Training and Support Programme

for

Members of Boards of Governors

November 2018 – June 2019

Introduction

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 also 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.

It is acknowledged that all Governors actively contribute relevant skills, experience and attributes to the role and in order to further enhance and empower Governors with additional knowledge and information, the Education Authority (EA) *Training and Support Programme for Members of Boards of Governors* has been specifically designed to help Governors fulfil their roles and statutory duties. 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.

The '*Training and Support Programme for Members of Boards of Governors, November 2018 – June 2019'* is designed as a regional programme enabling access to any course at any of the venues across the country. This booklet contains detailed information on the range of courses being offered. It is recommended that the training programme be discussed at the next Board of Governors' meeting when Governors can opt for courses relevant to their expertise and their roles and responsibilities within the Board of Governors.

Governors should avail of the wide range of training opportunities offered. These training sessions are a great opportunity to hear current updates and learn about particular areas of responsibility. They are also a chance to meet fellow Governors from a variety of schools to share and learn from common experiences.

Please read the programme, select the courses you wish to attend and inform the Principal of your school who will collate returns and forward them to the Education Authority. Course places will be allocated on a 'first come first served' basis and limited to 2 Governors per school per course. Governors may claim travel expenses from their school for attending training courses.

Thank you for your co-operation and your commitment to schools and children and young people. If you have any queries please email:

Governor Training Team – govtraining@eani.org.uk

Course Information

Course Title:	**Area Planning (1): Introduction to Governance Structures and the Development Proposal Process**
Target Audience:	The target audience for this training course is all governors in Primary, Post Primary and Special Schools.
Directorate:	Education Directorate/Children & Young Peoples' Service Directorate
Aims:	This course will provide an overview of area planning processes including: Area Planning governance, the Annual Area Plan cycle and the Development Proposal process.
Course Objectives/ Outcomes:	• To raise awareness of the governance structures associated with area planning. • To raise awareness of the role of the Area Planning Local Group in the production of the Annual Action Plan. • To provide better understanding of the Development Proposal process.
Format/ Duration:	• Power Point Presentation • Discussion/Feedback • 2 Hours duration
Term/s	Terms 1 and 2
Notes:	Places for this course will be allocated on a 'first come first served' basis and limited to 2 governors per course.

Course Title:	Area Planning (2): The Sustainable Schools' Policy and Self-Evaluation
Target Audience:	The target audience for this training course is all governors in Primary and Post Primary.
Directorate:	Education Directorate
Aims:	This course will provide an overview of the Sustainable Schools' Policy Criteria and Indicators and how these can be used for school self-evaluation purposes.
Course Objectives/ Outcomes:	• To provide a better understanding of the Sustainable Schools' Policy Criteria and Indicators. • To provide a better understanding of the evidence required by governors to illustrate the Sustainable Schools' Policy Criteria and Indicators. • How these Indicators can be used by governors to self-evaluate the long term sustainability of their schools.
Format/ Duration:	• Power Point Presentation • Interactive Workshop • Discussion/Feedback • 2 Hours duration
Term/s	Terms 1 and 2
Notes:	Places for this course will be allocated on a 'first come first served' basis and limited to 2 governors per course.

Course Title:	**Child Protection and Safeguarding (Repeat)**
Target Audience:	The target audience for this training course is chairpersons of Boards of Governors and the designated governor for child protection only. This course is a **repeat** of the course which took place in the 2014-15, 2015-16, 2016-17 and 2017-18 academic years.
Directorate:	Children and Young People's Services Directorate
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 safeguarding and child protection within your school. - Recognise the role of the Schools Safeguarding Team including the specific safeguarding responsibilities of the Chair of Governors and Designated Governor for Child Protection. - 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:	- Presentation - Case study/Discussion - Questions/Answers 2.5 Hours duration
Term/s:	Terms 1, 2 and 3
Notes:	Chairpersons of Boards of Governors and designated Governors for child protection are required to attend this training **ONCE** in every term of office. **Places for this course will be limited to 30 per session (chairpersons and the designated Governors for child protection only) and allocated on a 'first come first served' basis.**

Course Title:	Developing Shared Education
Target Audience:	The target audience for this training course will be all Governors interested in finding out more about shared education and the benefits that it can bring to their school.
Directorate:	Education Directorate
Aims:	This course provides an opportunity for Governors to explore the impact and benefits of shared education for schools and local communities.
Course Objectives/ Outcomes:	- To develop a greater knowledge and appreciation of shared education in practice. - An understanding of the legislative and policy context for shared education. - An exploration of the impact of shared education in regard to educational, economic and social benefits for schools. - To examine the role of Governors in promoting shared education.
Format/ Duration:	- Presentation - Workshops/Discussions - Questions/Answers 2 – 2.5 Hours duration
Term/s:	Terms 1 and 2
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)*. **Places for this course will be allocated on a 'first come first served' basis and limited to 2 Governors per course.** **Where a school is in a shared education partnership Governors from partnership schools are encouraged to attend together.**

Course Title:	**Effective Governance**
Target Audience:	All Governors of Nursery, Primary, Post-Primary and Special Schools.
Directorate:	Education Directorate
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:	- To clarify the statutory roles and responsibilities of Governors. - To promote effective teamwork to ensure effective governance. - To gain an understanding of how to use self-evaluation processes to promote school improvement.
Format/ Duration:	- Presentation - Interactive Workshops - Discussion/Feedback 2 Hours
Term/s:	Terms 2 and 3
Notes:	This course will be of particular relevance to: - Inexperienced Chairs who wish to promote excellent Governance. - Boards who would like to review how they can contribute to school improvement.

Course Title:	Employee Relations
Target Audience:	The target audience for this training course is all Governors in Nursery, Primary, Post Primary and Special Schools.
Directorate:	Human Resources Directorate
Aims:	To provide a generic overview of Employee Relations procedures in schools including the relevant procedures for both teaching and non-teaching staff in schools.
Course Objectives/ Outcomes:	• Have a better understanding of the following procedures: - Disciplinary - Grievance - Bullying and Harassment • Specifically note the relevant procedures for teaching and non-teaching staff. • Understand the processes involved in: - Presentation to an Independent Appeals Committee (LRA) - Undertaking an investigation - Producing an investigation report - Conducting a hearing or appeal • Know where and when to seek help. • Generally, 'understand the role of HR'.
Format/ Duration:	• Presentation • Questions/Answers • 1.5 - 2 Hours duration
Term/s :	Terms 1, 2 and 3
Notes:	**Places for this course will be allocated on a 'first come first served' basis and limited to 2 Governors per course.**

Course Title:	Finance Induction Training for School Governors
Target Audience:	New Governors and Governors who have not attended previous school finance training.
Directorate:	Finance and ICT
Aims:	Overview of school finance including the current challenges and framework, the role of the school governor and good financial management, and EA's new 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:	• Presentation • Discussion/Feedback • 2 Hours
Term/s	Terms 1, 2 and 3
Notes:	EA are 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. Online learning will supplement and support a range of face to face sessions. Schools will be kept up to date on when the new training is available, which is expected to be in February 2019. **Places for this course will be allocated on a 'first come first served' basis.**

Course Title:	**Induction for New Governors**
Target Audience:	New Governors and those returning to Boards of Governors after a break in governor service.
Directorate:	Education Directorate
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 - Interactive Workshops - Discussion/Feedback 2 Hours
Term/s	Terms 1, 2 and 3
Notes:	A short video presentation on 'Induction for New Governors' is available on *http://www.esags.tv/governor-support/induction/?locale=en* Places for this course will be allocated on a 'first come first served' basis.

Course Title:	Managing Attendance (Repeat)
Target Audience:	Principals, chairpersons of Boards of Governors and designated Governors for staff health, welfare and attendance. This course is a **repeat** of the course which took place in the 2017-18 academic year.
Directorate:	Human Resources Directorate
Aims:	To maximise staff attendance and manage sickness absence.
Course Objectives/ Outcomes:	• To raise understanding of attendance policies and procedures. • To raise understanding of the roles and responsibilities in relation to the management of staff attendance both teaching and non-teaching, with particular focus on recent changes and developments in this area including good practice tools and support available to staff.
Format/ Duration:	• Presentation • Discussion • Questions/Answers • 2 Hours duration
Term/s:	Terms 1 and 2
Notes:	Reference will be made to the following policies during the course: • *Teacher Attendance Procedure* (TNC2008/2) • *Regional Strategy for the Management and Promotion of Teacher Attendance* **Places for this course will be allocated on a 'first come first served' basis and limited to 2 Governors per course.**

Course Title:	Managing Health and Safety in Schools
Target Audience:	Governors with a Health and Safety role within the school.
Directorate:	Operations and Estates Directorate
Aims:	This course is an important introduction to the role of a governor in the management of health and safety within the school. It outlines essential information on the structure, role and responsibilities of Governors and how Boards of Governors function as a governing body within a Health and Safety Management System.
Course Objectives/ Outcomes:	- To make participants aware of their health and safety responsibilities as school Governors. - To explain an effective Health and Safety Management System for schools. - Practical application of risk assessment in a school setting.
Format/ Duration:	- Presentation - Workshops/Discussion - Questions/Answers 2 - 2.5 Hours duration
Term/s:	**Terms 1, 2 and 3**

Course Title:	Managing Redundancies
Target Audience:	The target audience for this training will be chairpersons and those Governors who are members of sub-committees of the Board of Governors required to deal with redundancy situations. Governors in schools where there are likely to be teaching (controlled schools) and/or non-teaching redundancies (controlled and maintained schools) in the current school year are particularly welcome. Please note that if you are managing a teaching redundancy in a controlled school, or non-teaching redundancy in a controlled or maintained school your Board of Governors will receive support directly from the Human Resources directorate on request. Principals as secretaries to the Board of Governors are also welcome.
Directorate:	Human Resources Directorate
Aims:	To provide a generic overview of redundancy processes including; the legal context and duties of employers, redundancy procedures within schools for teaching and non-teaching staff including consultation with staff and trade unions and the relevant meetings, roles and responsibilities within Boards of Governors, criteria for compulsory and voluntary redundancies, and transferred redundancy processes.
Course Objectives/ Outcomes:	- To raise awareness of redundancy legislation, policies and procedures. - To provide advice and guidance to Governors in relation to the redundancy procedures. - To ensure that redundancies are made fairly and managed correctly in relation to the redundancy procedures.
Format/ Duration:	- Presentation - Questions/Answers 1.5 - 2 Hours duration
Term/s:	Terms 1, 2 and 3
Notes:	Priority may be given to schools where there are likely to be teaching (controlled schools) and/or non-teaching redundancies (controlled and maintained schools) in the current school year. **Places for this course will be allocated on a 'first come first served' basis and limited to 2 Governors per course.**

Course Title:	**Recruitment and Selection Training (Repeat)**
Target Audience:	This training provides guidance in recruitment procedures for teaching and non-teaching posts in controlled schools and non-teaching posts (only) in maintained schools. The target audience for this training will be those Governors who have not previously attended training in recruitment and selection, or those who have not attended this training for some time. Principals are also welcome to attend. Attendance is recommended only where essential for recruitment which is planned to take place in the 2018/19 academic year. A review of recruitment processes is on-going, including the development of on-line recruitment. Therefore, it is anticipated that a refreshed 'Recruitment and Selection' module will be launched following this review. Please note that if you are conducting a principal appointment in a controlled school your Board of Governors will receive support directly from an adviser and at least one assessor assigned by EA. This course is a **repeat** of the course which took place in the 2017-18 academic year.
Directorate:	Human Resources Directorate
Aims:	This course will provide a generic overview of the recruitment and selection processes including; the key documents, the shortlisting process, interviews and decision making including the marking scheme. The course content is underpinned by relevant Equal Opportunities Legislation which applies to all appointments. For the purpose of this training, the EA marking scheme and documentation will be referenced; both of which are requirements for those Governors appointing non-teaching staff to controlled and maintained schools, and teaching staff to controlled schools.
Course Objectives/ Outcomes:	• To raise awareness of equal opportunities legislation, policies and procedures. • To provide advice and support in relation to recruitment and selection of staff. • To raise awareness of the responsibility of Governors in relation to the appointment of staff. • To ensure that appointments are made fairly, with due attention to appropriate legislation. • To raise awareness of the EA marking scheme and agreed documentation.

Course Title:	**Recruitment and Selection Training (Continued)**
Format/ Duration:	• Presentation • Workshop/Discussion • Questions/Answers • 1.5 - 2 Hours duration
Term/s:	Terms 1, 2 and 3
Notes:	**A number of short training videos have been prepared specific to the Teaching Appointments Scheme for Controlled Schools (February 2016).** **These should serve as a useful refresher to those Governors who have attended recruitment and selection training in the past, and who are primarily interested in familiarising themselves with the new Teaching Appointments Scheme.** **These videos can be accessed via the link below –** ***http://www.eani.org.uk/schools/teaching-appointments-scheme/online-learning/*** **Places for this course will be allocated on a 'first come first served' basis.**

Course Title:	The Special Educational Needs and Disability (SEND) Act (NI) 2016
Target Audience:	The target audience for this training course is all Governors in Nursery, Primary and Post Primary Schools.
Directorate:	Children and Young People's Services Directorate
Aims:	The SEND Act (NI) 2016, revised SEN regulations and revised Code of Practise are the key building blocks in delivering a new SEN Framework. This course will introduce Governors to the various elements of the new framework being introduced between 2016 and 2018/19.
Course Objectives/ Outcomes:	- To raise awareness of current and new legislation and policy in regard to children and young people with SEN including the new duties as outlined in the SEND Act (NI) 2016. - To inform Governors of the proposed new SEN Framework. - To highlight new responsibilities for Governors regarding their statutory duties in relation to children and young people with SEN. - To discuss the timeframe for the full implementation of the SEND Act (NI) 2016. - To inform the quality assurance role of a Board of Governors in overseeing SEN provision, and in implementing the new duties for supporting children and young people with SEN.
Format/ Duration:	- Presentation - Case study/Discussion - Questions/Answers 2.5 Hours duration
Term/s:	Terms 1, 2 and 3
Notes:	**Places for this course will be allocated on a 'first come first served' basis and limited to 2 Governors per course.**

Course Title:	**The Role of the Chair of Governors**
Target Audience:	Chairpersons, vice-chairpersons of Boards of Governors.
Directorate:	Education Directorate
Aims:	As the work of Governors becomes ever more essential to the effective management of the school, the position of the chairperson is crucial. This session will outline the specific role of the chairperson in relation to the work of the Governors and the strategic management of the school. It will focus on the aspects of the chairperson's role, such as the organisation and chairing of meetings and the relationship with the Principal.
Course Objectives/ Outcomes:	- To clarify the specific duties of the chair of the Board of Governors. - To review the skills and attributes required of the chairperson. - To appreciate the importance of the relationship between the principal and the chairperson. - To understand the responsibilities of the chairperson with regard to good Governance.
Format/ Duration:	- Presentation - Interactive Workshops - Discussion/Feedback 2 Hours
Term/s	Term 2
Notes:	This course is particularly useful for those who have not previously held the position of Chair on a Board of Governors. A short video presentation on 'The Role of the Chairperson' is available on http://www.esags.tv/effective-leadership/governance/the-role-of-chair/?locale=en **Places for this course will be allocated on a 'first come first served' basis.**

Training and Support Programme

November 2018 – June 2019

Term 1

Course Title	Date	Venue	Time	Course Code
Area Planning - Introduction to Governance Structures and the Development Proposal Process	06 November 2018	Fortwilliam Centre	6:00pm	APGS1
Area Planning - Introduction to Governance Structures and the Development Proposal Process	26 November 2018	Newry Teachers' Centre	6:00pm	APGS2
Area Planning - Introduction to Governance Structures and the Development Proposal Process	12 December 2018	St Catherine's College, Armagh	6:00pm	APGS3
Area Planning - The Sustainable Schools' Policy and Self-Evaluation	21 November 2018	Lisnagarvey High School	6:00pm	APSS1
Area Planning - The Sustainable Schools' Policy and Self-Evaluation	04 December 2018	Education Authority, Dundonald	6:00pm	APSS2
Child Protection and Safeguarding	12 November 2018	Education Authority, Dundonald	6:00pm	CP1
Child Protection and Safeguarding	14 November 2018	St Catherine's College, Armagh	6:00pm	CP2
Child Protection and Safeguarding	19 November 2018	Ballyclare High School	6:00pm	CP3
Child Protection and Safeguarding	21 November 2018	North West Teachers' Centre	6:00pm	CP4
Child Protection and Safeguarding	27 November 2018	Education Authority, Omagh Office	6:00pm	CP5
Child Protection and Safeguarding	05 December 2018	Antrim Board Centre	6:00pm	CP6
Child Protection and Safeguarding	10 December 2018	Newry Teachers' Centre	6:00pm	CP7
Developing Shared Education	05 November 2018	Education Authority, Omagh Office	6:00pm	SE1
Employee Relations	13 November 2018	St Catherine's College, Armagh	6:00pm	ER1
Employee Relations	05 December 2018	Education Authority, Omagh Office	6:00pm	ER2
Finance Induction Training for School Governors	11 December 2018	Education Authority, Omagh Office	4:00pm	FN1
Finance Induction Training for School Governors	11 December 2018	Education Authority, Omagh Office	7:00 pm	FN2
Induction for New Governors	08 November 2018	Education Authority, Dundonald	6:00pm	ING1

Course Title	Date	Venue	Time	Course Code
Induction for New Governors	12 November 2018	North West Teachers' Centre	6:00pm	ING2
Induction for New Governors	14 November 2018	Education Authority, Omagh Office	6:00pm	ING3
Induction for New Governors	22 November 2018	Fortwilliam Centre	6:00pm	ING4
Induction for New Governors	03 December 2018	Antrim Board Centre	6:00pm	ING5
Induction for New Governors	06 December 2018	Ballyclare High School	6:00pm	ING6
Managing Attendance	20 November 2018	Education Authority, Omagh Office	6:00pm	MA1
Managing Attendance	26 November 2018	Fortwilliam Centre	6:00pm	MA2
Managing Health and Safety in Schools	15 November 2018	Fortwilliam Centre	2:00pm	HS1
Managing Health and Safety in Schools	19 November 2018	Technology Education Centre, Omagh	6:00pm	HS2
Managing Health and Safety in Schools	27 November 2018	Antrim Board Centre	6:00pm	HS3
Managing Health and Safety in Schools	03 December 2018	Education Authority, Dundonald	6:00pm	HS4
Managing Health and Safety in Schools	10 December 2018	St Catherine's College, Armagh	6:00pm	HS5
Managing Redundancies	15 November 2018	Fortwilliam Centre	6:00pm	MR1
Managing Redundancies	28 November 2018	Education Authority, Dundonald	6:00pm	MR2
Managing Redundancies	11 December 2018	North West Teachers' Centre	6:00pm	MR3
Recruitment and Selection	07 November 2018	St Catherine's College, Armagh	6:00pm	RS1
Recruitment and Selection	29 November 2018	Ballyclare High School	6:00pm	RS2
Recruitment and Selection	13 December 2018	Technology Education Centre, Omagh	6:00pm	RS3
Special Educational Needs and Disability Act (NI) SEND	05 November 2018	Antrim Board Centre	6:00pm	SEND1
Special Educational Needs and Disability Act (NI) SEND	06 November 2018	Education Authority, Omagh Office	6:00pm	SEND2
Special Educational Needs and Disability Act (NI)	07 November 2018	Fortwilliam Centre	6:00pm	SEND3

Term 2

Course Title	Date	Venue	Time	Course Code
Area Planning - Introduction to Governance Structures and the Development Proposal Process	31 January 2019	North West Teachers' Centre	6:00pm	APGS4
Area Planning - Introduction to Governance Structures and the Development Proposal Process	14 March 2019	North West Teachers' Centre	6:00pm	APGS5
Area Planning - Introduction to Governance Structures and the Development Proposal Process	02 April 2019	Technology Education Centre, Omagh	6:00pm	APGS6
Area Planning - The Sustainable Schools' Policy and Self-Evaluation	09 January 2019	Antrim Board Centre	6:00pm	APSS3
Area Planning - The Sustainable Schools' Policy and Self-Evaluation	26 February 2019	St Catherine's College, Armagh	6:00pm	APSS4
Area Planning - The Sustainable Schools' Policy and Self-Evaluation	07 March 2019	Education Authority, Omagh Office	6:00pm	APSS5
Area Planning - The Sustainable Schools' Policy and Self-Evaluation	03 April 2019	Fortwilliam Centre	6:00pm	APSS6
Child Protection and Safeguarding	23 January 2019	Lisnagarvey High School	6:00pm	CP8
Child Protection and Safeguarding	30 January 2019	Fortwilliam Centre	6:00pm	CP9
Child Protection and Safeguarding	06 February 2019	Fortwilliam Centre	6:00pm	CP10
Child Protection and Safeguarding	07 February 2019	Antrim Board Centre	6:00pm	CP11
Child Protection and Safeguarding	27 February 2019	Ballyclare High School	6:00pm	CP12
Child Protection and Safeguarding	06 March 2019	North West Teachers' Centre	2:00pm	CP13
Child Protection and Safeguarding	07 March 2019	St Catherine's College, Armagh	6:00pm	CP14
Child Protection and Safeguarding	11 March 2019	Devenish College, Enniskillen	6:00pm	CP15
Child Protection and Safeguarding	20 March 2019	Technology Education Centre, Omagh	6:00pm	CP31
Child Protection and Safeguarding	25 March 2019	Newry Teachers' Centre	6:00pm	CP16
Child Protection and Safeguarding	27 March 2019	Lisnagarvey High School	6:00pm	CP17
Child Protection and Safeguarding	01 April 2019	St Catherine's College, Armagh	6:00pm	CP18

Course Title	Date	Venue	Time	Course Code
Child Protection and Safeguarding	02 April 2019	Fortwilliam Centre	6:00pm	CP19
Child Protection and Safeguarding	10 April 2019	Education Authority, Dundonald	2:00pm	CP20
Child Protection and Safeguarding	10 April 2019	Technology Education Centre, Omagh	6:00pm	CP30
Child Protection and Safeguarding	11 April 2019	Antrim Board Centre	6:00pm	CP21
Developing Shared Education	05 February 2019	North West Teachers' Centre	6:00pm	SE2
Developing Shared Education	27 February 2019	Lisnagarvey High School	6:00pm	SE3
Developing Shared Education	21 March 2019	Technology Education Centre, Omagh	6:00pm	SE4
Developing Shared Education	26 March 2019	St Catherine's College, Armagh	6:00pm	SE5
Developing Shared Education	10 April 2019	Fortwilliam Centre	6:00pm	SE6
Effective Governance	12 March 2019	Newry Teachers' Centre	6:00pm	EG1
Effective Governance	20 March 2019	Lisnagarvey High School	6:00pm	EG2
Effective Governance	28 March 2019	Fortwilliam Centre	6:00pm	EG3
Effective Governance	04 April 2019	Education Authority, Dundonald	6:00pm	EG4
Effective Governance	08 April 2019	Ballyclare High School	6:00pm	EG5
Employee Relations	21 January 2019	North West Teachers' Centre	6:00pm	ER3
Employee Relations	11 February 2019	Ballyclare High School	6:00pm	ER4
Employee Relations	11 March 2019	Antrim Board Centre	6:00pm	ER5
Employee Relations	11 April 2019	Education Authority, Dundonald	6:00pm	ER6
Finance Induction Training for School Governors	19 February 2019	Antrim Board Centre	6:00pm	FN3
Finance Induction Training for School Governors	26 February 2019	Dundonald Office	6:00pm	FN4
Induction for New Governors	17 January 2019	Ballymoney High School	6:00pm	ING8
Induction for New Governors	28 January 2019	Technology Education Centre, Omagh	6:00pm	ING10
Induction for New Governors	07 February 2019	Newry Teachers' Centre	6:00pm	ING11
Induction for New Governors	11 February 2019	North West Teachers' Centre	6:00pm	ING12
Induction for New Governors	25 February 2019	EA, Dundonald	6:00pm	ING13
Induction for New Governors	05 March 2019	Fortwilliam Centre	6:00pm	ING15

Course Title	Date	Venue	Time	Course Code
Induction for New Governors	07 March 2019	Newry Teachers' Centre	6:00pm	ING16
Induction for New Governors	13 March 2019	St Catherine's College, Armagh	6:00pm	ING18
Induction for New Governors	14 March 2019	Antrim Board Centre	6:00pm	ING19
Induction for New Governors	19 March 2019	Ballymoney High School	6:00pm	ING21
Managing Attendance	09 January 2019	Education Authority, Dundonald	6:00pm	MA3
Managing Attendance	17 January 2019	Antrim Board Centre	6:00pm	MA4
Managing Attendance	13 February 2019	North West Teachers' Centre	6:00pm	MA5
Managing Attendance	25 February 2019	Newry Teachers' Centre	6:00pm	MA6
Managing Health and Safety in Schools	05 February 2019	Ballyclare High School	6:00pm	HS6
Managing Health and Safety in Schools	14 February 2019	Fortwilliam Centre	6:00pm	HS7
Managing Health and Safety in Schools	26 February 2019	North West Teachers' Centre	2:00pm	HS8
Managing Health and Safety in Schools	05 March 2019	Newry Teachers' Centre	6:00pm	HS9
Managing Health and Safety in Schools	13 March 2019	Education Authority, Dundonald	6:00pm	HS10
Managing Redundancies	04 March 2019	Ballyclare High School	6:00pm	MR4
Managing Redundancies	19 March 2019	Technology Education Centre, Omagh	6:00pm	MR5
Recruitment and Selection	15 January 2019	Fortwilliam Centre	6:00pm	RS4
Recruitment and Selection	28 January 2019	Education Authority, Dundonald	6:00pm	RS5
Recruitment and Selection	29 January 2019	North West Teachers' Centre	6:00pm	RS6
Recruitment and Selection	06 March 2019	Fortwilliam Centre	6:00pm	RS7
Special Educational Needs and Disability Act (NI) SEND	01 April 2019	Education Authority, Dundonald	6:00pm	SEND4
Special Educational Needs and Disability Act (NI) SEND	03 April 2019	Antrim Board Centre	6:00pm	SEND5
Special Educational Needs and Disability Act (NI) SEND	09 April 2019	Fortwilliam Centre	6:00pm	SEND6
Special Educational Needs and Disability Act (NI) SEND	10 April 2019	North West Teachers' Centre	6:00pm	SEND7

Course Title	Date	Venue	Time	Course Code
The Role of the Chair of Governors	10 January 2019	Newry Teachers' Centre	6:00pm	RCG1
The Role of the Chair of Governors	14 January 2019	Fortwilliam Centre	6:00pm	RCG2
The Role of the Chair of Governors	22 January 2019	Education Authority, Dundonald	6:00pm	RCG4
The Role of the Chair of Governors	24 January 2019	Antrim Board Centre	6:00pm	RCG5
The Role of the Chair of Governors	04 February 2019	North West Teachers' Centre	6:00pm	RCG7
The Role of the Chair of Governors	06 February 2019	Education Authority, Omagh Office	6:00pm	RCG8
The Role of the Chair of Governors	12 February 2019	St Catherine's College, Armagh	6:00pm	RCG9
The Role of the Chair of Governors	28 February 2019	Fortwilliam Centre	6:00pm	RCG10

Term 3

Course Title	Date	Venue	Time	Course Code
Child Protection and Safeguarding	01 May 2019	Ballyclare High School	6:00pm	CP22
Child Protection and Safeguarding	02 May 2019	North West Teachers' Centre	6:00pm	CP23
Child Protection and Safeguarding	21 May 2019	Devenish College, Enniskillen	6:00pm	CP24
Child Protection and Safeguarding	30 May 2019	Antrim Board Centre	6:00pm	CP25
Child Protection and Safeguarding	19 June 2019	Lisnagarvey High School	6:00pm	CP26
Child Protection and Safeguarding	20 June 2019	Fortwilliam Centre	6:00pm	CP27
Child Protection and Safeguarding	24 June 2019	Newry Teachers' Centre	2:00pm	CP28
Child Protection and Safeguarding	26 June 2019	Antrim Board Centre	6:00pm	CP29
Effective Governance	09 May 2019	Technology Education Centre, Omagh	6:00pm	EG6
Effective Governance	14 May 2019	North West Teachers' Centre	6:00pm	EG7
Effective Governance	16 May 2019	Antrim Board Centre	6:00pm	EG8
Effective Governance	06 June 2019	St Catherine's College, Armagh	6:00pm	EG9
Effective Governance	11 June 2019	Fortwilliam Centre	6:00pm	EG10
Employee Relations	02 May 2019	Antrim Board Centre	6:00pm	ER7
Employee Relations	08 May 2019	Fortwilliam Centre	6:00pm	ER8
Employee Relations	29 May 2019	Lisnagarvey High School	6:00pm	ER9
Employee Relations	18 June 2019	Newry Teachers' Centre	6:00pm	ER10
Finance Induction Training for School Governors	08 May 2019	North West Teachers' Centre	6:00pm	FN5
Finance Induction Training for School Governors	14 May 2019	Fortwilliam Centre	6:00pm	FN6
Finance Induction Training for School Governors	21 May 2019	St Catherine's College, Armagh	6:00pm	FN7
Finance Induction Training for School Governors	03 June 2019	Antrim Board Centre	6:00pm	FN8
Induction for New Governors	13 May 2019	Antrim Board Centre	6:00pm	ING22
Induction for New Governors	14 May 2019	Technology Education Centre, Omagh	6:00pm	ING23

Course Title	Date	Venue	Time	Course Code
Induction for New Governors	20 May 2019	Newry Teachers' Centre	6:00pm	ING24
Induction for New Governors	23 May 2019	Fortwilliam Centre	6:00pm	ING25
Induction for New Governors	5 June 2019	Technology Education Centre, Omagh	6:00pm	ING26
Induction for New Governors	10 June 2019	St Catherines College, Armagh	6:00pm	ING27
Induction for New Governors	12 June 2019	Fortwilliam Centre	6:00pm	ING28
Induction for New Governors	17 June 2019	Antrim Board Centre	6:00pm	ING29
Induction for New Governors	18 June 2019	Education Authority, Dundonald	6:00pm	ING30
Induction for New Governors	25 June 2019	Education Authority, Dundonald	6:00pm	ING31
Managing Health and Safety in Schools	29 April 2019	Fortwilliam Centre	6:00pm	HS11
Managing Health and Safety in Schools	30 April 2019	Antrim Board Centre	2:00pm	HS12
Managing Health and Safety in Schools	15 May 2019	North West Teachers' Centre	6:00pm	HS13
Managing Health and Safety in Schools	22 May 2019	Lisnagarvey High School	6:00pm	HS14
Managing Health and Safety in Schools	04 June 2019	St Catherine's College, Armagh	6:00pm	HS15
Managing Redundancies	22 May 2019	St Catherine's College, Armagh	6:00pm	MR6
Recruitment and Selection	01 May 2019	Lisnagarvey High School	6:00pm	RS8
Recruitment and Selection	13 May 2019	Newry Teachers' Centre	6:00pm	RS9
Recruitment and Selection	05 June 2019	Antrim Board Centre	6:00pm	RS10
Recruitment and Selection	10 June 2019	Ballymoney High School	6:00pm	RS11
Recruitment and Selection	12 June 2019	Technology Education Centre, Omagh	6:00pm	RS12
Recruitment and Selection	18 June 2019	Fortwilliam Centre	6:00pm	RS13
Recruitment and Selection	19 June 2019	St Catherines College, Armagh	6:00pm	RS14
Recruitment and Selection	20 June 2019	North West Teachers' Centre	6:00pm	RS15

Course Title	Date	Venue	Time	Course Code
Special Educational Needs and Disability Act (NI) SEND	07 May 2019	Education Authority, Dundonald	6:00pm	SEND8
Special Educational Needs and Disability Act (NI) SEND	09 May 2019	Newry Teachers' Centre	6:00pm	SEND9
Special Educational Needs and Disability Act (NI) SEND	15 May 2019	Lisnagarvey High School	6:00pm	SEND10
Special Educational Needs and Disability Act (NI) SEND	20 May 2019	Fortwilliam Centre	6:00pm	SEND11
Special Educational Needs and Disability Act (NI) SEND	23 May 2019	St Catherine's College, Armagh	6:00pm	SEND12
Special Educational Needs and Disability Act (NI) SEND	28 May 2019	Devenish College, Enniskillen	6:00pm	SEND13
Special Educational Needs and Disability Act (NI) SEND	03 June 2019	Fortwilliam Centre	6:00pm	SEND14
Special Educational Needs and Disability Act (NI) SEND	04 June 2019	Ballyclare High School	6:00pm	SEND15
Special Educational Needs and Disability Act (NI) SEND	10 June 2019	North West Teachers' Centre	6:00pm	SEND16
Special Educational Needs and Disability Act (NI) SEND	13 June 2019	Technology Education Centre, Omagh	6:00pm	SEND17
Special Educational Needs and Disability Act (NI) SEND	17 June 2019	St Catherine's College, Armagh	6:00pm	SEND18

COURSE VENUES

Antrim Board Centre,
17 Lough Road, Antrim, BT41 4DH
☏   028 9448 2200

Fortwilliam Centre,
Fortwilliam Park, Belfast, BT15 4AR
☏   028 9078 4200

Ballyclare High School,
31 Rashee Road, Ballycalre, BT39 9HJ
☏   028 9332 2244

Lisnagarvey High School,
Warren Gardens, Lisburn, BT28 1HN
☏   028 9266 2636

Ballymoney High School,
17 Garryduff Rd, Ballymoney BT53 7AN
☏   028 2766 2361

Newry Teachers' Centre,
Downshire Road, Newry, BT34 1EE
☏   028 3026 2357

Devenish College,
1 Algeo Drive, Derrychara,
Enniskillen, BT74 6JL
☏   028 6632 2923

North West Teachers' Centre,
24 Temple Road, Strathfoyle,
L'Derry, BT47 6TJ
☏   028 7186 1116

Education Authority, Dundonald Office,
Grahamsbridge Road, Dundonald,
Belfast, BT16 2HS
☏   028 9056 6200

St Catherine's College,
Convent Road, Armagh, BT60 4BJ
☏   028 3752 2023

Technology Education Centre,
2 Spillar's Place, Omagh, BT78 1FA
☏   028 8224 0809

Education Authority, Omagh Office,
1 Hospital Road, Omagh, BT79 0AW
☏   028 8241 1411

ADDITIONAL SOURCES OF INFORMATION AND SUPPORT

Information for Governors can also be found on the Internet.

Every School a Good School - The Governors Role: A Guide for Governors can be found on the Department of Education website at https://www.education-ni.gov.uk/publications/guide-governor-roles-and-responsibilities and the School Governors' section on the EA website https://www.eani.org.uk/school-management/school-governors/school-policy-documents-resources/a-guide-for-governors.

A series of short programmes for Governors can be accessed at

https://www.eani.org.uk/services/eatv.

The programmes to be found in the section for Governor Support include:

Governor Meetings
Effective Governance
Handling Parental Complaints
PRSD
Pupil Attendance
School Policies
Child Protection
Every School A Good School
Induction
School Finance
School Development Planning
Using Data
21st Century School Governors

A limited number of hard copies of the *Every School a Good School - A Guide for Governors* are available for Governors who do not have access to the internet. To request a copy please email – govtraining@eani.org.uk or contact your principal or chairperson of the Board of Governors who will make contact with the Governor Training Team on your behalf.