.30	Zoom	13
18 January 2023	Safeguarding for Senior Leaders	09.30 – 12.00	Union Street	19
19 January 2023	Effective Support and Challenge - What is a Critical Friend?	18.30 - 20.30	Union Street	14
24 January 2023	Statutory Inspection of Anglican and Methodist Schools (SIAMS) – An Introduction for Governors	18.30 - 20.30	Union Street	15
31 January 2023	Bishop's Certificate Module 4: The Curriculum & Teaching, Learning and Achievement within the Quality of Education) <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
03 February 2023	Space Makers – the contemplative toolkit for schools	09.30 – 16:30	Union Street	23
08 February 2023	Induction for New Governors	18.30 - 20.30	Union Street	11
28 February 2023	Bishop's Certificate Module 5: Equality, Diversity and Inclusion <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
01 March 2023	Developing Vision and Values in a Church School <i>Repeat</i>	09.30 – 13.00	Union Street	25
02 March 2023	The Role of the Chair and Vice-chair of Governors	18.30 - 20.30	Union Street	15
07 March 2023	Diocesan RE Link Governors' Annual Briefing and Training	18.30 - 20.30	Union Street	16

21 March 2023	Bishop's Certificate Module 6: Effective Governance <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
27 March 2023	Safeguarding for the Governing Body (repeat session)	18.30 - 20.30	Union Street	10
28 March 2023	Bishop's Certificate Module 7: Religious Education <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
SUMMER TERM				
20 April 2023	Induction for New Governors	18.30 - 20.30	Union Street	11
26 April 2023	Schools Buildings – The Governor's Role	18.30 - 20.30	Zoom	16
27 April 2023	Safeguarding for Senior Leaders	09.30 – 12.00	Union Street	19
02 May 2023	Clerking Employee Hearings Briefing	18.30 - 20.30	Zoom	17
11 May 2023	Admissions in Church of England Schools	18.30 - 20.30	Union Street	18
16 May 2023	Bishop's Certificate Module 8: Collective Worship <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
06 June 2023	Bishop's Certificate Module 9: School Buildings – Governors' Responsibilities <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
29 June 2023	Handling Complaints in Schools	18.30 - 20.30	Union Street	18
04 July 2023	Bishop's Certificate Module 10: Recruitment and Selection <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8
11 July 2023	Bishop's Certificate Module 11: Personnel Procedures <i>This training module is part of the Bishop's Certificate and for schools signed up to this programme.</i>	18.30 - 20.30	Hybrid	8

BISHOP'S CERTIFICATE

Bishop's Certificate in Church School Governance 2022/23

In addition to the Diocesan and school-based training sessions, the Board offers the Bishop's Certificate; this course comprises eleven modules on key issues affecting Church of England schools. Governing bodies wishing to participate must sign up for the entire course and must send at least two governors on every module in order to receive the certificate at the end of the year.

Please find below the dates of the modules. If you would like your governing body to participate please contact Corrina Zukowska (sdbeficemanager@southwark.anglican.org) to obtain an application form alongside further details of each of the modules.

Cost: £480.00

Venue: Hybrid - each module can be attended in person at SDBE's offices at 48 Union Street, London, SE1 1TD or via Zoom.

Time: 18.30 - 20.30

Please Note: In addition to the required registration of two governors, it may be possible for additional governors to attend (up to a maximum of 4 per school), subject to availability. These places will be allocated on a first come first serve basis.

Module 1	The Nature, Purpose and Ethos of Church schools	11 October 2022
Module 2	Admissions Policies – the Governors' Role	15 November 2022
Module 3	Self Evaluation and Inspection	13 December 2022
Module 4	The Curriculum, Teaching, Learning and Achievement with the Quality of Education	31 January 2023
Module 5	Equality, Diversity and Inclusion	28 February 2023
Module 6	Effective Governance of Church Schools	21 March 2023
Module 7	Religious Education	28 March 2023 *new date
Module 8	Collective Worship	16 May 2023
Module 9	School Buildings – Governors' Responsibilities	06 June 2023
Module 10	Recruitment and Selection	04 July 2023
Module 11	Personnel Procedures	11 July 2023

GOVERNOR TRAINING

The Role of Governors in Headteacher Performance Management

Date: 13 September 2022

Time: 18.30 - 20.30

Target Group: Chairs of Governors and governors participating in headteacher appraisal

Tutors: Sara Sanbrook-Davies, Education Adviser and Julie Richardson, Human Resources Adviser

The session covers the timetable, legal duties and the roles and responsibilities of those involved in headteacher appraisal. It also looks at the wider matter of overseeing and supporting a headteacher throughout the academic year including; duty of care, personal/professional supervision, monitoring and feedback.

By the end of the course participants will;

- gain a clearer understanding of the regulatory framework within which headteacher performance management sits;
- increase their confidence in driving and managing the appraisal process for a headteacher;
- have had the opportunity to triage/rehearse any concerns about rights and responsibilities in regard to headteacher performance management;
- take away hints and tips on how to support headteachers (and other school leaders) more holistically.

Delegates will need to consider; their personal objectives for the session and come prepared to confidentially share any notable experience they have in this area and/or any perceived concerns. It would also be helpful if delegates have their Appraisal Policy to hand.

Slides will be shared in advance with some questions posed for delegates' consideration ahead of the session. These should take no more than 15 – 30 minutes to read and respond to.

Safeguarding for the Governing Body

Date: 26 September 2022
27 March 2023 (*Repeat session*)

Time: 18.30 – 20.30
Time: 18.30 – 20.30

Target Group: Governors

Tutor: Education Adviser

Keeping children and young people safe is central to the work of both the SDBE and schools. The SDBE has developed a half-day training session supporting colleagues to secure a culture of vigilance, to evaluate and where appropriate, strengthen their processes for safeguarding children and young people. Although the Department for Education (DfE) is responsible for setting the statutory guidance in relation to 'Keeping Children Safe in Education', it is Ofsted who make a judgement on the effectiveness and culture of safeguarding within a school setting. An 'ineffective' safeguarding judgement during an inspection has a significant impact on the overall effectiveness judgement for a school even where other areas, such as the Quality of Education may be strong.

This two hour course is designed to support governors in ensuring that safeguarding is effective within schools.

This course will include the following key elements:

- the centrality of developing a safeguarding culture within schools;
- the current statutory DfE requirements in relation to 'Keeping Children Safe in Education';
- information on how inspectors gather evidence of the effectiveness and culture of safeguarding during inspections;
- the role of the governing body in ensuring statutory requirements are fully met;
- the Single Central Record (SCR);
- Safer Recruitment processes.

OFSTED – The Governors' Role

Date: 19 September 2022

Time: 18.30 - 20.30

Target Group: Governors in schools expecting Ofsted

Tutor: Sara Sanbrook-Davies, Education Adviser

This session will give governors the opportunity to explore the current Ofsted inspection framework and their role in leadership and management.

Part of the session will involve governors working in small groups to explore themes from the Education Inspection Framework (EIF).f

By the end of the course participants will;

- have a broad understanding of the latest Ofsted framework;
- be aware of themes arising from current inspections.

Induction for New Governors

Dates 28 September 2022
08 February 2023 (*Repeat session*)
20 April 2023 (*Repeat session*)

Time: 18.30 – 20.30

Time: 18.30 – 20.30

Time: 18.30 - 20.30

Target Group: New Governors

Tutors: Sara Sanbrook-Davies, Education Adviser

These sessions aim to provide information about the nature of Church schools for new governors and an overview of roles and responsibilities of governors.

By the end of the course participants will;

- equip participants with the skills and knowledge that will assist them in making an effective contribution to meetings;
 - knowledge of their role and responsibilities;
 - provide them with strategies for getting to know their school.
-

Help, I'm The New RE Link Governor!

Date: 16 November 2022

Time: 18.30 – 20.30

Target Group: New RE Link Governors

Tutor: Shaun Burns, Primary Religious Education, Worship and Spiritual, Moral, Social and Cultural Development Adviser & Fiona Foreman, Secondary Religious Education & Mental Health, Wellbeing and Character Education Adviser

The RE Link Governor is a key person in the school, providing a bridge between the RE Subject Leader and the rest of the school's Governing Body. Along with the RE Subject Leader and the headteacher they are responsible and accountable strategically for the school's provision of Religious Education (RE).

This training will introduce new RE Link Governors of diocesan Church of England Schools to their special role and equip them to be able to carry it out effectively. It will include the use of the SDBE Policy on RE and The RE Statement of Entitlement from The Church of England.

By the end of the course participants will;

- be clear on the role of an RE Link Governor;
- have knowledge of the distinctive nature of RE;
- be aware of RE's unique contribution to wider school life and the school's Christian distinctiveness;
- be equipped with resources that can support RE Link Governors of diocesan Church of England schools in their role.

Self-evaluation and Inspection

Date: 10 November 2022

Time: 18.30 – 20.30

Target Group: Governors and Headteachers

Tutor: Education Adviser

This training will give an overview of the purpose of self evaluation for school improvement, and the range of evidence that schools may wish to consider having in place in order to self-evaluate effectively. There will be practical guidance on how governors can support self-evaluation and monitoring in their schools.

The session will include information on the Statutory Inspection of Anglican and Methodist Schools (SIAMS) Schedule and the Education Inspection Framework. (E.I.F)

By the end of the course participants will;

- have a broad understanding of the latest Ofsted and SIAMS evaluation schedule;
- have time to discuss and examine different evidence which contributes to self-evaluation.

Participants should bring a copy of their school's latest self-evaluation form to the session.

Copies of the SIAMS schedule and Ofsted framework will be available.

The Role of Governors in Employee Procedures & Hearings

Date 19 October 2023
17 January 2023

Time: 18.30 – 20.30
Time: 18.30 – 20.30

Target Group: Chairs of Governors and governors involved in staffing matters

Tutor: Julie Richardson, Human Resources Adviser

The session provides information on the legal responsibilities governors have in relation to employment procedures and the practical roles they might fulfil. Governors will have the opportunity to explore how Policy and Procedure underpin their approach and how they might execute their responsibilities most fairly, equitably and effectively; always with the utmost consideration and care for all parties concerned.

By the end of the course participants will;

- gain a clearer understanding of the legal framework within which all employment procedures are carried out;
- increase their confidence in managing and/or contributing to employment procedures;
- have had the opportunity to confidentially triage any ongoing employment issues and/or rehearse any concerns/strategies;
- take away hints and tips on how to both support and challenge all parties involved in employment procedures in order to ensure everyone is treated fairly and equitably.

Delegates will need to consider; their personal objectives for the session and come prepared to confidentially share any notable experience they have in this area and/or any perceived concerns. It would also be helpful if delegates have either read or have access to the Employment Policies and Procedures for their school for the session.

Slides will be shared in advance with some questions posed for delegates' consideration ahead of the session. These should take no more than 15 – 30 minutes to read and respond to.

Effective Support and Challenge - What is a Critical Friend?

Date: 19 January 2023

Time: 18.30 - 20.30

Target Group: Governors

Tutor: Rachel Phillips, Education Adviser

This course will explore the role of the governing body in monitoring, challenging and supporting the work of the school.

- How the critical friend's role fits within other governors' roles;
- Effective strategies in being challenging yet supportive;
- A comprehensive understanding of the different sources of information available to governors.

The role of the governing body within the Ofsted framework; asking questions and making judgements to support the school's self-evaluation.

By the end of the course participants will;

- appreciate the importance of being supportive but challenging and to feel confident in this role;
 - understand the critical friend role and its impact on the school's self-evaluation;
 - be aware of the range of information and data available.
-

School Visits – Understanding the Governors' Role

Date: 11 January 2023

Time: 18.30 - 20.30

Target Group: Governors

Tutor: Sara Sanbrook-Davies, Education Adviser

Governors undertake important responsibilities and in order to do so effectively they need to understand the context in which their school operates. Visits during working hours are vital in enabling governors to understand their school.

By the end of the course participants will;

- be able to carry out effective school visits and provide practical examples of how to conduct a visit including how to:
 - Prepare for a visit;
 - Focus a visit to a classroom;
 - Report back on a visit.
- This session will also assist governors in providing evidence to Ofsted and SIAMS that they understand the need to monitor what is happening in their school and have a clear understanding of their role in supporting and challenging the school to improve.

Delegates are asked to bring their school improvement plan.

Statutory Inspection of Anglican and Methodist Schools (SIAMS) – An Introduction for Governors

Date: 24 January 2023

Time: 18.30 - 20.30

Target Group: New governors and those governors who wish to bring their knowledge up-to-date

Tutors: Shaun Burns, Primary Religious Education, Worship and Spiritual, Moral, Social and Cultural Development Adviser & Fiona Foreman, Secondary Religious Education & Mental Health, Wellbeing and Character Education Adviser

This session outlines the SIAMS process and how a school needs to prepare for a SIAMS inspection.

It will include information on:

- the purpose and focus of a SIAMS inspection;
- the way in which the inspection is conducted;
- the school self-evaluation process which accompanies the SIAMS inspection;
- the role of governors in the process;
- sources of advice and support.

By the end of the course participants will;

- be clear on what is required of schools;
- be clear on what to expect of a SIAMS inspection;
- know what the 'next steps' are for their school.

The Role of the Chair and Vice-chair of Governors

Date: 02 March 2023

Time: 18.30 - 20.30

Target Group: Chairs & Vice-chairs of governors

Tutor: Education Adviser

Chairs of governors play an important role in leading the governing body and vice-chairs also carry out an important function in assisting in leading the governing body and supporting the Chair.

This session will:

- examine the role of the Chair and vice-chair and relationships with the headteacher;
- look at team work and training issues;
- examine the expectations of Ofsted and SIAMS of the governing body;
- provide practical advice on agendas, committees and meetings;
- provide an opportunity to meet other new Chairs and vice-chairs of governors.

By the end of the course participants will;

- have a deeper understand of the role as a Chair or Vice-Chair of Governors within a Church of England School.

Diocesan RE Link Governors' Annual Briefing and Training

Date: 07 March 2023

Time: 18.30 - 20.30

Target Group: Diocesan RE Link Governors

Tutors: Shaun Burns, Primary Religious Education, Worship and Spiritual, Moral, Social and Cultural Development Adviser & Fiona Foreman, Secondary Religious Education & Mental Health, Wellbeing and Character Education Adviser

The Diocesan RE Link Governor is a key person in the school, providing a bridge between the RE Subject Leader and the rest of the school's Governing Body. Along with the RE Subject Leader and the headteacher, they are responsible and accountable strategically for the school's provision of RE.

This annual briefing and training will support Diocesan RE Link Governors in their role. The training will include the latest developments in Religious Education and the Statutory Inspection of Anglican and Methodist Schools (SIAMS) within the diocese and the wider world and how these relate to the RE Diocesan Link Governor; RE's contribution to the school's Christian vision and the opportunity to look in depth at an element/elements of being a Diocesan RE Link Governor.

By the end of the course participants will;

- be clear on their role in the school's Faith Group and the SIAMS process;
- have the latest resources to support RE Link Governors in their role;
- have met and networked with other Diocesan RE Link Governors;
- have had the chance to ask questions about their role.

School Buildings – The Governor's Role

Date: 26 April 2023

Time: 18.30 – 20.30

Target Group: Governors

Tutor: Paul Forrest, Buildings and Capital Programmes Manager

This session aims to focus on:

- the respective roles of the governors, their professional consultants, the Diocesan Board, Local Authority and DfE in building maintenance and development;
- procedures for ensuring satisfactory completion of a building project;
- your role in the strategic long-term management of school estate.

By the end of the course participants will;

- understand their collective estates management responsibilities;
- know about the various funding streams available for managing the school estate;
- gain a strategic overview of a school's statutory responsibilities;
- understand their role in the strategic planning and management of the school's estate.

Participants are encouraged to review the DfE's *Good Estates Management* guidance, which is available online at gov.uk.

Clerking Employee Hearings Briefing

Date: 02 May 2023

Time: 18.30 - 20.30

Target Group: Clerks to Governors/Trustees

Tutor: Julie Richardson, Human Resources Adviser

The session provides information on the legal guidance that governs employment procedures and how they should be managed. Clerks will have an opportunity to explore the specific roles and responsibilities of the various parties involved in hearings, as well as confidentially share good practice and/or any concerns they have in this area.

By the end of the course participants will;

- gain a clearer understanding of the legal framework within which all employment hearings are carried out;
- increase their confidence in planning, clerking and advising for employment hearings;
- have had the opportunity to confidentially triage any ongoing issues and/or rehearse any concerns/strategies;
- take away hints and tips on how to both ensure hearings are conducted in a manner that is effective, efficient but at all times, compassionate and considerate to all parties; helping to ensure a fair and equitable approach.

Delegates will need to consider; their personal objectives for the session and come prepared to confidentially share any notable experience they have in this area and/or any perceived concerns. It would also be helpful if delegates have either read or have access to the Employment Policies and Procedures for their school around the time of the session.

Slides will be shared in advance with some questions posed for delegates' consideration ahead of the session. These should take no more than 15 – 20 minutes to read and respond to.

Admissions in Church of England Schools

Date: 11 May 2023

Time: 18.30 – 20.30

Target Group: Governors and Senior Leaders

Tutors: Education Adviser

Admissions is a key responsibility for the Governing of a Church of England school. This session will examine the issues surrounding a review of the school's admission policy.

The following will be covered:

- Timescales for consultation;
- key components of admission policies;
- clear, fair and objective admission criteria;
- definitions.

The session will provide practical examples and enable governors to understand the implications of changing criteria. It will emphasise the need for clarity and transparency in admission arrangements.

By the end of the course participants will:

- have a clear understanding of the admissions process as recommended by the SDBE;
 - know the difference between the various admissions options Church of England schools can choose to follow;
 - be confident of the timescales, process and procedures to be followed when dealing with admissions.
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Handling Complaints in Schools

Date: 29 June 2023

Time: 18.30 - 20.30

Target Group: Governors and Senior Leaders

Tutor: Education Adviser

Relationships in Church schools are founded on Christian values of love and forgiveness and it is all the harder when things go wrong. Schools will receive complaints from time to time and this session will provide governors and headteachers with the skills to handle complaints effectively. There will be information on the various stages in the complaints procedure with reference to Diocesan and DfE guidance.

We will examine the roles of the Governing Body and governors and look at case studies giving practical examples both of the pitfalls to avoid and good practice in handling complaints.

By the end of the course participants will;

- have a clear understanding of the complaints process as recommended by the SDBE;
- know the difference between and concern and a complaint;
- be confident of the process and procedures to be followed when dealing with a complaint.

Safeguarding for Senior Leaders

Dates: 14 September 2022
18 January 2023 (*repeat session*)
27 April 2023 (*repeat session*)

Time: 09.30 – 12.00
Time: 09.30 – 12.00
Time: 09.30 – 12.00

Target Group: Senior Leaders & Governors
Tutor: Education Adviser

Keeping children and young people safe is central to the work of both the SDBE and schools. The SDBE has developed a half-day training session supporting colleagues to secure a culture of vigilance, to evaluate and where appropriate, strengthen their processes for safeguarding children and young people. Although the Department for Education (DfE) is responsible for setting the statutory guidance in relation to Keeping Children Safe in Education, it is Ofsted who make a judgement on the effectiveness and culture of safeguarding within a school setting. An 'ineffective' safeguarding judgement during an inspection has a significant impact on the overall effectiveness judgement for a school even where other areas, such as the Quality of Education may be strong.

This half-day course is designed to support headteachers and senior leaders in ensuring that safeguarding is effective within schools.

This course will include the following key elements:

- the centrality of developing a safeguarding culture within schools;
- the current statutory DfE requirements in relation to 'Keeping Children Safe in Education';
- information on how inspectors gather evidence of the effectiveness and culture of safeguarding during inspections;
- the role of the Governing Body in ensuring statutory requirements are fully met;
- the Single Central Record;
- Safer Recruitment processes.

Introduction to Managing School Estate

Date: Day 1 – 14 September 2022
Day 2 – 29 November 2022

Time: 14.00 – 16.00
Time: 14.00 – 16.00

Target Group: Headteachers and members of Premises Committees (governors or school staff serving on a school's Governing Body)

Tutor: Paul Forrest, Buildings and Capital Programmes Manager

The following areas will be covered over this two day course:

Day 1

- the church school context;
- good estates management;
- funding of buildings maintenance;
- working towards “net zero”.

Day 2

- statutory responsibilities and building management;
- health and safety matters;
- buildings insurance and commission building projects.

By the end of the course participants will:

- understand their estate management responsibilities;
- know about the various funding streams available for managing the school estate;
- have a basic understanding of best practise when planning, commissioning and managing building projects.

Prior to the course participants should review the DfE's Good Estates Management guidance available online at [gov.uk](https://www.gov.uk).

Financial Sustainability Workshop

Date: 22 September 2022

Time: 09:30 – 15:30

Target Group: Headteachers, Chairs of Governors and Governing Body members.

Tutor: Marcus Cooper, Assistant Diocesan Director of Education & Education Advisers

The Financial Sustainability Workshop is designed to support schools leaders to ensure the long term sustainability of their school community.

The workshop session will include the following:

- an exploration of the current educational landscape in relation to falling pupil roles and the impact on school budgets;
- the role of the SDBE and LA;
- the role of the governing body and finance committee; roles and responsibilities;
- staffing structures and HR update;
- models of school organisation including mixed-age classes;
- models of school-to-school collaboration to secure school sustainability;
- an approach to forensically exploring the school budget and identifying potential savings;
- effective management of buildings.

By the end of the course participants will:

- have an understanding of the key factors affecting sustainability with school;
- have considered a range of practical steps which can be taken to support long term sustainability.

Delegates are asked to bring the following to the session, in either hard or soft copy;

- the current school budget for 2022/23;
- a 3 year budget projection;
- a staffing structure chart, including the (fte) figures;
- the school pay policy;
- any financial action plans, for example, financial recovery plan;
- minutes of the finance committee and full governing body for the previous year.

Youth Mental Health First Aid Training - from Mental Health First Aid England

Date: Day 1 – 23 September 2022
Day 2 – 30 September 2022

Time: 09.00 – 16.30

Target Group: Any staff member who has interest in or responsibility for wellbeing

Tutor: Pauline Gibb, Qualified Youth Mental Health Trainer

Please Note:

Please note there is a £150 charge for both days per person for the training, + £20 for the manual. Minimum of 8 delegates needed to run the course.

Mental Health First Aid England is the only provider of licensed Mental Health First Aid training in England. They have the vision to normalise society's attitudes and behaviours around mental health.

The two day course will equip delegates with the knowledge and places to go for help.

By the end of the course participants will;

- be able to spot the symptoms of mental health issues;
- offer initial help;
- guide a young person towards support.

Space Makers – the contemplative toolkit for schools

Date: Day 1 – 11 November 2022
Day 2 – 03 February 2023 (*Repeat Session*)

Time: 09.00 – 16.30
Time: 09.00 – 16.30

Target Group: Any staff member who has interest in or responsibility for wellbeing

Tutor: Revd. Charlie Kerr, School Chaplaincy Adviser, Oxford Diocese & Fiona Foreman, Secondary Religious Education & Mental Health and Wellbeing and Character Education Adviser

Please Note:

Please note there is £10 charge for the materials.

As young people become increasingly connected technologically, they're in danger of becoming less and less connected with their families, communities, and with the possibility of a relationship with God. This inclusive *Space Makers* contemplative toolkit, developed by the Oxford Diocesan Board of Education, is part of the Church's distinctive response to these acute mental health needs. It is founded on pathways that have resourced, renewed and healing Christians for thousands of years.

Space Makers is focused on five practices, Stilling, Noticing, Dwelling, Mending and Blessing. Sessions are designed for the five days of the working school week although there is flexibility and some schools may prefer to use the practices once a week for five weeks or perhaps intensely throughout a single week.

By the end of the course participants will;

- understand the background of, and be equipped to, deliver the five daily meditative exercises to a class of pupils;
- experience the five practices during the day and share your experiences with other learners;
- have evidence for SIAMS of spiritual impact in your school;
- be a little more peaceful and anchored in your own life.

Introduction to Employee Wellbeing & Employee Wellbeing Toolkits

Date: 29 November 2022

Time: 09.30 – 12.30

Target group: Headteachers/Chairs of Governors/Senior Leaders/Wellbeing Leaders/HR Managers/Governors with a staffing portfolio

Tutor: Julie Richardson, Human Resources Adviser

In early 2022/23 the SDBE will be offering an example 'Wellbeing Toolkit' as a new resource to schools. This briefing session takes participants through the various elements that make up an effective and holistic approach to employee wellbeing and how the Toolkit can support that strategy.

By the end of the course participants will;

- gain a clearer understanding of the legal responsibilities that underpin a Wellbeing Strategy;
- increase their confidence in developing, introducing and embedding a wellbeing programme and resources for ALL staff;
- understand how to use the Wellbeing Toolkit as an effective resource in schools and as a framework to deliver a Wellbeing Strategy;
- have the opportunity to reflect upon and improve their understanding of the importance of staff wellbeing and what employers can do to support staff to feel valued, cared for, considered, trusted and appropriately responsible at work.

Delegates will need to have had the chance to look through the Model SDBE Wellbeing Toolkit and have it to hand during the session. They will also need to have been delegated the responsibility and authority to undertake this training by the SLT and/or Governing Body on behalf of the school, with a view to then cascading the information and developing this theme appropriately with and for the staff and leadership within your setting.

All delegates will be sent the Toolkit electronically in advance of the session. Reading it briefly through ahead of the session will take approximately 1 hour.

Developing Vision and Values in a Church School

Date: 02 December 2022
01 March 2023 (*Repeat session*)

Time: 09.30 – 13.00
Time: 09.30 – 13.00

Target Group: Headteachers, senior leaders, Chairs of Governors

Tutors: Dr Rachael Norman, Secondary Adviser

This session will give colleagues an overview of how to explore and refine your school's vision and values. There will be particular links to the Church's Vision for Education and how the school can use this inspiration to inform a narrative which will keep everyone united in purpose.

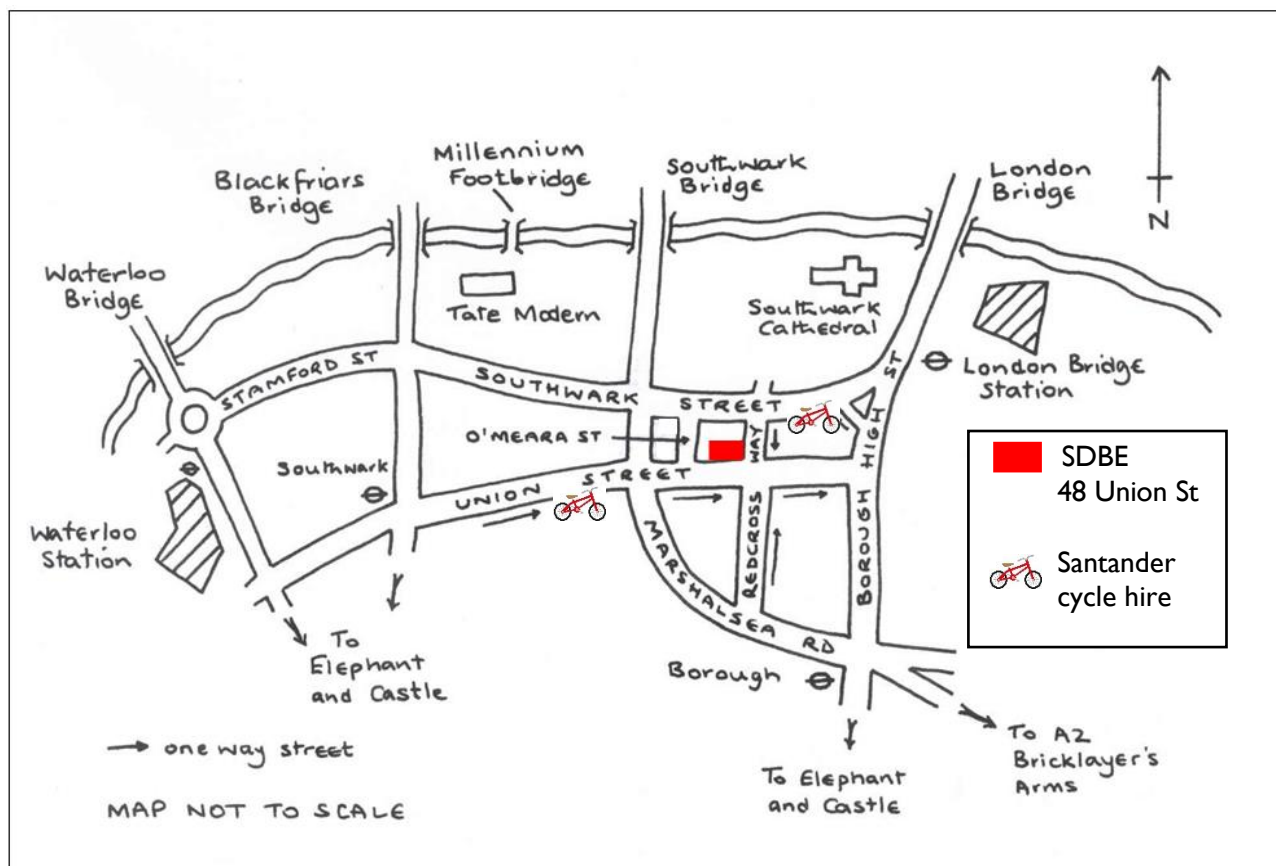
The training will explore;

- practical tasks to engage your school community;
- the seven strands of the SIAMS framework and the overarching role of school Vision;
- developing the Vision from a rich set of values;
- shaping priorities from the starting point of the school vision.

By the end of the course participants will;

- understand how the school's Vision can shape all aspects of provision and drive school improvement;
- understand the importance of a values driven education;
- appreciate the way in which all members of the community can flourish in a school with a strong vision that is underpinned by Christian values.

TRAVEL INFORMATION



Walking

The SDBE is centrally situated, and is accessible via a short walk from various stations, landmarks and the River Thames.

Suggested app to find walking routes:
<https://citymapper.com/london>

Public Transport

London Bridge – 10 minute walk

London Bridge Station – Jubilee and Northern Line

Waterloo – 20 minute walk

Borough – Northern Line a 5 minutes walk

For up to date travel information, please check:

<https://tfl.gov.uk/>

Cycling - There are cycle racks available.

The nearest Santander cycling racks are located a 5minute walk away:

Hop Exchange, The Borough

Union Street The Borough

Map with availability of cycles:

<https://tfl.gov.uk/modes/cycling/santander-cycles/find-a-docking-station>

Approaching by car

The Board's offices are in the congestion charge zone which operates from 07.00 - 18.00 Monday to Friday, with a £15.00 charge per day. The office is also within the ULEZ zone. There is limited parking, but it is sometimes possible to reserve a parking space in our car park by telephoning the office (020 7234 9200).

On-street parking bays on Union Street are for residents only from 8.00 am to 8.00 pm every day, but there are single yellow lines.

NB: Union Street is one-way (west to east): there is no access to Union Street from Borough High Street, all traffic must approach from Marshalsea Road, or from Southwark Street, via O'Meara Street.

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