



Diocese of Westminster Education Service **GOVERNOR CPD Programme**

Autumn Term 2024



Diocese of Westminster Education Service

Course Delivery

All governor courses will be delivered online using Zoom. This booklet is complete with all course booking links. To book your ticket or reserve a place please click on the link below each course or contact your school to make your booking.

Booking Process

Bookings will close for each event at 4pm two days prior to your course. Please do ensure you allow time to book in advance. Once closed, a Zoom link will be sent to delegates along with any pre-course information.

For single tickets please include the email address of the person attending the course so that they can receive the Zoom invitation. If you are booking a school ticket, then please share the name and email address of a nominated person to receive and share the link with other colleagues.

Course Testimonials



"A brilliant session. Wish we had longer because it was such a rich session. Thank you!"

"A very good course that was led by a subject expert".

"I have come away with lots of lovely ideas to use in my class and to share with my colleagues."

"Really used to refresh myself on everything, particularly the available documents on CES and to reread Learning to love."

"Following the training, I feel much more knowledgeable about the new inspection framework and what governors need to know."

"Really enjoyed the course, great subject knowledge and even better suggestions. Thank you"

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Appointing Heads and Deputies

Monday 23 September | 6.00pm - 7.30pm

Course Aim: The aim of this course is to help governors understand the process of appointing senior leaders from advertising the post to appointment.

Course Content:

- The regulations from the Bishops' conference on appointing senior staff.
- Putting together an advertisement.
- Shortlisting.
- Running an interview day/days.

Target Audience: Governors and those responsible for the appointing process.

Booking Link: <https://courses.rcdow.org.uk/event/governors-appointing-heads-and-deputies-online-training-monday-23rd-september>

Current Challenges and Possible Solutions Session 1

Tuesday 24th September | 10.00am - 11.30pm

Course Aim: Session 1 is targeted at one form entry schools to target current challenges and provide possible solutions.

Course Content:

- Falling school roll issues and associated budget deficits. What does the future look like?
- Taking stock of the situation and facing it head on. Three year pupil roll projections and the impact on school finances.
- What can you do now? - staffing structures, combining classes, partnership and academisation.

Target Audience: Executive Headteachers, Headteachers and Chairs of Governors.

Booking Link: <https://courses.rcdow.org.uk/event/primary-current-challenges-and-possible-solutions-online-session-1-tuesday-24th-september/>

Current Challenges and Possible Solutions Session 2

Tuesday 1st October | 10.00am - 11.30pm

Course Aim: Session 2 is targeted at combining classes and delivering the curriculum to mixed age groups.

Course Content:

- What does a good mixed age curriculum look like?
- A pedagogical approach to mixed age groups.

Target Audience: Executive Headteachers, Headteachers and Chairs of Governors.

Booking Link: <https://courses.rcdow.org.uk/event/primary-current-challenges-and-possible-solutions-session-2-tuesday-1st-october/>

Safeguarding for Governors

Tuesday 1st October | 6.00pm - 7.30pm

Course Aim: Schools have a statutory duty to safeguard and promote the welfare of all pupils. This course will cover essential information to help governors understand their responsibilities.

Course Content:

- Latest update from Keeping Children Safe in Education.
- Updates on Ofsted.
- The role of the link governor for safeguarding.
- Examples of monitoring for link governors.

Target Audience: All governors, but especially Chairs and Link Safeguarding governors.

Booking Link: <https://courses.rcdow.org.uk/event/governors-safeguarding-online-training-course-tuesday-1st-october/>

CSI Inspection for Governors

Thursday 3rd October | 5.00pm - 6.30pm

Course Aim: The aim of this course is to gain a greater knowledge and understanding of the Catholic Schools Inspection framework and the role of governors within the inspection process.

Course Content:

- An overview of the Catholic Schools Inspection Framework.
- Examining diocesan expectations in relation to Catholic life and Mission and Religious Education.
- The role of a governor in the inspection process.

Target Audience: Governors.

Booking Link: <https://courses.rcdow.org.uk/event/governors-csi-inspection-for-governors-online-course-3rd-october/>

New Chair of Governors Training Course

Tuesday 8th October | 5.00pm - 7.00pm

Thursday 10th October | 5.00pm - 7.00pm

Course Aim: The aim of this course over two sessions is to provide new Chairs of Governors (and others) in Catholic schools with the knowledge and expertise to manage this important role with confidence.

Course Content :

- The key responsibilities of the Chair of Governors in a Catholic school.
- Providing leadership & direction.

Target Audience: Newly appointed / Inexperienced Chairs, Vice-Chairs, Co-Chairs, Committee Chairs and those who aspire to become Chairs.

Booking Link: <https://courses.rcdow.org.uk/event/governors-new-chair-of-governors-online-training-course-8th-and-10th-october/>

Current Challenges and Possible Solutions Session 3

Wednesday 9th October | 10.00am - 11.30am

Course Aim: Session 3 is targeted at designing leadership models for long term exceptional outcomes

Course Content:

- Are exceptional outcomes for pupils possible in small schools?
- Subject leadership.
- Partnerships and how they can help.
- Ambitious, inspirational and strategic governance in small schools.
- What does it look like?

Target Audience: Executive Headteachers, Headteachers and Chairs of Governors

Booking Link: <https://courses.rcdow.org.uk/event/primary-current-challenges-and-possible-solutions-session-3-wednesday-9th-october/>

Governor Admissions Online Course

Wednesday 9th October | 5.00pm - 7.00pm

Course Aim: The aim of this course is to enable governors/schools/academies to act confidently in the context of the School Admissions Code and Diocesan Guidance on admissions and for governors to understand the new annual timescales for consultation and determination of admission policies.

Course Content:

- An update on recent legislation and guidance.
- Admission policies in the context of the School Admissions Code.
- The Diocese as religious authority and the Certificate of Catholic Practice.
- In-Year Admissions.
- The role of the Admissions Committee.

Target Audience: Governors

Booking Link: <https://courses.rcdow.org.uk/event/governors-admissions-online-course-wednesday-9th-october/>

New Governors Induction Course

Session 1: Wednesday 16th October | 5.00pm - 7.00pm

Session 2: Monday 21st October | 5.00pm - 7.00pm

Session 3: Wednesday 23rd October | 5.00pm - 7.00pm

Course Aim: The aim of this course to address the main issues that will be faced by a new (or nearly new) governor. This course takes place over three sessions.

Course Content :

- Governance in a Catholic context.
- Understanding the language of governance.
- Committees and school visits. Legal duties and responsibilities.
- Strategic v Operational issues.

Target Audience: Newly appointed Governors.

Booking Link: <https://courses.rcdow.org.uk/event/governors-introduction-to-governorship-online-course-3-sessions-16th-21st-23rd-october/>

Complaints Online Course

Wednesday 6th November | 6.00pm - 7.30pm

Course Aim: The aim of the course is to enable those dealing with complaints to do so in line with the law and diocesan protocols.

Course Content:

- Knowledge and understanding of the Complaints Procedures.
- An exploration of frequently asked questions.
- Sharing of best practice.

Target Audience: Governors.

Booking Link: <https://courses.rcdow.org.uk/event/governors-complaints-online-course-6th-november/>

RJED Session 1 - Governors

Tuesday 12th November | 6.00pm - 7.30pm

Course Aim: The aim of this course is to ensure governors are informed about issues concerning RJED and know how to champion and support RJED within their schools.

Course Content:

- Relevant and useful governor training from an RJED expert.
- Practical suggestions about how to monitor, support and develop RJED.
- An opportunity to ask questions to gain a great insight into the role of governors in RJED.

Target Audience: Governors.

Location: Diocese of Westminster, Vaughan House, London, SW1P 1QN.

Booking Link: <https://courses.rcdow.org.uk/event/rjed-session-1-governors-12th-november-6-00pm-to-7-30pm/>

CPD Contact List

Contact	Email	Phone
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Diocese of Westminster Education Service Cancellation Policy

Cancellation of course place:

We acknowledge that sometimes there is a need to cancel your enrolment from a course/conference. If you cannot attend, or no longer require a place, please provide notice of to the course start date cancellation prior to the course start date (notice periods outlined below). Failure to provide sufficient notice will result in your being charged the full course/training workshop fee. A refund will not be granted if a delegate fails to attend an activity or does not provide the stated notice period prior to the activity.

We do however offer options where you are unable to attend a course or conference:

- A cancellation fee will not be charged if you nominate another delegate from the same organisation to attend the course.
- If your school delegates cannot attend we can offer you the option to re-book onto an alternative course of your choice if your chosen course is not re-run the following term.
- Failure to provide any notice will result in your school/college being charged the full course/training workshop fee and associated costs.

Notice Periods:

- **Residential Conference** – Notice to withdraw from a residential conference must be received 14 working prior to the event as there are substantial expenses that are chargeable in advance of your booking.
- **In Person Course** – Notice to withdraw from a course you are scheduled to attend must be received 5 working days prior to the course itself.
- **Online Course** – Notice to withdraw must be given 2 working prior to the course start date. (Example: if a course is being held on a Wednesday notice would be required close of business on the Monday).

Course cancellation initiated by the Diocese Education Service:

The Education Service cancels events only when absolutely necessary, but reserves the right to do so, as well as to reschedule events and substitute presenters. If an event is cancelled or sufficient notice has been given regarding cancellation the Events and Marketing Coordinator will send you an email to advise you of the cancellation and, if possible provide a new date for the course. We will endeavour to give at least 10 working days for an in person course and 3 working days for an Online Course.

Refunds

While we make every effort to run courses as advertised, we reserve the right to change course content, dates and Course Lead. Courses that cannot be continued or rescheduled will be refunded in full. It is possible for us to issue refunds if a course is cancelled by us or the delegate cancels within the time specified in our refund policy, however this can only be done by direct bank transfer. To request a refund or cancellation, please contact our courses coordinator who will be able to assist you with your request. All refunds will be made within 20 days. Saturdays, Sundays or UK public holidays are not counted as a working day.