**Board of Governors Training programme**
**September 2020 – June 2021**

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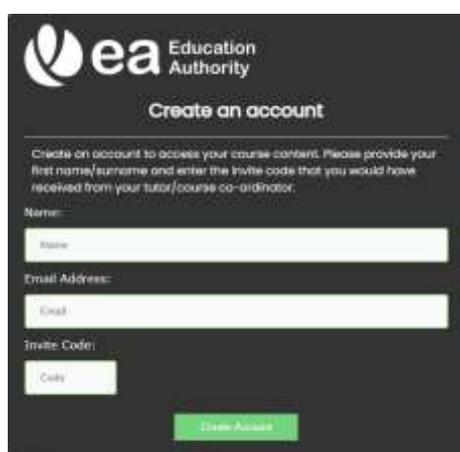# 1. The Board of Governor Training Programme 2020/21

The Board of Governors are the key strategic decision makers in schools and therefore have a vital role to play in improving and sustaining school and pupil performance, ensuring that resources are used well to give every child the best possible education.  The Board of Governors work in partnership with the principal, staff, parents, pupils and the local community to ensure that the pupils have every opportunity to develop their skills and talents to their full potential within a caring and stimulating learning environment.

The Department of Education has prioritised the role of Governors as being pivotal to the success of the policy '*Every School a Good School*' which has focused on school improvement and raising achievement.  An overview of the roles and responsibilities of a school Board of Governors can be accessed in chapter 3 of the Governors' guide '*Every School A Good School – The Governors' Role*' https://www.education-ni.gov.uk/articles/guide-governor-roles-and-responsibilities *'A Guide for Governors'*) and the School Governors' section on the EA website.

Following the disruption of the Covid-19 pandemic there is an even greater need for Governors to provide support and guidance to their schools. The programme will help Governors focus on their strategic responsibilities and understand how accountability and transparency can improve the effectiveness of governance and raise the educational standards of all our pupils.
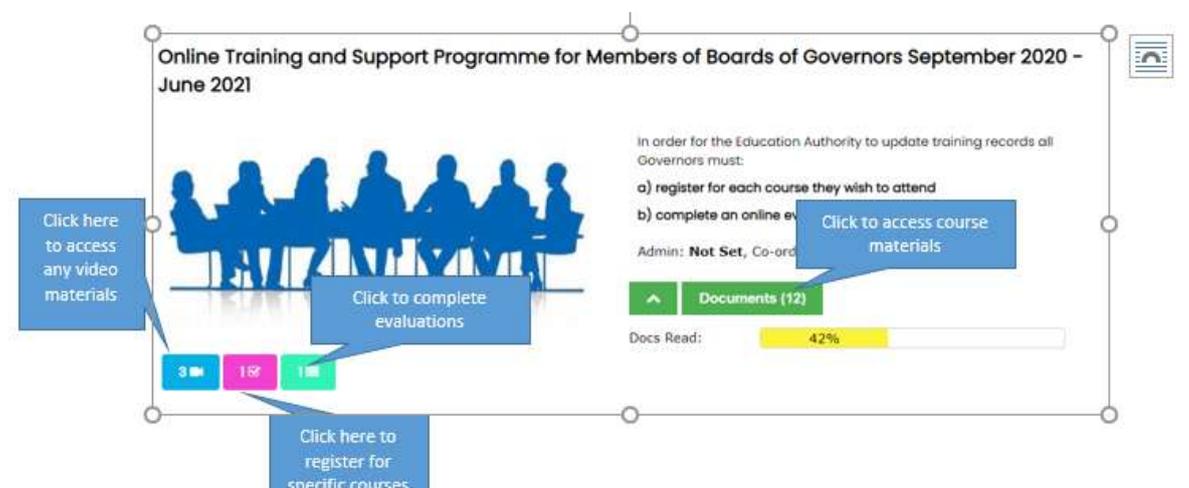
## 2. Instructions for accessing course material and registering for online training.

1. **Agree with your principal** the most relevant courses to access. You are free to access all of them however to ensure a balance of training across the Board of Governors your principal may wish to access specific courses.

2. **Register on the portal website.** For this you will need an email address. This email address will only ever be used for communication and Governors emails will not be shared with third parties.
   a. Click on this web address: https://www.easds.org.uk/sds/portal2/createaccount/
   b. Complete the form below using your name and email address
   c. Enter the code for Governor's training **v11p41.** This code is case sensitive
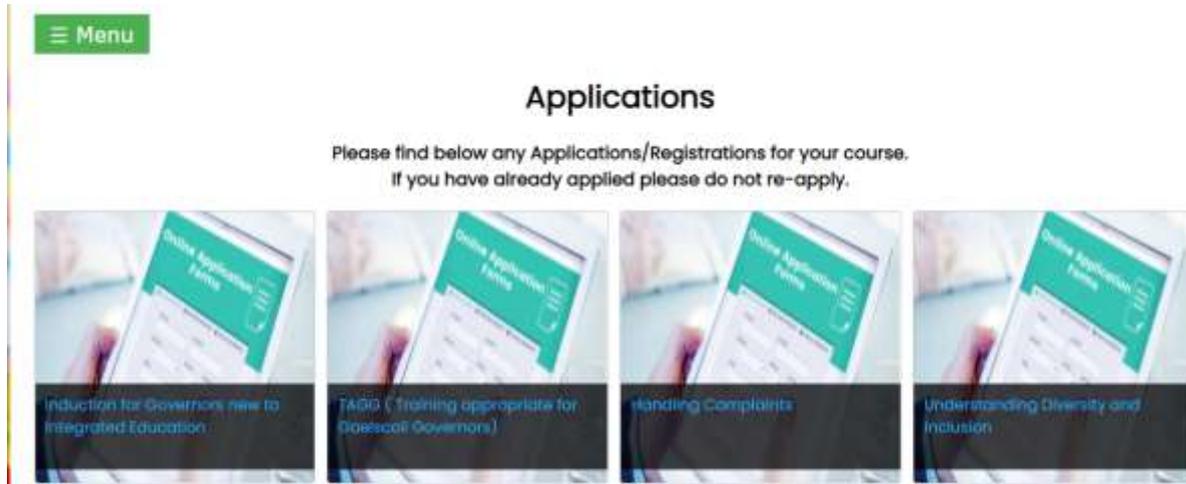


3. **You will be taken to the page below**

**4. Click on the registration icon and select the appropriate application form.**



≡ Menu

## Applications

Please find below any Applications/Registrations for your course.
If you have already applied please do not re-apply.

Induction for Governors new to Integrated Education

TAGG ( Training appropriate for Gaelscoil Governors)

Handling Complaints

Understanding Diversity and Inclusion

**5. Click apply**

Please click on the ⓘ beside each option for further details.

Once you have selected an option you will have a five minute window to complete your details. PLEASE DO NOT refresh the page when filling out the form as doing so will bring you back to this menu where you will lose your place on your selected option.

The information provided by you to the Education Authority School Development Service is required by us to confirm attendance, to collate registers, evaluations and to communicate with participants during the training. EA is obliged to comply with the General Data Protection Regulation (GDPR) when we process your personal information.

We will process your personal information on the legal basis that it is part of our public task to do so. We will not share the personal information you provide to us on this form with any third party, and it will not be shared or processed for any other purpose without your express consent.

We have published detailed Privacy Notices on our website which provides further information on how and why we process your personal information as well as details on how to contact us if you have any questions. Please read our Privacy Notices carefully before completing this form.

| Info | Option | Location | Date(s) | Places | Apply |
|------|--------|----------|---------|--------|-------|
| ⓘ | Induction for Governors new to Integrated Education | Online | 31 Jul 2021 | Available (500) | APPLY |

**6. Complete the application using your name, school, email and DE number**

Please DO NOT refresh your page or click the back button.

* Required field (Use N/A if a field is not applicable.)

* Name:

Shane Comer

* School:

Station College

* Email:

shane.comer@eani.org.uk

* DE Number: (numbers only permitted)

1234

APPLY

**7. You will see the following screen if your application has been successful**



## Application Complete

Thank you for applying for

### Induction for Governors new to Integrated Education

Your Position is : 1st

✓ You have Successfully Confirmed a Place

An email has been sent to **shane.comer@eani.org.uk**

Please check your inbox and also your deleted items/junk mail.
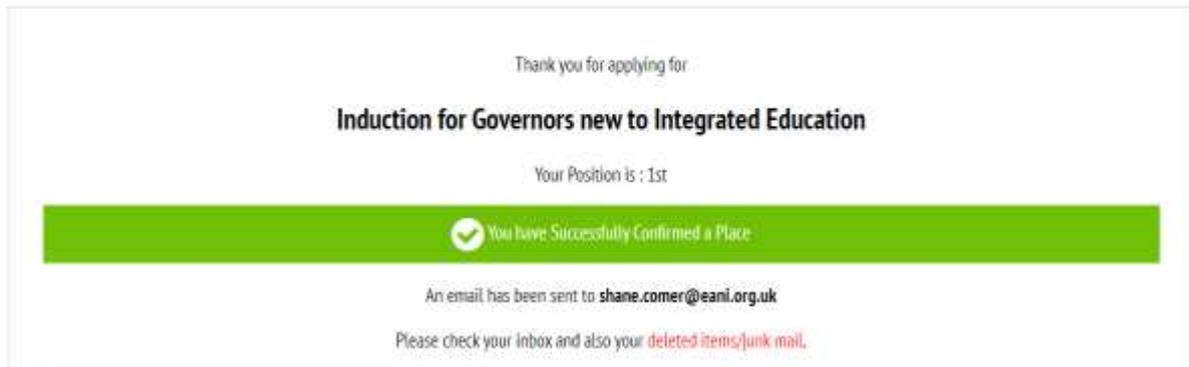
Now close this window and you will be return to step three. At this point you can apply for another course or begin to complete the course following steps 7 through.

**8. Accessing and using course materials. After having successfully registered for a course you can now begin to use the materials. Click on the documents tab**



Online Training and Support Programme for Members of Boards of Governors September 2020 – June 2021

In order for the Education Authority to update training records all Governors must:

a) register for each course they wish to attend

b) complete an online e

Admin: **Not Set**, Co-ord

Click here to access any video materials

Click to complete evaluations

Click to access course materials

Documents (12)

Docs Read: 42%

Click here to register for specific courses

9. **Click on the appropriate folder**

Folders (11)

| | | | |
|---|---|---|---|
| 🗁 (2)<br>Child Protection and Safeguarding | 🗁 (2)<br>Directed Time Budgets | 🗁 (4)<br>Effective Governance | 🗁 (2)<br>Finance |
| 🗁 (2)<br>Handling Complaints | 🗁 (3)<br>Human Resources | 🗁 (4)<br>Inclusion and Diversity | 🗁 (9)<br>Induction for New Governors |
| 🗁 (2)<br>Integrated Education | 🗁 (2)<br>Irish Medium Schools | 🗁 (9)<br>Shared Education | |

10. **All folders will contain a course descriptor and a presentation, however some may contain additional relevant support materials.**

| | | | | |
|---|---|---|---|---|
| Area planning slide | BOG Safeguarding & Child Protection Handbook ... | CCMS Scheme of Management (2) | Course Descriptor | Guide executive summary 1 |
| Induction Slides with accompaning notes | Induction for new Governors | Scheme for the Management of Controlled Schoo... | Scheme of managment questions | |

11. **Begin by downloading and reading the course descriptor by clicking on the title. Next download the presentation and begin viewing it. At various points in the presentation you may be asked to access some of the additional materials to support some of the activities or to direct you to additional sources of information. You can save the material to your own laptop or PC for future reference. The material can be accessed at any time during the year.**

12.    When you have finished with the material use the back arrow circle to navigate back to
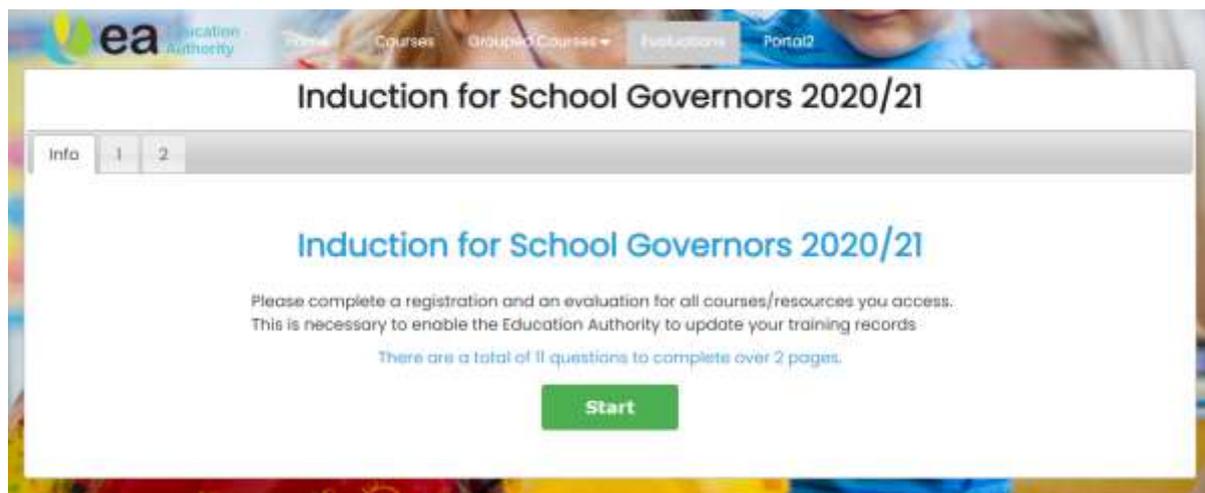       step 3 and complete an evaluation for the course.
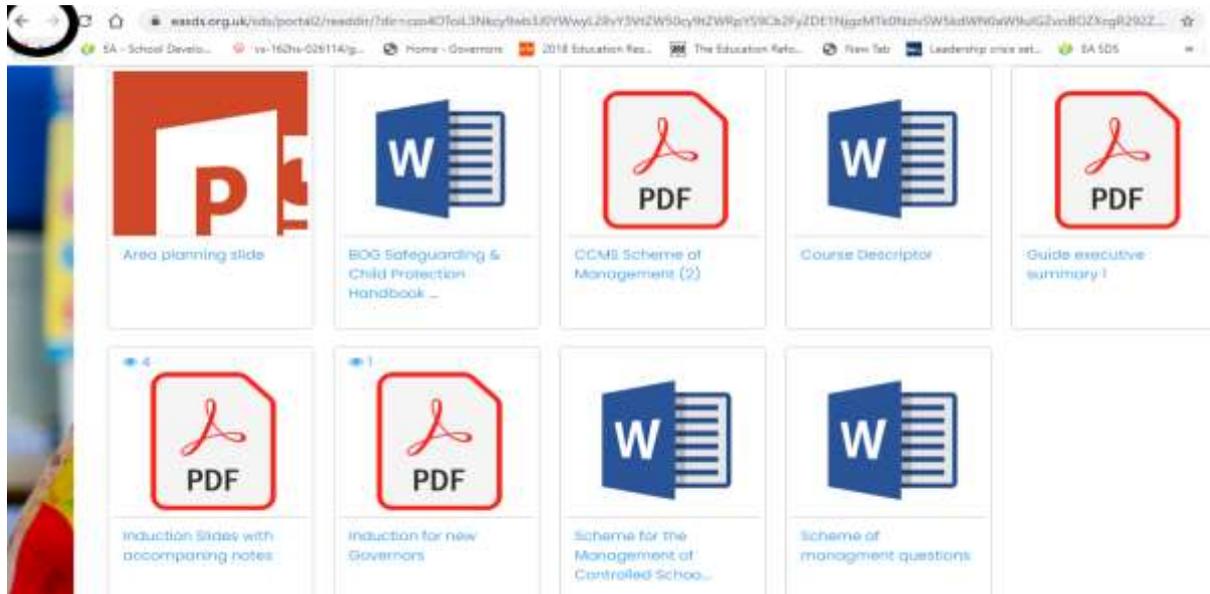


**Completing course evaluations**

13.    From step 3 click on the evaluation icon and select the relevant course evaluation
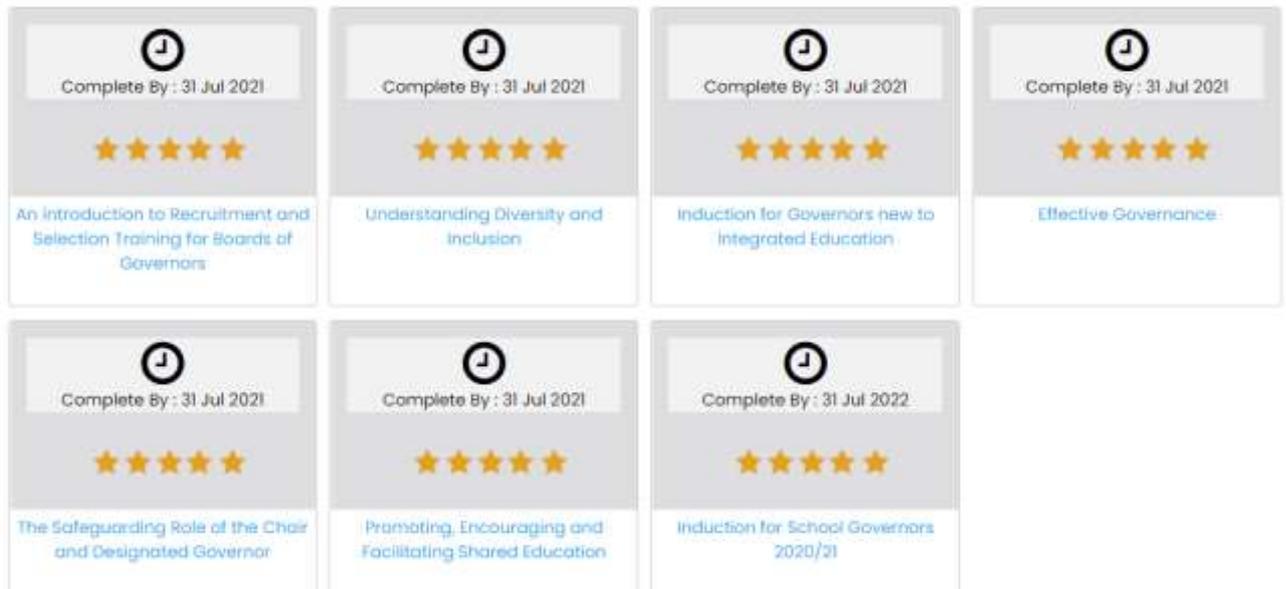
**14.** Complete all questions and remember to click submit at the end



**15.** On successful completion of the evaluation you will receive the following message
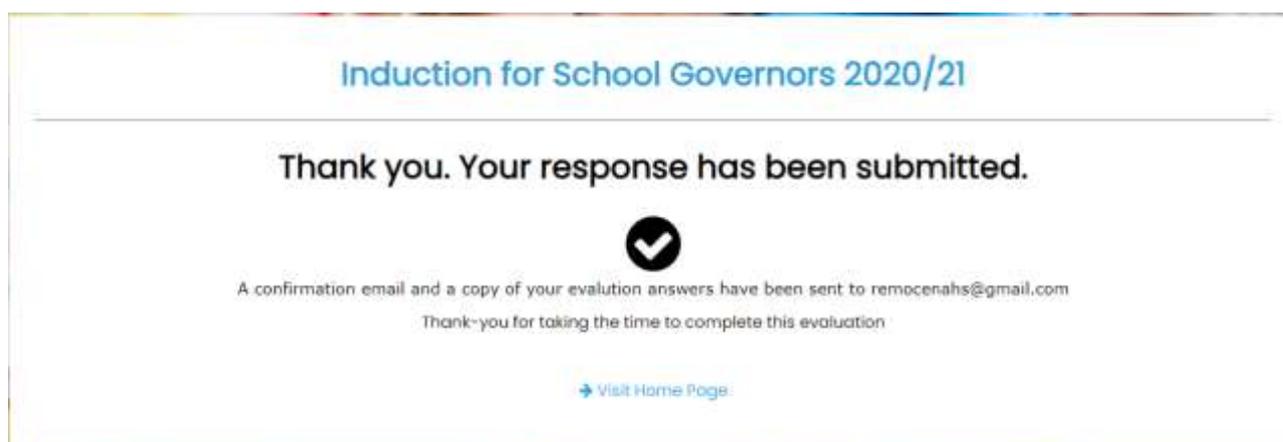


**16.** Close this page and use the back arrow again to navigate back to step 3 should you wish to access another course.

**Please complete a registration and evaluation form for every course you access. This is essential to allow the Education Authority to keep your training records up to date**

**Should you require any assistance in accessing any of the materials, completing registrations or evaluations please contact pat.delaney@eani.org.uk**

## 3. Portal Contents

**The following table provides details of the contents of folders on the portal and accompanying videos.**

| Course Title | Folder and Contents | Video Section | Video Title |
|---|---|---|---|
| Induction for Governors new to Integrated Education | Induction for New Governors <br>• GMI scheme of management.<br>• Statement of principles for integrated schools. | Integrated education | Induction for Governors new to Integrated Education |
| TAGG (Training appropriate for Gaelscoil Governors) | Irish Medium Schools <br>• Corporate Governance handbook for Irish Medium Schools (Irish version).<br>• Corporate Governance handbook for Irish Medium Schools (English version).<br>• Course Descriptor | N/A | N/A |
| Handling Complaints | Handling Complaints <br>• BOG Handling Complaints powerpoint.<br>• Course Descriptor | N/A | N/A |
| Understanding Diversity and Inclusion | Inclusion and Diversity <br>• 10 page guidance on supporting transgender young people.<br>• 2 page guidance on supporting transgender young people.<br>• Course descriptor.<br>• Understanding Diversity and Inclusion powerpoint. | N/A | N/A |
| Finance Induction Training for Governors | Finance <br>• BOG training for web 2020/21 powerpoint.<br>• Finance Induction Training for Governors | N/A | N/A |
| Child Protection and Safeguarding | Child Protection and Safeguarding <br>• Addressing Bullying in Schools Act (NI) 2016.<br>• Initial Child Protection Awareness Training. | Child Protection | • The Safeguarding Role of the Chair and Designated Governor<br>• Child Sexual Exploitation 1<br>• Child Sexual Exploitation 2 |
| Directed Time Budgets | Directed Time Budgets | N/A | N/A |

| | | | |
|---|---|---|---|
| | • Directed Time Budget Powerpoint.<br>• Course Descriptor. | | |
| An Introduction to Recruitment and Selection training for Boards of Governors | Human Resources<br>• BOG Training Slides powerpoint<br>• Course Descriptor<br>• R&S Case Study – Age Discrimination | N/A | N/A |
| Effective Governance | Effective Governance<br>Part 1 Statutory function.<br>Part 2 Self-evaluation.<br>Part 3 Working as a team. | N/A | N/A |
| Induction for School Governors | Induction for New Governors<br>• Area Planning Slide.<br>• BOG Safeguarding and Child Protection handbook.<br>• Course descriptor.<br>• Guide executive summary 1.<br>• Induction slides with accompanying notes.<br>• Induction for new governors.<br>• Scheme for the management of controlled schools.<br>• Scheme of management questions. | Induction Training | Induction training for New Governors:<br>• The Educational Context in N.I.<br>• Roles and responsibilities of how a Board operates.<br>• Initial Child Protection Awareness Training |
| Promoting, Encouraging and Facilitating Shared Education | Shared Education<br>1. Course Materials.<br>• BOG Course log-in details.<br>• BOG worksheet.<br>• Developing SE Final Task<br>2. Additional Documents<br>• A pupil pathway SE.<br>• ETI self-evaluation framework for SE.<br>• Learning Leaders.<br>• SE Act.<br>• Sharing Works.  A policy for SE (2015).<br>• Course Descriptor | N/A | N/A |

# 4. Training and Support Programme September 2020 – June 2021

## 4a. Children and Young People's Services Training

| Course Title: | The Safeguarding Role of the Chair and Designated Governor |
|---|---|
| **Directorate:** | **Children and Young People's Services** |
| **Target Audience:** | The target audience for this training course is Chairpersons of Boards of Governors and the Designated Governor for child protection only. |
| **Aims:** | To raise awareness of the specific safeguarding responsibilities of the chairperson of Governors and designated governor for child protection and safeguarding in the context of the quality assurance role of a Board of Governors. |
| **Course Objectives/ Outcomes:** | Understand the impact of legislation and government policy in relation to child protection and safeguarding within your school.<br>Recognise the role of the Schools Safeguarding Team including the specific child protection/safeguarding responsibilities of the Chair of Governors and Designated Governor for Child Protection.<br>Identify the quality assurance role of a Board of Governors in overseeing the safeguarding and welfare of all pupils enrolled in a school. |
| **Format/ Duration:** | Online interactive Activity<br>Presentation; PowerPoint; Questions/Answers<br>Online Discussion/Feedback<br>2 Hours<br>This resource is on the portal video section |
| **Notes:** | Chairpersons of Boards of Governors and designated Governors for child protection are required to attend this training **ONCE** in every term of office. |

## 4b. Education Directorate Training

| Course Title: | Promoting, Encouraging and Facilitating Shared Education |
|---|---|
| Directorate: | Education |
| Target Audience: | The target audience for this training course will be Governors involved or interested in becoming involved in finding out more about Shared Education and the benefits that it can bring to their school. |
| Aims: | This course provides an opportunity for Governors to explore the purpose, impact and benefits of Shared Education for schools and local communities. The course will also look at the Framework for Shared Education, the Pupil Pathway and other supporting documentation that supports embedding Shared Education in schools. |
| Course Objectives/ Outcomes: | 1. To develop a greater knowledge and appreciation of shared education in practice.<br><br>2. To examine the role of Governors in promoting, encouraging and facilitating shared education.<br><br>3. To develop an understanding of the legislative and policy context for shared education.<br><br>4. To explore the impact of shared education, with a focus on educational, economic and social benefits for schools.<br><br>5. To introduce the Pupil Pathway: A Resource for Teachers to Support Shared Education |
| Format/ Duration: | Online SWAY presentation, with interactive videos and tasks<br><br>30 minutes to 45 minutes duration<br><br>These materials including the link to the SWAY can be found in the shared education folder on the EA learning Portal |
| Notes: | This course is highly relevant following the publication of 'Sharing Works' – a Policy for Shared Education and the passing of the Shared Education Act (May 2016).<br><br>Where a school is in a shared education partnership Governors from partnership schools are encouraged to attend together. |

| Course Title: | Effective Governance |
| --- | --- |
| Directorate: | Education |
| Target Audience: | All Governors of Nursery, Primary, Post-Primary and Special Schools. |
| Aims: | To review the statutory functions of the Governors and will further develop an understanding of how the Board of Governors can contribute to school improvement |
| Course Objectives/ Outcomes: | By the end of the session Governors will: Understand the statutory roles and responsibilities of Governors. Understand the importance of the self-evaluation process in relation to effective governance. Have an awareness of the importance of working as a team to promote effective governance. |
| Format/ Duration: | 3 Presentations which you can work through independently or with your BOG team<br><br>• **Part One:** The statutory roles and responsibilities of governors<br>• **Part Two:** The self-evaluation process in relation to effective governance<br>• **Part Three**: The importance of working as a team to promote effective governance<br><br>When you have completed all three section please complete the course evaluation. |
| Notes: | This course will be of particular relevance to:<br>• Governors who have already attended Induction Training.<br>• Governors who have been in post for at least one year.<br><br>This resource is on the portal in the Effective Governance folder |

| Course Title: | Induction for New Governors |
| --- | --- |
| Directorate: | Education |
| Target Audience: | New Governors and those returning to Boards of Governors after a break in governor service. |
| Aims: | This course is an important introduction to the role of a Governor. It outlines essential information on the structure, role and responsibilities of Governors and how Boards of Governors function as a governing body. |
| Course Objectives/ Outcomes: | To have an appreciation of the educational context in Northern Ireland. To understand the roles and responsibilities of Governors. To understand how an effective Board of Governors operates. |
| Format/ Duration: | Presentation PDF which you can work through independently or with your BOG team Alternatively you can listen to the narrated powerpoint which can be found on the video section of the portal. The activities are designed to give you experience of using the scheme of management to clarify operational processes. This resource is on the portal under the videos section |

| Course Title: | Induction for Governors new to Integrated Education |
| --- | --- |
| Directorate: | Education (in partnership with the Northern Ireland Council for Integrated Education NICIE) |
| Target Audience: | This is primarily for governors who have been newly appointed to an Integrated school. For individuals who are first-time governors this course should only be undertaken after completing all 3 units of EA's Induction for New Governors. |
| Aims: | This course will provide participants with a better understanding of the development of Integrated Education and will explore the connection between ethos and governance. |
| Course Objectives/ Outcomes: | To be better informed about the background and development of Integrated Education in NI<br>To understand the importance of the NICIE Statement of Principles in the governance of Integrated schools<br>To explore how ethos impacts directly upon governance and the decisions Governors make |
| Format/ Duration: | Online SWAY presentation with videos and tasks (45 mins)<br>This resource is on the portal in the Integrated Education Folder |

| Course Title: | Handling Complaints |
| --- | --- |
| Directorate: | Education |
| Target Audience: | All Governors of Nursery, Primary, Post-Primary and Special Schools. |
| Aims: | To ensure that school governors understand the importance of managing complaints and their role in ensuring that schools deal with complaints effectively. |
| Course Objectives/ Outcomes: | To enable schools to:<br>Develop a comprehensive school's complaints policy.<br>Put in place effective procedures for handling complaints in line with best practice.<br>Understand the role of the Northern Ireland Public Services Ombudsman (NIPSO). |
| Format: | Online PowerPoint Presentation<br>This resource is available on the portal in the Handling Complaints Folder |
| Notes: | From April 2017, the Northern Ireland Public Services Ombudsman (NIPSO) can investigate complaints made about schools. |

| Course Title: | Directed Time Budgets |
|---|---|
| Directorate: | Education |
| Target Audience: | All School Governors and in particular those Governors with a specific responsibility for finance |
| Aims: | This presentation is part of the suite of Guidance and Support materials for school leaders, teachers and governors in relation to the implementation of the Teachers' Agreement.  This particular presentation is targeted at Boards of Governors and will focus on developing Directed Time Budgets as outlined in the 1987 Jordanstown Agreement and subsequently in Appendix 3 of the Workload Agreement published in 2011 and the 2020 Teachers' Agreement. |
| Course Objectives/ Outcomes: | By the end of this presentation you will understand:<br>• what is a Directed Time budget;<br>• the role of Governors in developing Directed Time budgets;<br>• the implications of Directed Time budgets for school management. |
| Format/ Duration: | Online Presentation |

| Course Title: | TAGG ( Training appropriate for Gaelscoil Governors)<br>(Traenáil Ábhartha do Ghobharnóirí Gaelscoile) |
|---|---|
| Directorate: | Education |
| Target Audience: | Irish Medium Governors |
| Aims: | - To increase IM Governor awareness of the EA Governor Training Programme 2020-2021 (EA)<br>- To provide IM governors with an overview of the Inspection and Self Evaluation Framework for Governors (ETI)<br>- To demonstrate the holistic nature of governance in the IM Context (experienced IM Governor) |
| Course Objectives/ Outcomes: | Participants will<br>- Have increased awareness of all governor training opportunities and relevant registration and evaluation processes<br>- Have greater familiarity with the ISEF tool and how governors can employ this to promote effective governance<br>- Gain greater insight into the distinctive issues and considerations for governors supporting IM schools |
| Format/ Duration: | On-line virtual workshop<br>Approx 1 hr 15 mins |
| Notes: | Governors will be notified when the online element of this course becomes available. |

## 4c. Finance Directorate Training

| | |
|---|---|
| **Course Title:** | **Finance Induction Training for Governors** |
| **Directorate:** | **Finance and ICT** |
| **Target Audience:** | New Governors and Governors who want to refresh their training or have not attended previous school finance training. |
| **Aims:** | Overview of school finance including the current challenges and framework, the role of the school governor and good financial management, and EA's approach to financial planning. |
| **Course Objectives/ Outcomes:** | Awareness of the school finance framework and understanding the role of governors in good financial management. |
| **Format/ Duration:** | Online Presentation |
| **Notes:** | EA is currently transforming School Governor Finance Training to include online video based eLearning. Areas covered will include the framework of school finances, the role of the governor in school finance and effective monitoring of school finances within the current framework. The new online training will enable ongoing access for school governors, permit accessibility anywhere and anytime, and enable governors to consider the materials individually or as part of Board of Governor meetings. |

## 4d. Human Resources Directorate Training

| Course Title: | An introduction to Recruitment and Selection Training for Boards of Governors |
|---|---|
| Directorate: | Human Resources and Legal Services Directorate |
| Target Audience: | The target audience for this training course will be Governors involved in Recruitment and Selection for teaching and non-teaching posts in controlled schools and non-teaching posts (only) in maintained schools.<br><br>Please note that if you are conducting a Principal appointment in a controlled school your Board of Governors will receive support directly from a Human Resource Adviser and at least one School Development Service Assessor assigned by EA. |
| Aims: | This course provides an introduction to Recruitment and Selection processes and to equip you with necessary skills to act as a panel member.<br><br>The course content is underpinned by relevant Equal Opportunities Legislation, which applies to all appointments. |
| Course Objectives/ Outcomes: | To outline the key frameworks relevant to the recruitment and selection process.<br>To raise awareness of equal opportunities legislation, policies and procedures.<br>To ensure that appointments are made fairly, with due attention to appropriate legislation.<br>To set out the key stages in the recruitment and selection process and to explain some of the skills you will need as a panel member at each stage of the recruitment campaign.<br>To sign-post you to further sources of advice and guidance. |
| Format/ Duration: | Self-Directed Learning Session and on-line resources<br>One hour |
| Other instructions | Links to relevant documentation throughout the training slides can be accessed by highlighting, right clicking and then selecting 'Open Hyperlink' or alternatively can be copied and pasted into your internet browser.<br><br>This resource is available on the portal in the Human Resources Folder |

| Course Title: | Understanding Diversity and Inclusion |
|---|---|
| Directorate: | Human Resources & Legal Services; Equality & Diversity Unit |
| Target Audience: | Board of Governors |
| Aims: | • Exploring equality, diversity and inclusion<br>• Awareness of equality legislation including the different types of discrimination and when they might arise;<br>• Understanding disability including reasonable adjustments;<br>• Understanding of ETI's equality and inclusion requirements and how to promote equality, diversity and inclusion in your school. |
| Course Objectives/ Outcomes: | • To gain an understanding of equality, diversity and inclusion<br>• To develop an understanding of the different types of discrimination in education and when they might arise<br>• To fully understand how to comply with ETI's equality and inclusion requirements<br>• To have an understanding of the support available from the EA Equality and Diversity Unit |
| Format/ Duration: | • PowerPoint presentation<br>• Practical examples/ case studies<br>• Supporting Documents |
| Notes: | • Separate Q&A with unit can be facilitated on request<br><br>These resources can be found on the portal in the Inclusion and Diversity Folder |

Should you require any assistance in accessing any of the materials, completing registrations or evaluations please contact:  pat.delaney@eani.org.uk

Or email the governor training team: govtraining@eani.org.uk