



***For the attention of all Derbyshire governors and clerks to governors***

**This newsletter contains information to help you in your role as a school governor, trustee or clerk to governors. Please discuss the contents at your next governing board meeting.**

*If you encounter any problems with links in this newsletter, please copy and paste into your browser.*

***The information in this newsletter is correct at the time of publication.***

***Academies – please also refer to your Articles of Association.***

## Pupil Premium

The Secretary of State for Education has specified the terms and conditions in relation to the pupil premium grant payable to schools. This is contained with the document:

Pupil premium 2017 to 2018: conditions of grant <https://www.gov.uk/government/publications/pupil-premium-conditions-of-grant-2017-to-2018/pupil-premium-conditions-of-grant-2017-to-2018> .

The pupil premium grant provides funding for:

- Raising the attainment of disadvantaged pupils of all abilities to reach their potential
- Supporting children and young people with parents in the regular armed force

It is still a requirement to publish a strategy for the school's use of the pupil premium. Further information is provided within the guidance:

What maintained schools must publish online: <https://www.gov.uk/guidance/what-maintained-schools-must-publish-online>

## **ALTERNATIVE MODELS OF LEADERSHIP (REVISED GUIDANCE SEPTEMBER 2017)**

At the recent round of strategic briefings, governors welcomed the opportunity to revisit some of the key messages contained within the guidance on alternative models of leadership (available on the Derbyshire S4S website <https://secure2.sla-online.co.uk/v3/Resources/Page/1371> ) . The September 2017 version of this document has also been updated in relation to the guidance on the process for appointing an executive headteacher (page 11 supplemented by an additional appendix, a sample letter on p54).

Section 4 has been supplemented with an appendix that gives some examples on the key questions for governors when considering joining a multi academy trust (MAT) (page 53 appendix 11).

**Governor Safeguarding  
Autumn Briefing 2017 – please  
see **Appendix A****

**Preparation for Inspection for  
Governing Boards**  
*(also highlighted in our September  
newsletter)*

Please see **Appendix B** which again  
highlights questions governors should  
regularly be asking.

**inspiring  
governance**

The school governance  
recruitment and support service

The future Chairs recruitment Service helps boards with the vital task of recruiting a high calibre individual who has the potential to become a chair, vice-chair or committee chair within a year of joining a school governing board.

Inspiring governance are keen to work with schools, governing boards and MATs that are interested in recruiting a governor or trustee with the right blend of skills, experience and attributes to become a chair of governors / vice-chair / committee chair as part of their succession planning.

For further information on this initiative please contact:

**Simon Richards, Chairs Development Manager, National Governors Association**  
Telephone: 0121 237 3780 or email [simon.richards@nga.ork.uk](mailto:simon.richards@nga.ork.uk)

## **NATIONAL LEADERS OF GOVERNANCE BASED IN DERBYSHIRE**

There are a number of National Leaders of Governance that have been appointed in Derbyshire.

- ✚ They focus on developing governance capacity and expertise.
- ✚ They are experienced chairs of governors with excellent leadership skills and a track record of implementing and sustaining effective governance.
- ✚ They are keen to provide support to new chairs of governors and this can be done face to face, by telephone or through email support.

If you are a new chair who feels that you would like some support, please let us know if you would like us to pass on your contact details to an NLG.

## **Chair of Governors email address**

We sometimes find it difficult maintaining an up-to-date set of personal email addresses for every chair of governors and clerk to governors. It would be helpful if all schools had an email address for their chair of governors set up in this format:  
[chair@ourschool.derbyshire.sch.uk](mailto:chair@ourschool.derbyshire.sch.uk) or  
[clerk@ourschool.derbyshire.sch.uk](mailto:clerk@ourschool.derbyshire.sch.uk)

This way when a change of chair or clerk occurs contact can be maintained. Your school is responsible for setting up this email address.

Please inform Governor Support of any changes.



## Derbyshire School Governors' Association (DSGA)

The DSGA represents the views of Derbyshire School Governors and is open to all Derbyshire School Governors. Meetings are held on the 4<sup>th</sup> Wednesday of the month (excluding July to September and December) from 7-9pm at County Hall, Matlock.

However, if your school is able to host a meeting, this would be a welcome opportunity to rotate the venue around the county. If so, please contact the DSGA via their website <http://www.dsga.org.uk/>

## Derbyshire Services4Schools website

<http://www.services.derbyshire.gov.uk/Page/1218>

*If you haven't already done so, please request a username and password via the above site so that you can access information for your governing board. This includes access to the Model Agenda and briefing termly package and the clerk to governors' handbook.*

***The above is available to all Derbyshire maintained schools and other schools subscribing to the Derbyshire Entitlement package.***

## Training and development

**Appendix C** sets out training and development opportunities for Spring 2018.

You are invited to use the governing board self-review to support you in identifying your training and development needs: <http://services.derbyshire.gov.uk/> - log in and click on 'Resources' / 'Governor Support – resources area'. Scroll down right hand side of the screen and click on link under 'Guidance and Advice'. A list of documents will appear under 'related documents'. Scroll down to 'Governing board self-evaluation and notes'.

## CONTACT US



[Governor.support@derbyshire.gov.uk](mailto:Governor.support@derbyshire.gov.uk)



01629 535769



**Website:** <http://www.services.derbyshire.gov.uk/Page/1218>

## Governor Safeguarding Autumn Briefing 2017

Welcome to a new term and a briefing to launch into the new academic year. This briefing will focus upon general updates and useful resources. It was such a relief not to have to inform you about another update to the statutory guidance Keeping Children Safe in Education and any related national changes to safeguarding in schools. However, this briefing is a lengthy one due it being the first for this academic year. I have produced a briefing for your Head Teachers/Principals to inform them about some local updates and changes to the way some services will be running and some key messages about inspections. You are aware it is critical you work and participate in safeguarding activity. I alerted schools in September to some key points and findings from OFSTED, I will summarise and recap the main points here:

- There are no updates to Keeping Children Safe in Education for 2017/18 (so far) and therefore your updates to staff will be a refresher. I am suggesting existing staff who signed for part 1/2 of KCSIE do not need to repeat this activity on return to school for this academic year. However, new staff/governors/volunteers would need to do this activity and receive induction to include safeguarding.
- I am strongly suggesting a whole school refresher/training in the autumn term where possible on updates to include changes below and reminders around internal staff structures eg who are the safeguarding leads, reporting processes, roles and responsibilities, specific safeguarding concerns and raising awareness of this with staff.
- Ofsted Chief Inspector, Amanda Spielman, issued over the summer her insight into **health and safety cultures in schools**, the messages from this is a view that schools are putting too much of an emphasis on safeguarding pupils leading to them being ill-equipped to deal with challenges they face after leaving school, She wants head teachers to be able to distinguish between 'real and imagined risk', even though safeguarding is given the same weight as quality of teaching, management and pupils' attainment when inspectors visit schools. The Chief Inspector is saying there is new training for inspectors to "remind inspectors what safeguarding is really about", and which will ask them to focus on what schools are doing to identify children potentially at risk of real harm. We now all know what safeguarding is all about in Derbyshire schools, but use common sense, for example, still use risk assessments and still plan for risk when undertaking trips and outings, also be mindful when pupils are in the playground. However, think about what you do and what you have in place; are you at times being too restrictive and not prepared to take a risk when in reality that risk is rare and unlikely? This then becomes a visible problem in your school as a risk like this becomes more of a priority in your school than other risks. Focus on the risks children are facing in their daily lives eg on line safety, and on those at risk of harm to their health & safety, wellbeing and where it will have or has an impact.

The inspection activity theme is "when is safe, safe"? A recent Ofsted newsletter explains inspection activity in a school will be focussing on:

- Discussion with staff at all levels
- Investigation on whether staff are alert to aspects that indicate potential safeguarding concerns and whether they are they alert to specific risks in their locality?
- Questions to check re PREVENT training - when and its impact

- Consider how are individual pupils at risk are identified and are responses timely and appropriate?
- Look at how well do staff support pupils re concerns?
- Consider how the views of parents, staff and pupils taken into account?
- Look at the quality of partnership working with others/ external agencies
- Determine how tenacious is the HT/ DSL with LA referral processes?
- Include discussion with leaders and governors about Safeguarding responsibilities
- Look at recruitment – staff, volunteers, governors
- Avoid making causal links e.g. poor attendance doesn't necessarily = poor safeguarding practice

Inspectors have been reminded when in inspection:

- That there is no safeguarding 'checklist' and no expectations re management of grounds
- To concentrate on practice not compliance – **Are children at risk of harm?**
- To get a measure of "is safeguarding a Golden thread"? – and the inspectors role is to maintain seeing safeguarding in their all their activity and when making judgements
- Inspectors to have a clarity of evidence and appropriate evaluation
- Inspection activity should test out evidence from all stakeholders

Inspectors should be working to standards and how they operate and behave in inspection. You have a right to raise questions about any concerns you have especially around when inspectors want to talk to children and young people and how they do this. A final point, inspectors can check personnel files, they do have general powers to do this. However, this activity should be rare and proportionate eg they have a concern.

#### **Policy Updates now live:**

- Child Protection & Safeguarding Model Policy 2017/18

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/safeguarding-model-policies.aspx>

- Master Safeguarding Portfolio Contents List

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/derbyshire-safeguarding-children-board/s175-school-audit.aspx>

- Private Fostering Policy – updated for 2017 and changes in red, found here & with useful leaflets still relevant

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/private-fostering.aspx>

- Single Central Record

There is a now an updated guidance for schools and incorporates the learning from Ofsted inspections and questions raised by schools in a schools efforts to have the most robust record in place. This can be accessed by Schools on the S4S website on the HR Advisory Resources pages. For schools who do not buy into HT services it is also available on Schoolsnet at:

<https://schoolsnet.derbyshire.gov.uk/administration-services-and-support/human-resources/disclosure-and-barring.aspx>

#### **Policies currently being updated in conjunction with corporate services and HR;**

- Staff code of conduct, 2014
- Managing Allegations, Guidance for schools

#### **The Recording, Transfer and Retention of Child Protection/Welfare Records in Schools**

In later July an e mail circular was issued informing you that the Safeguarding Education Sub-Committee had signed off the work on the recording, transfer, retention and storage of child protection records in schools/colleges, and relevant for primary- post 16. Please can I refer you again to this as its covers all aspects of the work including on line systems,

attending child protection conferences and the transfer of files in and across border. The guidance also offers templates and uses learning from failings from schools following serious case reviews.

<https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/safeguarding-policies-guidance-and-protocols/child-protection-record-keeping-guidance.aspx>

The guidance is intended as a comprehensive guide and has been agreed with corporate services and the records office. It is intended that schools look to this to refine and review what they have in place, and agree to incorporate the practice on offer. Those with on line systems should scan in any documents used on or about the child and adds to and does not replace what the system has built in place already eg the chronology.

### **Child Protection Online Recording Systems**

Please be mindful when buying and using systems like this. There has been some concerns;

- We have been informed from districts that some schools are offering their log in to external agencies, Social workers and MAT. We do not support this but social workers if allocated to work with a child can come into school and look at the information and get print off for meetings and court etc—.
- There have been some incidents where school safeguarding staff are using the mail alerts/group alerts to inform each other or the lead in a school of CP incidents but not having the face to face or chasing up if received and acted upon. This can be dangerous and an example of when a processes replaces a discussion or face to face interaction. In some cases this has led to delay and or a lead using the out of hour's service when the incident occurred earlier on in school hours. All incidents and disclosures should be dealt with in person and should be timely and acted upon.

### **Online Safety**

There will be a focus on this this term and the pulling together of a strategy & a more coordinated response with relevant local authority, police and health leads. To assist:

#### Indecent images of children: guidance for young people

The Home Office has published which is aimed at making sure young people understand the law on indecent images of children, empowering them to navigate the internet confidently and safely within legal boundaries. Follow this link here from the gov.uk website. There are also some very useful short videos suitable to show students.

<https://www.gov.uk/government/publications/indecent-images-of-children-guidance-for-young-people/indecent-images-of-children-guidance-for-young-people>

The Derbyshire Childrens Safeguarding Board have signed up to get safe online, for free expert professional advice and resources. <https://www.getsafeonline.org/>.

Now available as an excellent resource for safeguarding leads, parents/carers.

### **Auditors in School**

Schools have raised questions about the council's auditors undertaking activity in schools currently. Auditors would not be undertaking tasks regularly that fall under the definition of regulated activity. To be eligible for a DBS check the auditors would need to be visiting the same school regularly i.e. 4 or more times in a calendar month and/or undertake unsupervised activities regularly in the following areas; teach, train, instruct, care for or supervise children, or provide advice/ guidance on well-being, or drive a vehicle only for children. Auditors would not meet the above criteria there is no requirement to undertake a DBS check. Operate the usual procedures about having visitors in your school and appropriate levels of supervision where called for.

The Derbyshire Safeguarding Board endorse the NSPCC to promote their information & resources. There will be a contact us link on Schools net to read about & book free interactive workshops and the rolling programme of Speak Out and Stay Safe. During 2015/16 this programme delivered by volunteers reached 163 primary schools in Derbyshire and therefore 27,488 children. Through Child Line they have provided 4,900 counselling sessions to children and young people in Derbyshire. For all age groups they are working with 02 and have an online safety help line for adults/parents/carers to help them with educating about the internet and social media and dealing with their concerns. A useful number to put on your website 0808 8005002 and a web link to Netaware- <https://www.net-aware.org.uk/>  
And don't forget safer internet UK- <https://www.saferinternet.org.uk/>

### **Harmful Sexual Behaviour**

The reasons why children and young people are harmful to others are multi-faceted therefore a School or setting needs to play their part and contribute to keeping that child and others safe and from any further harm. Professional advice should be sought and consideration given to a referral/completion of a single assessment. It may also be a safeguarding concern requiring a child protection intervention dependant on the behaviour, age and frequency and impact on peers as witnesses or victims.

If you are worried about a young person showing signs of developing Harmful Sexual Behaviours, you will find this NSPCC guidance particularly helpful: [www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/harmful-sexual-behaviour/](http://www.nspcc.org.uk/preventing-abuse/child-abuse-and-neglect/harmful-sexual-behaviour/) to aid an understanding before any trigger for advice and or intervention. Additionally, to consider and appreciate what is normal sexual behaviours and what is concerning we recommend the Brook Traffic Light Tool which can be found here: <https://www.brook.org.uk/our-work/category/sexual-behaviours-traffic-light-tool>

Wider reading is available here which takes a comprehensive look at current research into behaviours on line and profiling <https://www.nspcc.org.uk/services-and-resources/research-and-resources/2016/review-children-young-people-harmful-sexual-behaviour-online/>

You can contact the CPM Schools/Education on specific incidents or cases to discuss.

### **Primary/Secondary School Safeguarding Forums**

They are here again to focus on key issues in safeguarding in schools. These forums will take place in early November & focus on:

- Updates & messages for practice
- Speakers- Parental complaints and conflict resolution.
- Forum led workshop- the challenges for the SDL in school
- Forum led workshop- learning from child protection case examples

There will be 6 forums for primaries around the county and one secondary forum. If you have not booked your place visit [www.services.derbyshire.gov.uk/training](http://www.services.derbyshire.gov.uk/training)

### **Useful Sites:**

We need more schools to go onto these site and source relevant policies, guidance's and tool kits. This site is work in progress and is being added to and reviewed.

Schools net- Keeping Children Safe <https://schoolsnet.derbyshire.gov.uk/keeping-children-safe-in-education/keeping-children-safe-in-education.aspx>

Derbyshire Childrens Safeguarding Board <http://www.derbyshirescb.org.uk/>

Debbie Peacock

01629 531079

[Debbie.peacock@derbyshire.gov.uk](mailto:Debbie.peacock@derbyshire.gov.uk)

*CPM Schools/Education*

## Preparation for Inspection for Governing Boards

### Questions governors should be regularly asking:

#### Leadership and Management

- What is our vision for the school and is this shared by all stakeholders and evident in all we do?
- What issues does the school face? What are the school's strengths and weaknesses? How do we know these? How are the weaknesses being addressed?
- Is the school website up to date and fulfilling statutory requirements?
- Have all governors read at least part one of the latest Keeping Children Safe in Education document and signed to show this has been read?
- Is pupil premium funding appropriately allocated and what is its impact?
- Is the Y7 Catch Up funding appropriately allocated and what is its impact?
- Is the sports funding appropriately allocated and what is its impact?
- Is Headteacher performance management appropriately implemented and monitored?
- Has staff performance management taken place and is that effectively monitored? How is underperformance addressed?
- How do we challenge school leaders? What probing questions do we ask about pupil outcomes, assessment arrangements, safeguarding etc?
- How are our finances managed?
- How are staff recruited and who has undertaken safer recruitment training?
- What are the strengths and weaknesses of the governing board and how can the weaknesses be addressed?
- Is governor and staff training up to date?
- What are the key areas for improvement on our School Improvement Plan?

#### Quality of Teaching, Learning and Assessment

- Is the overall culture of the school one of high expectations for teaching, learning and assessment?
- How is good and outstanding work recognised? What does the work in children's books look like and tell us? 8
- What are the main barriers to learning in school? For example, lack of specialist teaching, inadequate accommodation, tight budget, challenging pupil intake, limited parental aspirations
- What is the quality of teaching like throughout the school? How do we know?
- What does assessment look like in our school? Is it making a positive difference to progress?
- What is the impact of CPD on the quality of teaching, learning and achievement?

#### Personal Development, Behaviour and Welfare

- Is the overall culture of the school one of high expectations for pupil behaviour, welfare and safety?
- Is attendance in line with or above the national figure?
- What is the policy for reducing absence particularly persistence absence and what is the impact of this policy in improving attendance?
- Are there any gaps between the attendance of all pupils and groups of pupils? If there are, how is the school addressing this?
- Has the school made any fixed term or permanent exclusions and why? Is the number of these very low? If high why is this?
- Does the single central register meet statutory requirements and is it up to date? Does a named governor regularly check and sign this and is this minuted at governor meetings?
- What are the child protection procedures and are these appropriate?
- Are health and safety procedures in place and regularly monitored and by whom?
- How do governors check on site security?
- How does the school promote British Values?

#### Outcomes

- Is strong progress being made by all pupils and by groups of pupils throughout school? Can this be shown from all points of entry in all year groups?

- What proportions of pupils, in each year group, are working within/above/below national age related expectations?
- Is end of key stage attainment in line with/above/below national outcomes? What are the trends?
- Are there any identified gaps between the performance/progress of all pupils and groups e.g. disadvantaged pupils, pupils with SEN, boys, more able pupils? What actions are being taken to address these gaps?
- Do any identified weaknesses in data transfer into priorities in the School Improvement Plan?
- What is the impact of the pupil premium funding?

***If governors can answer these questions and are aware of the likely key lines of enquiry in inspection they will be well prepared for a conversation with an Ofsted inspector!***

# Governing Board Training Programme Spring 2018



The following training opportunities may be available at a venue of your choice subject to minimum/maximum numbers. For all enquiries, please contact the Governor Support Service at [governor.support@derbyshire.gov.uk](mailto:governor.support@derbyshire.gov.uk) or telephone 01629 535769.

This programme may be subject to change. Please refer to the version published on <http://www.services.derbyshire.gov.uk/Page/1401> for the latest information.

## Welcome to Chairing

This full-day course is relevant for new, inexperienced or prospective chairs, vice-chairs and chairs of committees. The course covers the following:

- Clarifying the roles and responsibilities of governing boards
- Establishing good relationships with the head
- The specific roles of chairs / vice-chairs
- Effective delegation
- Chairing meetings
- Leading the governing board

Venue	Date	Time	Cost	Code
Richardson Endowed Primary School	Wednesday 7 February	18:00 – 20:00	£81 /£90*	SP1801
Parkside Community School, Chesterfield	Monday 19 March	18:00 – 20:00	£81 /£90*	SP1802
County Hall, Matlock	Tuesday 17 April	18:00 – 20:00	£81 /£90*	SP1803

## Governor Strategic Briefings

These briefings are designed to support your work as an effective Governing Board and we hope you will encourage at least one Governor to book a place on this briefing.

Venue	Date	Time	Cost	Code
New Mills School	Monday 5 March	18:30 – 20:30	FoC	SP1804
The William Allitt School	Wednesday 7 March	18:30 – 20:30	FoC	SP1805
Highfields School, Matlock (Lumsdale site)	Monday 12 March	18:30 – 20:30	FoC	SP1806
Parkside Community School, Chesterfield	Wednesday 14 March	18:30 – 20:30	FoC	SP1807

## Chairs' and Clerks' Briefing

This briefing gives the Chair and Clerk to Governors the opportunity to receive updates on information at a county and national level (*please note: this session is a repeat of the session held during November 2017*).

Venue	Date	Time	Cost	Code
Parkside Community School, Chesterfield	Tuesday 6 March	18:00 – 20:00		SP1809

## Welcome to Governance (Induction session for new governors) – Lunch provided

This is a full day course covering the role of the governing body, governors and school improvement and how governing bodies work.

Venue	Date	Time	Cost	Code
Room 1, County Hall, Matlock	Saturday 3 March	09:30 – 15:30	£216 /£240*	SP1810
Dallimore Primary School, nr Ilkeston	Friday 16 March	09:30 – 15:30	£216 /£240*	SP1811
Parkside Community School, Chesterfield	Saturday 10 March	09:30 – 15:30	£216 /£240*	SP1812

## Welcome to Clerking

The session will include:

- Effective meeting preparation and agendas
- Recording the business of the GB
- How to record actions in relation to the role of the GB
- Procedural aspects of the beginning of the meeting
- Preparing required for taking minutes
- Increased delegation of the role of Committees

Venue	Date	Time	Cost	Code
Conference Room, John Hadfield House	Tuesday 27 February	09:30 – 12:30	£130 /£150*	SP1813

## Exclusions

This training offers governors and clerk to governors the opportunity to learn about the Department for Education's latest guidance on pupil exclusion. The presentation informs governors of their role in the process, and the role of the new Independent Review Panel. The training will also include activities to help governors and clerks gain a good understanding of the process.

Venue	Date	Time	Cost	Code
Room 1, County Hall, Matlock	Tuesday 13 February	18:00 – 20:00	£81 /£90*	AU1814

## Finance

An ideal opportunity to expand your knowledge of Schools Finance. Suitable for new and experienced governors. The course covers the following aspects of schools finance:

- School Budget Calculation Sheet / Pupil Numbers
- Sources of Income
- Budget Planning and Preparation
- School Financial Value Standard (SFVS)
- Budget Monitoring
- Virements and Transfers
- Detail Codes
- Annex 1 and 5

Venue	Date	Time	Cost	Code
Parkside Community School, Chesterfield	Tuesday 30 January	18:00 – 20:00	£81 /£90*	AU1815

## SEN&D

After completing this course, participants should be more aware and have a better understanding of the following:

- The key roles of people involved in SEN&D provision and funding arrangements.
- What it is like to be a SEN&D Governor.
- SEN&D terminology and what is expected.

Venue	Date	Time	Cost	Code
Members Room, County Hall, Matlock	Wednesday 7 March	18:00 – 20:00	£81 /£90*	AU1714

## \*\*\*\* DERBYSHIRE LEADERSHIP CONFERENCE \*\*\*\*

We are excited to announce a 2-day leadership conference at Eastwood Hall, Nottinghamshire, entitled **Navigating the Landcape: Leading our Schools in a Diverse System**. There will be a focus on working collaboratively with other schools and in partnership with a range of different organisations to build leadership capacity. There will be an emphasis on strategic leadership, so we are inviting headteachers to come for both days and [Chairs of Governors to attend on the second day](#).

The conference will give headteachers an opportunity to experience a blend of inspirational regional and national keynote speakers, workshops, case studies of good practice and networking. We hope that governors will support any requests you get from headteachers as a valuable part of their continuing professional development.

Keynote speakers include David Cameron (Scotland Curriculum for Excellence) on Day 1 and Dame Alison Peacock (Chartered College of Teaching) and Floyd Woodrow MBE on Day 2. There will also be a Q and A session on Day 2 with Emma Ing (Ofsted Regional Director), Kate McKenna (Regional Strategy Co-ordinator) and Kathryn Boulton (DCC Director of Schools and Learning).

We have held prices at the same rate as our last conference in 2013. For headteachers, this will be £296 for the two days and £79 for bed and breakfast, so we think this is good value for money. For Chairs of Governors, the rate will be £60 for the second day only.

**If you are interested in attending, please contact your headteacher so they can arrange to book you on to the conference via 01629 536546 ( Services for Schools) or [S4S.training@derbyshire.gov.uk](mailto:S4S.training@derbyshire.gov.uk)**

Venue	Date	Time	Cost
Eastwood Hall, Eastwood	Friday 9 March	All day event	£60 (second day only for Chairs)

**\*prices in italics refer to non-maintained schools not purchasing the 'Derbyshire Entitlement' package. All prices quoted are correct at the time of publishing.**

**All of the above sessions are bookable via the Derbyshire S4S website:**

**<http://www.services.derbyshire.gov.uk/>**

**ALL PLACES MUST BE BOOKED IN ADVANCE TO ENSURE THAT SUFFICIENT MATERIALS AND REFRESHMENTS ARE AVAILABLE**

**SESSIONS ARE SUBJECT TO MAXIMUM AND MINIMUM NUMBERS**

**SO PLEASE BOOK EARLY TO AVOID DISAPPOINTMENT**

**For Audit training requests, please contact:**

**[jayne.wallhead@derbyshire.gov.uk](mailto:jayne.wallhead@derbyshire.gov.uk) or telephone 01629 538826**

**For Safeguarding training requests, please contact:**

**[cathy.barrass@derbyshire.gov.uk](mailto:cathy.barrass@derbyshire.gov.uk) or telephone 01629 531933**

### **Course Cancellation**

**Courses may be subject to cancellation at short notice if the minimum number of attendees is not reached.** Each participant due to attend the cancelled course will be notified by email/telephone as early as possible. If a course is cancelled by the Governor Support Service before the day of the course due to unforeseen circumstances, or adverse weather conditions, no fee will be charged. **If the course is not cancelled and a registered applicant does not attend, the full fee will be charged to the school.** In order to keep cancellations to a minimum, please send in your training applications, as soon as possible.

## **Attendee Cancellation**

If you are unable to attend your chosen course for any reason, please let us know, as soon as possible. By doing this we are then able to offer your place to another person who may be on a waiting list. It will also help us to prepare for individual sessions accordingly i.e. seating arrangements, course material and provision of light refreshments (including any special requirements).

**Please note the full course fee will be payable if you cancel your place less than one week prior to the course date, unless exceptional circumstances apply, eg: unforeseen domestic or medical emergencies.**

## **Equal Opportunities**

In pursuit of the Authority's Equal Opportunities Policy, every effort is being made to ensure proper access and facilities are available in all LA venues. Please contact the Governor Support Office regarding any special requirements you may have. (This includes special dietary requirements if the course information states that food will be provided and changes to course materials, if required.)

## **Course Evaluation**

Each course will include an evaluation form for your feedback so that we can shape courses more closely to your needs.

