

**Meadow View Primary School: Governors' Training and Development Plan 2018/19: 07/05/19**

What skills do we need to develop  (Autumn term)	Who needs to develop these skills?  (Autumn term)	How we are going to do this?  (Autumn term) Discussed at Strategic meeting 15/01/19)	What action have we taken?  (Autumn, Spring & Summer terms)	Review Progress What difference has it made)  (Summer term)
Safeguarding	All governors to have had basic safeguarding training.  There may also be a need for succession planning for the Safeguarding Governor role.	Headteacher to deliver safeguarding training to all governors at a governors meeting. Meeting to be identified where there is room on the agenda.	Mrs Keenan SENCO and Safeguarding Lead ran awareness session for governors on 12/02/19.  There will be a vacancy for a Safeguarding Governor. Advertised on Governors for Schools and Inspiring Governance for a governor with safeguarding and SEN experience.	
Financial management expertise	Following move away from committee structure, we need to ensure we have sufficient financial management expertise on the board.	At least one governor to attend Finance training. Next course is 24/02/19. If possible also to attend the meeting with School Business Manager and Trisha to discuss School Financial Value Statement (SFVS).	No volunteers so far. Advertised on Governors and Schools and Inspiring Governance for a governor ideally with financial experience.	
Chairing meetings	Different governors to gain experience of chairing full governor meetings.	Volunteers sought to chair meetings.	Janet and Trisha have chaired meetings in Autumn and Spring term. Any other volunteers?	

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Understanding of academies and conversion process	Not included in schools audit. All governors need to have a good understanding.	Is there any training or awareness which people would like as we go through the process to convert to Academy status.		
Preparation for Ofsted	All governors need to be aware of what Ofsted visit would involve and to be prepared to discuss their specific areas of responsibility.	Ensure we are all up to date on our areas of responsibility. Go through possible Ofsted questions.	Denise and Janet attended Preparing for Ofsted course Oct 2018. Janet and Trisha attended Governors Spring Forum where Ofsted inspections where the main agenda item.  Janet and Trisha held meetings with Andrea, Kenny and Nicola in March and April to help them prepare for Ofsted.	
Appraisal process	Need a third governor to be trained in appraisal process for succession planning.	Denise volunteered.	Denise attended Appraisal and Pay Progression training Oct 2018 and observed Pay Committee meeting with Headteacher to discuss staff appraisals. We will need a third governor to observe appraisal meetings in autumn and to attend	Is anyone interested in developing skills and knowledge of appraisal process?

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			training as part of succession planning.	
Safer Recruitment training	Ensure at least one governor on any recruitment panels has had Safer Recruitment training/	Broydon and Janet have undertaken training. Who else?	Janet and Trisha to attend Safer Recruitment training 19/03/19. Course was fully booked.  Trisha and Janet to book training once there is a date which they can both do.	
Property and Estate Management	We averaged 2 across this skill in the Skills Audit with only 2 people rating themselves above a 2.	How big an issue is this as we are PFI school? Recruit an associate governor with the necessary skills and knowledge? Anyone interested in developing their knowledge on this issue?	Agreed at governors meeting in February that this was not a big issue as we are a PFI school.	
Clerk's role	Ensure we continue to have a professional and effective Clerking service.	Andrew is undertaking the NGA Clerk Development course.		

Governors may also have their own training and development needs based on their individual skills audit.