



HR WORKSHOPS FOR GOVERNORS



Welcome

As a governor/trustee you can find yourself involved in a variety of staffing related issues. Undertaking professional training and development is key to ensuring you feel adequately prepared to undertake these matters as and when they arise.

PACT HR is pleased to offer their high-quality training programme for 2019-2020. This programme has been designed to help you develop the skills and knowledge needed for effective governance in all HR related matters, whether you are in a maintained school, stand alone academy or part of a multi-academy trust (MAT).

Delivered by our team of specialist education HR professionals, all of the workshops will be participative and aim to spark later debate within your respective governing bodies.

Don't forget PACT HR also provides bespoke training to Governing Bodies and groups of schools/academies on request.

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Safer Recruitment in Education

Recruiting staff and volunteers can be a time-consuming & complex process. PACT HR's course, delivered by HR experts, will equip you with the safeguarding skills necessary to protect children & young people while recruiting individuals to join your organisation. In this session we will explore;

- Your statutory obligations
- Key benefits of a Safer Recruitment process
- Crucial elements of a Safer Recruitment process
- The importance of on-going vigilance

Delegates will receive a Certificate of Attendance following the session.

The session is suitable for any governor, but especially those governors who anticipate being involved in recruitment and selection exercises in their respective school/academy.

Dates

9.30 am to 12.30 pm on 27th September 2019 at Margaret McMillan Tower, Bradford

12.30 pm to 3.30 pm on 14th November 2019 at Margaret McMillan Tower, Bradford

9.30am to 12.30pm 4th February 2020 at Margaret McMillan Tower, Bradford

HR for Governors: Performance Management

Ofsted expects governors/trustees to understand how their school makes decisions about teacher's and support staff's pay, performance and progression. The governors must also review the head teacher's performance and know where to go for trusted support and advice.

In this session we will explore;

- What is the governing bodies role and strategic obligations?
- What is performance management?
- Key dates in the cycle
- The process
- The key features of effective head teacher performance management
- Recognising and addressing under performance

The session is suitable for any governor, but especially those governors who anticipate being involved in performance management or remuneration activities.

Dates

6pm on 10th September 2019 at Margaret McMillan Tower, Bradford

8.30 am on 12th September 2019 at Margaret McMillan Tower, Bradford

HR for Governors: Retention and Turnover

A moderate level of staff turnover can be good; it can mean fresh ideas and approaches are brought in. However, high levels of employee turnover can have a negative impact on the performance of a school/academy. In this session we will explore;

- The differences between retention and turnover and why both matter
- The associated benefits and concerns
- The DfE Teacher Recruitment and Retention Guidance
- Recommended reporting practices
- Reflective practice – the situation in your school/academy
- Case studies that illustrate and spark discussion

The session is suitable for any governor but would be particularly ideal where either turnover, retention or both have been identified as an issue.

Dates

8.30am to 10.30 am on 20th November 2019 at Margaret McMillan Tower, Bradford

6 pm to 8 pm on 21st November 2019 at Margaret McMillan Tower, Bradford

HR for Governors: Leadership Recruitment Essentials

Governing bodies must have the skills at their disposal to carry out effective selection processes.”

(Staffing and employment advice for schools, October 2018)

In order to fully prepare governors and trustees to undertake recruitment and selection exercises; especially for those key roles within your school or academy; PACT HR are offering ‘Leadership Recruitment: Essentials’ training. In this session we will explore;

- What the legislation says in relation to Leadership Recruitment
- What makes a good leader?
- Key points for maintained schools, academies and schools with religious character
- What to expect as panel member

The session is suitable for any governor but would be particularly ideal for governors with no prior experience of leadership recruitment in education.

Dates

6pm on 9th January 2020 at Margaret McMillan Tower, Bradford

8.30 am on 14th January 2020 at Margaret McMillan Tower, Bradford

HR for Governors: Serving on Panels

What is the procedure for a hearing or an appeal hearing? What process should be followed and what are the potential repercussions of 'getting it wrong'?

The session aims to raise your confidence and knowledge so that you feel full equipped to take on the role of panel member or chair .of the panel. In this session we will explore;

- Policies, Procedures and ACAS
- Role of the Panel Chair
- Support for the panel
- Paperwork and preparation
- Dismissals

The session is suitable for any governor.

Dates

6 pm on 12th March 2020 at Margaret McMillan Tower, Bradford

8.30 am on 17th March 2020 at Margaret McMillan Tower, Bradford

Having Difficult Conversations

Having a difficult conversation can be challenging, emotive and uncomfortable depending on the subject matter, but necessary when working in a management role. The longer we leave and put off dealing with them the harder they are to deal with and move on.

PACT HR's training on Having Difficult Conversations looks at the practical steps we can take to master these one to one interactions.

In this session we will explore;

- The types of difficult conversations we have
- Approaches we take to avoid them
- The benefits of having them
- What the research says

The session is suitable for any governor.

Dates

9.30 am to 12.30 pm on Friday 20th Sept ember 2019 at Margaret McMillan Tower, Bradford

12.30 pm to 4 pm on Thursday 13th February 2020 at Margaret McMillan Tower, Bradford

HR for Governors: Planning Staffing Needs for the Future

Succession planning is the process whereby employees are recruited and developed to fill each key role within the organisation. By doing so, organisations are in an optimum position to replace individuals in a key roles by developing existing talent. In this session we will explore;

- The advantages of effective succession planning
- How to identify key roles & competencies
- Planning and implementing training and development
- Cross-training and babysitting

The session is suitable for any governor.

Dates

6pm on 25th February 2020 at Margaret McMillan Tower, Bradford

8.30 am on 27th February 2020 at Margaret McMillan Tower, Bradford

HR for Governors: Staff Absence

Failing to manage issues such as unauthorised absenteeism or sickness absence at work costs money and time and can potentially decrease workplace motivation and productivity.

This governor session will cover the policies and procedures schools should have in place as well as focus on the stages of absence management a governor/trustee could find themselves involved in. Finally we will look at best practice when monitoring and reporting on absence levels and statistics. In this session we will explore;

- Legal issues, policies and procedures
- the responsibilities of Governors in respect of staff attendance
- Identifying the problem – analysing the organisations' data
- Ill Health Retirement overview
- Handling Appeals

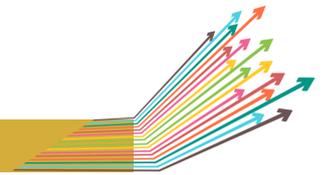
The session is suitable for any governor.

Dates

8.30 am on 7th April 2020 at Margaret McMillan Tower, Bradford

6pm on 9th April 2020 at Margaret McMillan Tower, Bradford

Calendar of Events



| September 2019 | November 2019 | January 2020 | February 2020 | March 2020 | April 2020 |
|--|--|---|--|--|--|
| <p><u>HR for Governors: Performance Management</u> 10th September 2019 6 pm to 8 pm</p> <p><u>HR for Governors: Performance Management</u> 12th September 2019 8.30 am to 10.30 am</p> <p><u>Having Difficult Conversations</u> 20th September 2019 9.30 am to 12.30 pm</p> <p><u>Safer Recruitment in Education</u> 27th September 2019 9 am to 12 noon</p> | <p><u>Safer Recruitment in Education</u> 14th November 2019 1 pm to 4 pm</p> <p><u>HR for Governors: Retention and Turnover</u> 20th November 2019 8.30 am to 10.30 am</p> <p><u>HR for Governors: Retention and Turnover</u> 21st November 2019 6 pm to 8 pm</p> | <p><u>HR for Governors: Leadership Recruitment Essentials</u> 9th January 2020 6pm to 8pm</p> <p><u>HR for Governors: Leadership Recruitment Essentials</u> 14th January 2020 8.30 am to 10.30 am</p> | <p><u>Safer Recruitment in Education</u> 4th February 2020 9 am to 12 noon</p> <p><u>Having Difficult Conversations</u> 13th February 2020 12.30 pm to 4 pm</p> <p><u>HR for Governors: Planning Staffing Needs for the Future</u> 25th February 2020 6 pm to 8 pm</p> <p><u>HR for Governors: Planning Staffing Needs for the Future</u> 27th February 2020 8.30 am to 10.30 am</p> | <p><u>HR for Governors: Serving on Panels</u> 12th March 2020 6pm to 8pm</p> <p><u>HR for Governors: Serving on Panels</u> 17th March 2020 8.30 am to 10.30 am</p> | <p><u>HR for Governors: Absence Management</u> 7th April 2020 8.30 am to 10.30 am</p> <p><u>HR for Governors: Absence Management</u> 9th April 2020 6pm to 8pm</p> |

Cancellations

If you need to cancel, please do this as soon as possible by contacting the organiser so that your place on the session can be released to someone else. Please be aware that where course fees are applied, cancellation charges will be processed for all non-attendance as detailed in the table below:

| length of notice for cancellation | Charges applied |
|-----------------------------------|-------------------|
| Over 5 days notice | No charge |
| Less than 5 days notice | 50% charge |
| Non attendance | Full cost charged |

You must notify us if you wish to cancel a course place. You can do this via email to Pact-HR@bradford.gov.uk or by telephone to 01274 436644. Cancellation notice will be accepted from the date that it is received.

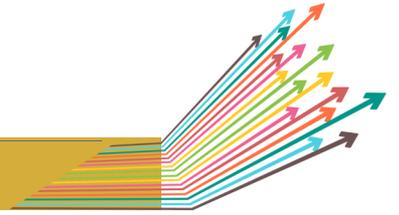
Latecomers

If a delegate arrives late for a course or is absent from part of a session, we reserve the right to refuse access to the training session if we feel they will gain insufficient knowledge or skills in the time remaining. In all such cases, the full course fee remains payable.

Adverse weather conditions

During adverse weather conditions we know it can sometimes be difficult for trainers and participants to get to training courses. If the weather forecast indicates that trainers or participants will have difficulty either getting to the venue or getting home again, we will make a decision whether to cancel the course or amend start/finish times. Should the course be cancelled by us we will reschedule the course or issue a refund.

Training Locations



The location of your chosen workshop will always be confirmed to you in your booking confirmation however, you can check this prior to booking by contacting a member of the team at pact-hr@bradford.gov.uk or 01274 436644.

The vast majority of our sessions take place at **Margaret McMillan Tower** in the heart of Bradford. The venue offers easy access by all methods of transport and is a comfortable and relaxed space in which to learn.

If you have any specific access needs please just let us know and we will do our best to accommodate your needs.

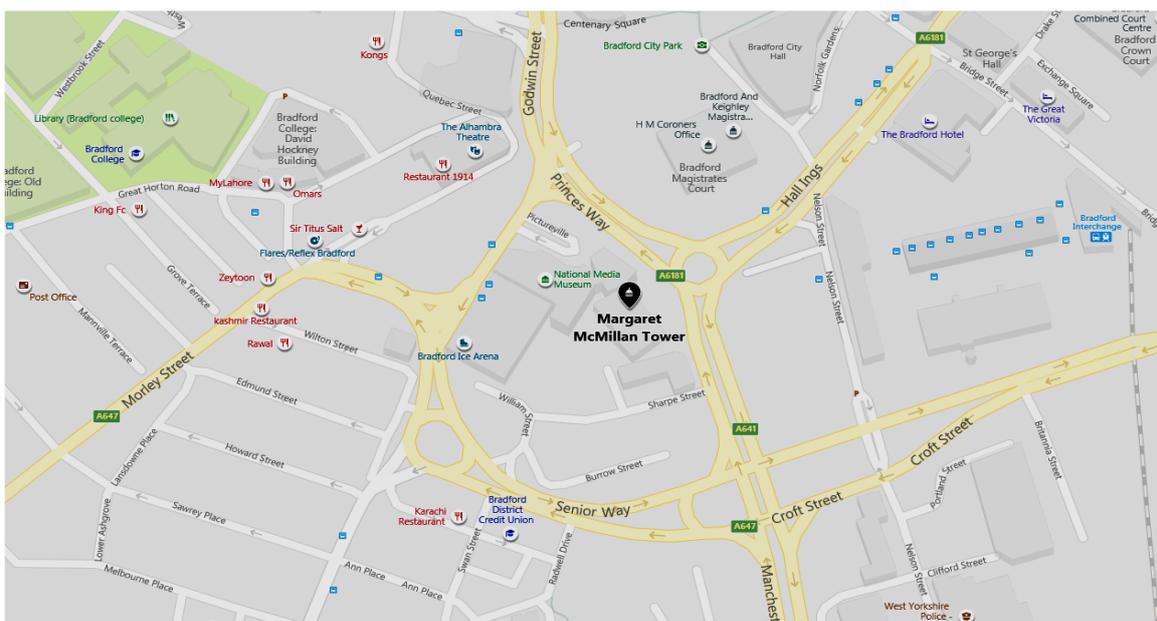
Location

Margaret McMillan Tower (MMT)

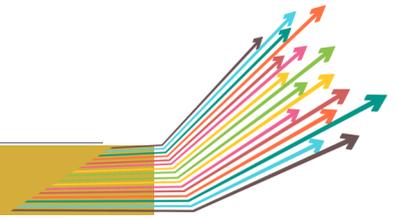
Prince's Way

Bradford

BD1 1NN



Booking Form



How to Book

If you wish book a place on one of the published workshops please complete the form below and return this by post or email to:

PACT HR Traded Services

1st Floor,
Britannia House
Broadway
Bradford
BD1 1HX

Phone: **01274 435390**

Website: **www.pact-hr.co.uk**

E-mail: **Pact-HR@bradford.gov.uk**

Your place on the session will be confirmed to you by email on receipt of the completed form. Please ensure you provide full details. If you have any questions or queries about a specific session or wish to place your booking by telephone please do not hesitate to get in touch with a member of the team.

| | | | |
|--|-----|---|-----------------------------|
| Full Name (please print): | | | |
| Email Address (please print): | | | |
| Contact Telephone Number: | | | |
| School/Academy/Organisation: | | Position/Role: | |
| Title of the session you wish to attend: | | Date of the session you wish to attend: | |
| Invoice Address (please provide full address incl. post code): | | | |
| Please confirm here if you are happy for us to contact you in the future. We will not give your information away to anyone else. Our privacy statement is available on our website https://www.pact-hr.co.uk/privacy-notice/ | Yes | <input type="checkbox"/> | No <input type="checkbox"/> |



YOU CAN PHOTOCOPY THIS PAGE IN ORDER TO BOOK FOR MULTIPLE WORKSHOPS!