

Nottingham Roman Catholic Diocesan Education Service

NRCDES Training Programme for Local Governors

2024 - 2025



Version 1



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FOREWORD

I am delighted to welcome you to our Local Governors' Training Programme, updated for the academic year 2024-2025.

Our diocesan training will continue to take place virtually. Following the valuable feedback from local governors, we have decided to hold this year's training sessions on a number of different weekday evenings, beginning at 6.15pm and lasting for approximately one hour.

In order to assist local governors, we have also established a training pathway. For newly appointed local governors, this begins with induction both at school and CMAT level; please make these arrangements with your headteacher and your CMAT.

SCHOOL INDUCTION

Meeting with Chair of Governors

Meeting with Headteacher

CMAT INDUCTION

Safeguarding

PREVENT

GDPR

Following this, our training is offered at three different levels.

DIOCESAN TRAINING

Level 1 - Developing

New governors and those who would welcome a 'refresher' on the basics of local governance in a CMAT within the Diocese of Nottingham.

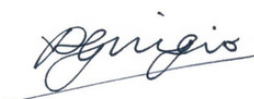
Level 2 - Embedding

Local governors who are well established and ready to reflect upon and deepen their effectiveness.

Level 3 - Advancing

Local governors who are highly experienced. Chairs and Vice-Chairs of Governors and those in a position to support other local governors.

On behalf of Bishop Patrick McKinney, I would like to thank you very much for your generous support and for the vital role that you play in ensuring that our schools remain Christ-centred worshipping communities.



Peter Giorgio
Director of Education

DEVELOPING

What is Catholic Life and Mission?

My Role as a Local Governor - Understanding the context

My Role as a Local Governor - Asking Questions

My Role as a Local Governor - Visiting the School

My Role as a Local Governor - Navigating 'Trust Governor'

Monitoring and Evaluating: The Basics

Engaging with Stakeholders

Understanding more about Special Educational Needs and Disabilities (SEND)

Understanding more about Pupil Premium

Supporting and Challenging School Leaders

Catholic Foundation Stones

TABLE OF CONTENTS

EMBEDDING

Preparing for Catholic Schools Inspection

Monitoring and Evaluating Catholic Life and Mission, Religious Education and Collective Worship

Primary Religious Education

Relationships, Sex and Health Education in a Catholic School

Understanding Data

What Local Governors need to know about Human Resources

LGBT+ Issues for Local Governors

ADVANCING

Being the Chair or Vice-Chair

After Catholic School Inspection - What Next?

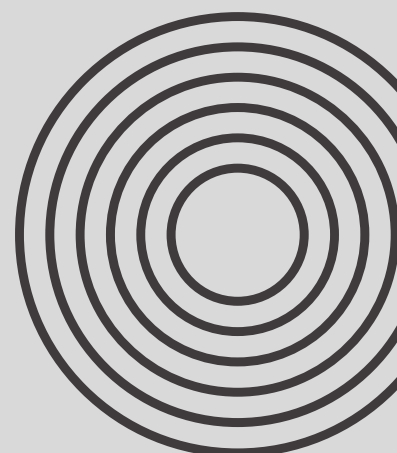
An Essential Guide to Managing Complaints in School

TABLE OF CONTENTS

SELF-STUDY

Formatio Training for Governors

CES - RSHE Training



DEVELOPING

WHAT IS CATHOLIC LIFE AND MISSION?

Course Content / Overview

Catholic Life and Mission is the focal point for our Catholic schools. For local governors, the promotion and development of Catholic Life and Mission is the first priority.

But what exactly is it? Religious Education and Collective Worship may sometimes feel easier for us to define. Catholic Life and Mission is, essentially, everything else through which the Catholic ethos permeates; there is therefore lots of scope for local governors to really 'get under the skin' of what the school is all about in its Catholic mission.

This session will assist governors in promoting a shared understanding of what exactly we mean by Catholic Life and Mission.

This course is ESSENTIAL for new governors

Dates & Times

ONLINE

Thursday 19 September 2024	3.45pm - 4.45pm
Monday 7 October 2024	6.15pm - 7.15pm
Tuesday 4 February 2025	3.45pm - 4.45pm
Tuesday 4 March 2025	6.15pm - 7.15pm
Wednesday 7 May 2025	3.45pm - 4.45pm

DEVELOPING

MY ROLE AS A LOCAL GOVERNOR

Overview

We want to support new local governors so that they can take up their positions with increased confidence. In these initial sessions, we will focus on important aspects of the role.

(These sessions replace a previous course, The Role of the Local Governor in a CMAT, parts 1 and 2)

UNDERSTANDING THE CONTEXT

Monday 23 September 2024

6.15pm - 7.15pm

- Catholic Education in the Diocese of Nottingham
- Our Catholic Multi-Academy Trusts
- How local governors help and support our schools

ASKING QUESTIONS

Thursday 17 October 2024

6.15pm - 7.15pm

- Focussing on the right things
- Types of questioning
- Challenging and supporting school leaders

VISITING THE SCHOOL

Wednesday 20 November 2024

6.15pm - 7.15pm

- Meeting the headteacher or members of staff
- Planning and preparing for your visit
- Recording your visit

DEVELOPING

MY ROLE AS A LOCAL GOVERNOR - NAVIGATING 'TRUST GOVERNOR'

Course Content / Overview

An interactive training session where delegates will be 'walked through' how to:

- Log in to Trust Governor
- Access the Trust Governor calendar
- Accept and send apologies for meeting invitations
- Access meeting agendas, minutes and related documents
- Access stored policies and other documents
- Carry out the individual skills audit
- Complete the individual training log

Dates & Times

ONLINE

Tuesday 15 October 2024

6.15pm - 7.15pm

Wednesday 12 March 2025

6.15pm - 7.15pm

Monday 9 June 2025

6.15pm - 7.15pm

DEVELOPING

MONITORING AND EVALUATING: THE BASICS

Course Content / Overview

In this session we will explore the role of local governors in the process of school monitoring and evaluation, aiming to answer the following questions:

- How well do we know our own schools - and where can we find out more?
- What does 'monitoring and evaluation' mean for local governors?
- What does an effective plan look like for governor monitoring and evaluation?
- How can local governors offer both challenge and support to headteachers and senior leaders?
- How can we plan ahead for improvement?

Dates & Times

ONLINE

Thursday 10 October 2024

6.15pm - 7.15pm

DEVELOPING

ENGAGING WITH STAKEHOLDERS

Course Content / Overview

In this session will explore the role of local governors in relation to engaging a range of stakeholders, aiming to answer the following questions:

- Who are our stakeholders?
- How do we relate to and gather information from our stakeholders?
- What do we do with the information we glean from our stakeholders?
- How do we plan ahead for improvement?

Dates & Times

ONLINE

Thursday 5 December 2024

6.15pm - 7.15pm

DEVELOPING

UNDERSTANDING MORE ABOUT SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND)

Course Content / Overview

This session will enable governors to find out more about special educational needs and disabilities by considering:

- What we mean by the term SEND
- The four broad areas within SEND
- National headlines around SEND
- Documentation all schools should have to hand in relation to SEND
- Roles and responsibilities for governors and school leaders

Dates & Times

ONLINE

Monday 2 December 2024

6.15pm - 7.15pm

DEVELOPING

UNDERSTANDING MORE ABOUT PUPIL PREMIUM

Course Content / Overview

This session will enable governors to find out more about Pupil Premium by considering:

- What we mean by the term Pupil Premium
- Pupil eligibility for the Pupil Premium funding (FSM, Ever6, service children, LAC, PP+, post adoption)
- National headlines around Pupil Premium
- Documentation all schools should have to hand in relation to Pupil Premium
- Roles and responsibilities for governors and school leaders re Pupil Premium

Dates & Times

ONLINE

Wednesday 6 November 2024

6.15pm - 7.15pm

DEVELOPING

SUPPORTING AND CHALLENGING SCHOOL LEADERS

Course Content / Overview

In order to be an effective local governor, it is important to perfect the art of providing both support to school leaders and also a suitable amount of challenge.

In this session we will explore a variety of approaches to ensure that local governors feel equipped to address both of these important aspects of their work.

Dates & Times

ONLINE

Wednesday 12 February 2025

6.15pm - 7.15pm

DEVELOPING

CATHOLIC FOUNDATION STONES

Exploring the basics of the Faith

The programme, 'Catholic Foundation Stones' is a basic introduction to the Catholic faith. It is free of charge open to all staff, directors and local governors in our schools, for example:

- Colleagues from all faith backgrounds or none who are interested in learning something about the Catholic faith;
- Colleagues who wish to deepen their knowledge of the Catholic faith;
- Colleagues who are returning to the practice of their faith;
- Colleagues who may be interested in becoming Catholics.

Catholic Foundation Stones is structured around the four pillars of the Catechism of the Catholic Church:

- The faith we profess (the Creed – a statement of what we believe);
- The faith we celebrate (the Sacraments);
- The faith we live (the moral life);
- The faith we pray (prayer and the spiritual life).

The programme comprises twelve sessions in total which will be delivered throughout the academic year (four sessions per term). Sessions will last for one hour; they will be delivered informally and will include some input, time for reflection and prayer and opportunities to engage in discussion. Nobody will be tested or 'made' to contribute! (You will be able to join at any point during the year).

Session titles are as follows:

- Session 1 – Introducing the Catholic Faith
- Session 2 – God's Revelation and God the Father and Creator
- Session 3 – God the Son: Jesus Christ
- Session 4 – God the Holy Spirit; Mary and the Saints
- Session 5 – The Church
- Session 6 – Liturgy; the Liturgical Year and the Sacraments
- Session 7 – The Sacraments of Baptism and Confirmation
- Session 8 – The Sacrament of the Eucharist
- Session 9 – The Sacraments of Reconciliation and Anointing of the Sick
- Session 10 – The Sacraments of Marriage and Ordination
- Session 11 – Living a Christian Life
- Session 12 – Prayer

DEVELOPING

CATHOLIC FOUNDATION STONES

- An introduction to the Catholic faith for all members of staff, directors and local governors who would benefit from learning more about the faith that underpins the school in which they work
- Structured around the four sections of the Catechism of the Catholic Church
- An opportunity to further explore and discuss various aspects of the Catholic faith
- A series of 4 one-hour sessions each term

ADVENT TERM

ONLINE

Tuesday 17 September 2024	4.00pm - 5.00pm
Tuesday 8 October 2024	4.00pm - 5.00pm
Tuesday 12 November 2024	4.00pm - 5.00pm
Tuesday 3 December 2024	4.00pm - 5.00pm

LENT TERM

ONLINE

Tuesday 28 January 2025	4.00pm - 5.00pm
Tuesday 11 February 2025	4.00pm - 5.00pm
Tuesday 11 March 2025	4.00pm - 5.00pm
Tuesday 1 April 2025	4.00pm - 5.00pm

PENTECOST TERM

ONLINE

Tuesday 29 April 2025	4.00pm - 5.00pm
Tuesday 13 May 2025	4.00pm - 5.00pm
Tuesday 10 June 2025	4.00pm - 5.00pm
Tuesday 8 July 2025	4.00pm - 5.00pm

EMBEDDING

PREPARING FOR CATHOLIC SCHOOLS INSPECTION

Course Content / Overview

This session will help governors to understand more about the Catholic School Inspection process.

- Why do our schools have an inspection as a Catholic school, in addition to an Ofsted inspection?
- What is a Catholic School Inspection - and how does it differ from the previous framework?
- How is it carried out?
- What role do local governors play in the process?

Dates & Times

ONLINE

Monday 9 September 2024	3.45pm - 4.45pm
Monday 30 September 2024	6.15pm - 7.15pm
Wednesday 19 March 2025	3.45pm - 4.45pm
Thursday 12 June 2025	3.45pm - 4.45pm

EMBEDDING

MONITORING AND EVALUATING CATHOLIC LIFE AND MISSION, RELIGIOUS EDUCATION AND COLLECTIVE WORSHIP

Course Content / Overview

Our diocesan schools place Catholic Life and Mission, Religious Education and Collective Worship at the heart of all that they do. For this reason it is important to pay particular attention to the ways in which we can successfully monitor and evaluate the quality of provision across these three key areas of school life.

Monitoring and evaluation is not just for Catholic School Inspection, it is one of the main methods for ensuring that our pupils and students receive the very best, and truly authentic, Catholic education.

Dates & Times

ONLINE

Monday 9 December 2024

6.15pm - 7.15pm

Wednesday 7 May 2025

6.15pm - 7.15pm

EMBEDDING

PRIMARY RELIGIOUS EDUCATION

Course Content / Overview

This session will enable local governors to develop their understanding of how Religious Education is taught and assessed at primary level. It will include an overview of the primary Religious Education programme, *Come and See*.

Local governors will also learn more about how Religious Education is assessed and what the expectations are for our children as they move through the primary phase.

Dates & Times

ONLINE

Wednesday 13 November 2024

6.15pm - 7.15pm

Wednesday 26 March 2025

6.15pm - 7.15pm

EMBEDDING

RELATIONSHIPS, SEX AND HEALTH EDUCATION IN A CATHOLIC SCHOOL

Course Content / Overview

The Government's revised requirements for schools on the teaching of Relationships, Sex and Health Education became statutory from September 2021. This session will assist local governors in understanding what these requirements are and, most importantly, how these should be delivered in a Catholic school. There will be opportunities in this session to discuss these issues further at both primary and secondary level.

Dates & Times

ONLINE

Thursday 9 January 2025

6.15pm - 7.15pm

EMBEDDING

UNDERSTANDING DATA

Course Content / Overview

So many acronyms are used in the world of education! This is particularly true in terms of understanding how well pupils and students are learning. This session will assist local governors in their understanding of the terminology used to describe academic standards. It will also help local governors to better understand the context of their school through looking at the assessment information gathered by school leaders throughout the year. Finally, there will be an introduction to the ISDR (Inspection Data Summary Report) produced by Ofsted and how local governors can formulate meaningful and incisive questions on data.

Dates & Times

ONLINE

Monday 25 November 2024

6.15pm - 7.15pm

EMBEDDING

WHAT LOCAL GOVERNORS NEED TO KNOW ABOUT HUMAN RESOURCES

Course Content / Overview

This session will assist local governors to understand what they need to know about human resources in the context of our diocesan schools. We will consider recruitment, performance review and other areas relating to employment of school staff.

Dates & Times

ONLINE

Monday 20 January 2025

6.15pm - 7.15pm

EMBEDDING

LGBT+ ISSUES FOR LOCAL GOVERNORS

Course Content / Overview

This session will provide information for local governors on dealing with LGBT+ issues within schools, with a particular focus on the teachings of the Church and compliance with legal requirements.

Dates & Times

ONLINE

Tuesday 4 February 2025

6.15pm - 7.15pm

ADVANCING

BEING THE CHAIR OR VICE-CHAIR

Course Content / Overview

This session is aimed at providing future (or recently appointed) chairs and vice-chairs of local governing bodies to become more confident in their role. It will include content on:

- What the role of chair and vice-chair involves
- Developing effective relationships with the headteacher, senior leaders, members of the local governing body, the clerk and the Chair of the Trust Board
- The elements of good meetings

Dates & Times

ONLINE

Tuesday 1 October 2024

6.15pm - 7.15pm

ADVANCING

AFTER CATHOLIC SCHOOL INSPECTION - WHAT NEXT?

Course Content / Overview

Congratulations on navigating through the Catholic Schools Inspection process! You now have your CSI report and some identified areas for development. What should you do next?

This session aims to support school leaders in building upon success and considering development points in relation to Catholic Life and Mission, RE and Collective Worship.

Dates & Times

ONLINE

Tuesday 26 November 2024

10.15am - 12.15pm

Monday 31 March 2025

1.45pm - 3.45pm

ADVANCING

AN ESSENTIAL GUIDE TO MANAGING COMPLAINTS IN SCHOOL

Course Content / Overview

Managing complaints can feel like a huge burden for headteachers, governors and complaints coordinators. The DfE guidance sets out clear expectations for how schools and trusts should respond to complaints. Managing and understanding the interaction between different obligations can all have a bearing on how to manage a parental complaint.

Dates & Times

ONLINE

Tuesday 12 November 2024

6.15pm - 7.15pm

SELF-STUDY

FORMATIO TRAINING FOR GOVERNORS

This free online training resource for all governors of Catholic schools, designed by the Catholic Education Service, is now available.

The training is for all those involved in governance in schools and is for all abilities and experience.

The training consists of a series of modules but we suggest the first three modules for local governors in the Diocese of Nottingham.

- An introduction to Catholic education
- The environment of a Catholic school
- Strategic Leadership

You can access the training at:

<https://www.formatio.org.uk/e-learning>



SELF-STUDY

CES - RELATIONSHIPS, SEX AND HEALTH EDUCATION

There are six modules, which each contain several units. You can choose to complete all six modules and receive accreditation for the course from the Catholic Education Service. Or you can choose the non-accredited route and complete only the modules and units that you want to learn about.



Module structure

- Each module should take no more than 20 minutes to complete
- You can choose to deepen your understanding on any particular module through suggested further reading and links to other resources
- You can save your progress as you go along. That means you don't need to complete a module all in one go!

At the end of the course

- You'll understand the new statutory requirements for teaching Relationships, Sex and Health Education and some key principles for applying these in a Catholic context
- You'll have had the chance to think about how the new requirements relate to you and your pupils, as well as their parents
- You'll have been introduced to Catholic educational material – including a model curriculum cited as an example of good practice – and resource lessons that meet the new requirements

You can access the training at:

<https://rsetraining.catholiceducation.org.uk/courses/>

BOOKING INFORMATION



MAKING A BOOKING

Please visit www.bookwhen.com/nrcdes and follow the screen instructions to reserve your place at any NRCDES event. A 'How to' guidance note is available on the home page (www.bookwhen.com/nrcdes) for your reference. The process is very similar to online shopping..... just put the places you want in your basket and checkout!


CANCELLING / AMENDING A BOOKING

To cancel your online booking please contact us on:

coursebookings@nottingham-des.org.uk

Should you wish to adjust a booking (e.g. to change a delegate), please contact us.

For any queries or if you need assistance, please contact us on 01332 293833



ANNUAL PLANNER

SEPTEMBER 2024

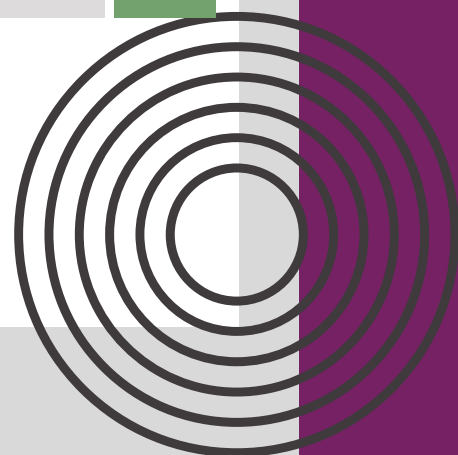
09/09/2024	Preparing for Catholic Schools Inspection	3.45pm	4.45pm	VIRTUAL - Microsoft Teams	EMB
17/09/2024	Advent Term - Catholic Foundation Stones (Session 1)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
19/09/2024	What is Catholic Life and Mission?	3.45pm	4.45pm	VIRTUAL - Microsoft Teams	DEV
23/09/2024	My Role as a Local Governor - Understanding the Context	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
30/09/2024	Preparing for Catholic Schools Inspection	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB

OCTOBER 2024

01/10/2024	Being the Chair or the Vice-Chair	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	ADV
07/10/2024	What is Catholic Life and Mission?	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
08/10/2024	Advent Term - Catholic Foundation Stones (Session 2)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
10/10/2024	Monitoring and Evaluation: The Basics	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
15/10/2024	My Role as a Local Governor - Navigating 'Trust Governor'	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
17/10/2024	My Role as a Local Governor - Asking Questions	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV

NOVEMBER 2024

06/11/2024	Understanding More about Pupil Premium	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
12/11/2024	Advent Term - Catholic Foundation Stones (Session 3)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
12/11/2024	An Essential Guide to Managing Complaints in School	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	ADV
13/11/2024	Primary Religious Education	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB
20/11/2024	My Role as a Local Governor - Visiting the School	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
25/11/2024	Understanding Data	10.15am	12.15pm	VIRTUAL - Microsoft Teams	EMB
26/11/2024	After Catholic School Inspection - What Next?	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	ADV



ANNUAL PLANNER

DECEMBER 2024

02/12/2024	Understanding more about SEND	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
03/12/2024	Advent Term - Catholic Foundation Stones (Session 4)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
05/12/2024	Engaging with Stakeholders	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
09/12/2024	Monitoring and Evaluating Catholic Life and Mission, Religious Education and Collective Worship	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB

JANUARY 2025

09/01/2025	Relationships, Sex and Health Education in a Catholic School	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB
20/01/2025	What Local Governors Need to Know about Human Resources	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB
28/01/2025	Lent Term - Catholic Foundation Stones (Session 5)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV

FEBRUARY 2025

04/02/2025	What is Catholic Life and Mission?	3.45pm	4.45pm	VIRTUAL - Microsoft Teams	DEV
04/02/2025	LGBT+ Issues for Local Governors	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB
11/02/2025	Lent Term - Catholic Foundation Stones (Session 6)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV

MARCH 2025

04/03/2025	What is Catholic Life and Mission?	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
11/03/2025	Lent Term - Catholic Foundation Stones (Session 7)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
12/03/2025	My Role as a Local Governor - Navigating 'Trust Governor'	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
19/03/2025	Preparation for Catholic School Inspection	3.45pm	4.45pm	VIRTUAL - Microsoft Teams	EMB
26/03/2025	Primary Religious Education	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB
31/03/2025	After Catholic School Inspection - What Next?	1.45pm	3.45pm	VIRTUAL - Microsoft Teams	ADV

ANNUAL PLANNER

APRIL 2025

01/04/2025	Lent Term - Catholic Foundation Stones (Session 8)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
29/04/2025	Pentecost Term - Catholic Foundation Stones (Session 9)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV

MAY 2025

07/05/2025	What is Catholic Life and Mission?	3.45pm	4.45pm	VIRTUAL - Microsoft Teams	DEV
07/05/2025	Monitoring and Evaluating Catholic Life and Mission, Religious Education and Collective Worship	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB
07/05/2025	Primary Religious Education	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	EMB

JUNE 2025

09/06/2025	My Role as a Local Governor - Navigating 'Trust Governor'	6.15pm	7.15pm	VIRTUAL - Microsoft Teams	DEV
10/06/2025	Pentecost Term - Catholic Foundation Stones (Session 11)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
12/06/2025	Preparing for Catholic School Inspection	3.45pm	4.45pm	VIRTUAL - Microsoft Teams	EMB

JULY 2025

08/07/2025	Pentecost Term - Catholic Foundation Stones (Session 12)	4.00pm	5.00pm	VIRTUAL - Microsoft Teams	DEV
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