

Meadow View Primary School: Governors' Training and Development Plan 2018/19: 04/02/19

| 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) |
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| 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. | | |
| 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). | | |
| 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? | |
| 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 | All governors need to be aware of | Ensure we are all up to date | Denise and Janet attended | |

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| Ofsted | what Ofsted visit would involve and to be prepared to discuss their specific areas of responsibility. | on our areas of responsibility. Go through possible Ofsted questions. | Preparing for Ofsted course Oct 2018. Janet and Trisha attended Governors Spring Forum where Ofsted inspections were the main agenda item. | |
| 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. | |
| 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. | |
| 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? | | |
| 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.

04/02/19