



Bishop Chadwick  
Catholic Education Trust

# Continuing Professional Development Governor Training 2023 - 2024



Training Highlighted  
yellow is Mandatory.

Time	Date	CPD Title	Delivered by:
10.00 - 11.00 am	Tuesday 12 September 2023	Undertaking Appraisals	People Team
5.00 - 6.00 pm	Wednesday 13 September 2023	New to SEND (Special Education Needs and Disabilities)	SEND Director
6.00 - 7.00 pm	Thursday 14 September 2023	Undertaking Appraisals	People Team
9.30 - 10.30 am	Saturday 16 September 2023	Safeguarding Refresher	Clennell
2.00 - 4.00 pm 6.00 - 8.00 pm	Tuesday 19 September 2023	New Governor Training	Diocese (via Zoom)
Full day	Tuesday 26 September 2023	Safer Recruitment (Face2Face)	Clennell
10.00 - 11.00 am	Wednesday 27 September 2023	Single Central Record	People Team
10.00 - 11.00 am	Tuesday 3 October 2023	Catering in our schools	Catering Team
4.00 - 6.00 pm	Thursday 5 October 2023	New Governor Safeguarding Training	Clennell
4.00 - 5.00 pm	Wednesday 18 October 2023	Safeguarding Refresher	Clennell
4.30 - 5.30 pm	Thursday 19 October 2023	SEND Network	SEND Director
2.00 - 4.00 pm 6.00 - 8.00 pm	Tuesday 31 October 2023	Admissions & Appeals	Diocese (via Zoom)
4.30 - 5.30 pm	Tuesday 14 November 2023	Introduction to Mental Health Training	Mental Health Co-ordinator
4.00 - 6.00 pm	Wednesday 15 November 2023	New Governor Safeguarding Training	Clennell
1.00 - 3.00pm	Thursday 21 November 2023	Safer Recruitment Refresher Training	People Team/Clennell

**Safeguarding is mandatory annually, all governors should attend one course only either new governor safeguarding or safeguarding refresher.**

**To book a place on a CPD session please email: [governance@bccet.org.uk](mailto:governance@bccet.org.uk)  
If you aren't able to attend a session please notify us via this email.**

**Sessions delivered by the Diocese should be booked via your school Business Lead who hold diocese account logins.**

**Sessions are online unless Face2Face stated.**

**GDPR and Cyber Security training are mandatory annually, these can be completed in your own time.**

- Cyber Security link: [https://youtu.be/W-AiN1\\_Ws0w](https://youtu.be/W-AiN1_Ws0w)
- GDPR link will be sent out to each governor via email



Time	Date	CPD Title	Delivered by:
10.00 - 11.00am	Wednesday 22 November 2023	Risk Management (Risk Register)	Finance Team
4.00 - 5.00pm	Thursday 7 December 2023	Understanding Academy Finance	Finance Team
9.00 - 10.00 am	Tuesday 9 January 2024	Safeguarding Refresher	Clenell
9.30 - 11.30 am	Saturday 13 January 2024	New Governor Safeguarding	Clennell
9.00 - 11.00 am	Thursday 25 January 2024	New Governor Safeguarding	Clennell
10.00 - 11.00am	Tuesday 30 January 2023	New to SEND (Special Educational Needs & Disabilities	SEND Director
All Day	Wednesday 31 January 2024	Safer Recruitment, St Cuthbert's Primary, Sunderland (TBC)	Clennell
10.00 - 11.00am	Wednesday 7 February 2024	Health and Safety	Estate Team
6.00 - 7.00 pm	Thursday 8 February 2024	Single Central Record	People Team
2.00 - 4.00 pm 6.00 - 8.00 pm	Tuesday 20 February 2024	RE & RSHE	Diocese (via Zoom)
4.30 - 5.30 pm	Tuesday 27 February 2024	Introduction to Mental Health Training	Mental Health Co-ordinator
4.30 - 5.30pm	Thursday 29 February 2024	Health and Safety	Estate Team
4.00 - 6.00 pm	Monday 4 March 2024	New Governor Safeguarding	Clennell
5.00 - 6.00 pm	Wednesday 6 March 2024	Catering in our schools	Catering Team
10.00 - 11.00am	Wednesday 6 March 2024	Understanding Academy Finance	Finance Team
9.30 - 11.30am	Wednesday 6 March 2024	Safer Recruitment Refresher (Face2Face) St Cuthbert's, Grindon	Clennell
4.30 - 5.30pm	Thursday 7 March 2024	SEND Network	SEND Director
5.00 - 6.00 pm	Monday 11 March 2024	Safeguarding Refresher	Clennell
5.00 - 6.00pm	Tuesday 12 March 2024	Understanding the Ofsted Framework (Effective support & challenge)	School Improvement Team
4.00 - 5.00pm	Wednesday 20 March 2024	Risk Management (Risk Register)	Finance Team
All Day	Wednesday 24 April 2024	Safer Recruitment (Face2Face)	Clennell
2.00 - 4.00 pm	Tuesday 30 April 2024	Catholic Schools Inspection	Diocese (via Zoom)
6.00 - 8.00 pm	Tuesday 30 April 2024	Catholic Schools Inspection	Diocese (via Zoom)
10.00 - 12.00pm	Wednesday 12 June 2024	Safer Recruitment Refresher (Face2Face) St Cuthbert's, Grindon	Clennell
4.30 - 5.30pm	Friday 14 June 2024	SEND Network	SEND Director
10.00 - 11.00 am	Wednesday 26 June 2024	Single Central Record	People Team

**Session:** Admissions & Appeals**Delivered by:** Diocese**Suitable for:** All Governors/Directors

In partnership with the Catholic Education Service and the Catholic Teaching Schools Alliance, the Diocese have designed a portfolio of online training for the induction and development of governors in Catholic schools.

**Session:** Catering in our schools**Delivered by:** Catering Team**Suitable for:** All Governors/Directors

This session provides an insight in to the work of Chadwick's Kitchen the Trust catering team. It looks at how menus are created and the considerations in providing our pupils and staff with nutritious, good value meals, including medical diets and food miles.

**Session:** Catholic School Inspection**Delivered by:** Diocese**Suitable for:** Chairs / All Governors/Directors

This session will give an overview of the new CSI framework and discuss the role of governors. Examples of dialogue will be given and those attending will have more confidence in supporting their school during an inspection.

**Session:** Health & Safety**Delivered by:** Estates Team**Suitable for:** All Governors/Directors

This session provides an outline of the H&S legislation applicable to a school and their responsibilities, including those of a school Governor and useful links/references to manage these responsibilities.



**Session:** Introduction to Mental Health Training

**Delivered by:** Mental Health Coordinator

**Suitable for:** All Governors/Directors

You will gain an understanding of the Mental Health provision across our Trust, and, our commitment to improving both reactive and proactive support for students, staff and the wider community. We will cover the bronze, silver and gold Mental Health Charter marks we are striving towards achieving as a whole Trust, and how our governors can become involved and support with this.

**Session:** New Governor Training

**Delivered by:** Diocese

**Suitable for:** New Governors

This is a **mandatory** training session for all NEW governors/Directors. A really useful session with an opportunity to ask questions about your new role whilst covering the basics of the role of governor

**Session:** New Governor Safeguarding

**Delivered by:** Clennell

**Suitable for:** New Governors / Directors

This is a **mandatory** training session for all governors/Directors to understand the new requirements with 'Keeping Children Safe in Education' legislation. Those who attend the session will know and understand the guidance as outlined in the legislation and the actions they need to take as governors to ensure this is applied in school.

**Session:** New to SEND

**Delivered by:** SEND Director

**Suitable for:** SEND Link Governors/All Governors/Directors

This session will enable governors/Directors to understand the key roles and responsibilities of the SEND Governor, what schools and academies are required to do to meet the needs of children and young people with SEND, understand what inclusive practice means in a school setting and know what the key legislation relating to SEND is and where to find it.

**Session:** SEND Network**Delivered by:** SEND Director**Suitable for:** SEND Link Governors/Director

This is a supportive networking group for all governors linked with this important area. Sessions will comprise important updates, particular areas of focus and time to share best practice and collaborate.

**Session:** Risk Management (Risk Register)**Delivered by:** Finance Team**Suitable for:** All Governors/Directors

This session will support governors in understanding the LGC's role in the health and safety of their school. It will consider: the duties of the LGC and the areas covered by this legislation; policy and risk assessment requirements; and practical suggestions around monitoring this area.

**Session:** RE & RSHE**Delivered by:** Diocese**Suitable for:** All Governors**Session:** Single Central Record**Delivered by:** People Team**Suitable for:** Chairs/Safeguarding Link Governors/Directors

This session supports governors to understand the purpose of the single central record, the relevant legislation and any potential risks. Those who attend the session will be able to understand the relevant guidance as outlined in 'Keeping Children Safe in Education' and how these requirements are applied in the Trust.

**Session:** Safer Recruitment**Delivered by:** People Team / Clennell**Suitable for:** Chairs / Vice-Chairs / Governors/Directors involved in recruitment

This is a full day of training comprising a number of sessions focusing on all aspects of safer recruitment. There is a requirement to ensure a recruitment panel has representation from people who have undergone this training. Those who attend will be certified as 'Safer Recruitment' trained for the purposes of these panels.

Recommended that training is completed every 3 years

**Session:** Safer Recruitment Refresher Training**Delivered by:** People Team/Clennell**Suitable for:** Chairs / Vice-Chairs / Governors / Directors who have previously completed the Safer Recruitment full day training course, within the last 5 years.

**Session:** Safeguarding Refresher**Delivered by:** Clennell**Suitable for:** All Governors / Directors

This is a **mandatory** training session for ALL governors/Directors each year to understand the new requirements with 'Keeping Children Safe in Education' legislation. Those who attend the session will know and understand the guidance as outlined in the legislation and the actions they need to take as governors to ensure this is applied in school.

**Session:** Understanding Academy Finance**Delivered by:** Finance Team**Suitable for:** All Governors/Chairs

This course is intended to help Governors understand their role and responsibility re the financial management of their trust/academy; how academies are funded and the academy budget setting process; the "musts" per the Academy Trust Handbook; how best to provide support and challenge to academy leaders re financial governance.

**Session:** Understanding Appraisals**Delivered by:** People Team**Suitable for:** Chairs/Directors

This session supports chairs and directors to understand the Trust guidelines on Appraisals for teaching and support staff and the statutory requirements linked to Appraisals for teachers/Headteachers. Those who attend the session will be able to understand the Appraisal process including reviewing the previous year, objective setting, performance related pay where appropriate and the link with the Capability Policy.

**Session:** Understanding the Ofsted Framework (Effective Support and Challenge)**Delivered by:** School Improvement Team**Suitable for:** Chairs & Vice-Chairs/All Governors

This session will unpick the knowledge, skills and behaviours needed for effective governance and provide Governors/Directors with a clear understanding of the current Ofsted framework for leaders and governors. Governors will be prepared to hold leaders to account for the educational performance of the school and its pupils, and to support the school to provide a high-quality education for its pupils.

**At the request of the diocese, new governors are asked to complete formation governor training modules via [www.formatio.org.uk/governors](http://www.formatio.org.uk/governors)**

## Trust Governance Team



**Lawrence Kerrigan**  
**Governance Manager**

**Leads on:** Directors, Governance Strategic Plan  
[lkerrigan@bccet.org.uk](mailto:lkerrigan@bccet.org.uk)



**Debbie Phippen**  
**Assistant Governance Manager**

**Leads on:** Local Governance, Governor CPD  
[dhippen@bccet.org.uk](mailto:dhippen@bccet.org.uk)



The National Governance Association is the membership organisation for governors, trustees and clerks of state schools in England.

An independent, not-for-profit charity aiming to improve the educational standards and wellbeing of young people by increasing the effectiveness of governing boards and promoting high standards.

The Trust has membership of the NGA meaning governors and Directors have full access to member only content on their website and all the support provided there, including a weekly newsletter and access to their webinars and podcast series.

[www.nga.org.uk](http://www.nga.org.uk) Log in using your personal login for NGA  
Learning Link e-learning for school governors and trustees  
National Governance Association ([nga.org.uk](http://nga.org.uk))

## Bishop Chadwick Catholic Education Trust

Evolve Business Centre, Cygnet Way  
Rainton Bridge South Business Park  
Houghton-le-Spring, DH4 5QY

[governance@bccet.org.uk](mailto:governance@bccet.org.uk)  
[www.bccet.org.uk](http://www.bccet.org.uk)

**Better Schools**  
**Better Communities**  
**Better Futures in Christ**

