

# Ealing Governor CPD

Directory of meetings, courses and development opportunities

[www.ealingcpd.org.uk](http://www.ealingcpd.org.uk)

Updated daily - check regularly for new events.

**School Effectiveness**

# Ealing CPD for Schools



## Governor Professional Development

Ealing's programme of meetings, courses and development opportunities supports continuing professional development for schools and the education workforce.

New events will appear in the directory when added to Ealing CPD Online – so check for new events regularly. Multi-part events will not appear once the first day has past, so please check the website for information.

Click on the course link to view details and make a booking online, or alternatively log in at [www.ealingcpd.org.uk](http://www.ealingcpd.org.uk).

If you have queries about any event, please email the relevant admin contact as shown in the event details on Ealing CPD Online. Alternatively, please contact the CPD & Training Team by email at [eec@ealing.gov.uk](mailto:eec@ealing.gov.uk) or by telephone on 020 8578 6154.

All directory contents are subject to our Terms and Conditions which can be found on the website.

**School Effectiveness**

## Leadership & Governance

### HOW TO TALK TO PARENT'S ABOUT THEIR CHILD'S WEIGHT AND SURVIVE

#### Event Description

Schools are invited to attend a half day workshop on 'How to talk to parent's about their child's weight and survive!' This workshop will be held on 21 May, 1-5pm at an Ealing school (**school venue TBC**) and will be delivered by dietician Jill Scott and a very experienced public health consultant Karan Thomas who presented at our Talking About Health conference. Karan received excellent feedback at our conference and by school's request, we are bringing her back to deliver a more intensive half-day workshop. Feedback on Karan's presentation at our conference included: 'very relevant', 'good ideas', 'very useful strategies'.

This workshop is for school staff and health professionals involved in talking to parents/carers or children about their weight, and would like to be able to raise the issue of weight sensitively, appropriately and with more confidence.

This training is free for schools who purchased any of our 2019/20 packages and £100 for all other schools. Places on this workshop are limited so book via Ealing CPD online now to secure your place.

Afternoon tea and refreshments will be provided.

#### Target Audience

Aspiring deputy headteachers, Aspiring senior leaders, Deputy/assistant headteachers, Headteachers, Inclusion managers, New headteachers, Newly qualified teachers (NQTs), Parent support advisor (PSA), School nurse, SEAL/PHSE coordinators, SENCOs, Senior leaders, Sports coaches/PE technicians

#### Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/302	Tuesday 21 May 2019	13:00 - 17:00	SEE EVENT DESCRIPTION, -	- SEE EVENT DESCRIPTION

See event description

[View this course online](#)

# GOVERNING BOARD SUCCESSION PLANNING

## Event Description

This new briefing is relevant to all governors of all school settings. The aim is to provide a comprehensive overview of succession planning strategies in relation to the organisation, improvement and the effectiveness of the Governing Board

All Governing Boards should have the right people with the necessary skills, time and commitment, and sufficient diversity of perspectives to ensure internal challenge, all actively contributing in line with clearly defined roles and responsibilities under an effective chair and an explicit code of conduct, and with active succession planning' (The Governance Handbook, November 2015). This statement from the handbook encapsulates the remit of the session, the session will introduce some of the statutory duties for Governing Boards of local authority maintained schools and academies and outline the roles and responsibility of board members.

The aim of the session is to embed the importance of succession planning across all members of a Board, encouraging the Board to take both individual and collective responsibility for maintaining a highly skilled and committed approach to continuity of leadership and management. The objective is to avoid those awkward moments when no member wishes to step up to the position of chair! The aim is to provide governors with the strategies for ongoing mentoring, training, development and creating a seamless succession plan. Governors who attend can expect to gain an understanding of how to develop a skills-based set of criteria for governor selection and recruitment which can also be used to inform ongoing self-evaluation and governor training.

The course content will encourage delegates to reflect and evaluate their own positions on their governing Boards. In doing so we hope that governors will be able to identify areas for training and development to support succession planning.

The session will cover the importance of regular skills audits and how it is vital to ensure a board is fit for purpose. This means recruitment of governors with the right skills but essentially with the time and necessary commitment to add real value to raising standards within the school. In addition delegates will understand the importance of transparent, clearly defined succession plans and mentoring support to allow continuity of effective leadership and management of governance.

Delegates can also expect to access advice and guidance on their core functions and the lines of delineation between strategic and operational duties.

This training will be delivered by Angela Langford - Head of Governor Support, Achieving for Children (AfC), covering schools across London Borough's of Richmond and Kingston.

## Target Audience

Governors: All

### Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/125	Thursday 23 May 2019	18:00 - 20:00	Ealing Education Centre, UB6 9EH	- SEE EVENT DESCRIPTION

**Standard cost cost** £90.00

**CPD/Training SLA cost** £0.00

**\*Ealing Learning Partnership pay as you go cost** £85.00

[View this course online](#)



# TESTING FOR EALING UPDATED GUIDE

## Event Description

Testing for Ealing Updated Guide

## Target Audience

Aspiring deputy headteachers, Childminders

## Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/326	Thursday 23 May 2019	09:00:00 - 09:00:00	Webbased School, pl8	Giles Barrow
2	SCH 19/326	Friday 24 May 2019	09:00:00 - 09:00:00	ABCD Little Learner, UB6 8TL	Giles Barrow
3	SCH 19/326	Friday 24 May 2019	09:00:00 - 09:00:00	ABCD Little Learner, UB6 8TL	Giles Barrow

<b>Standard cost cost</b>	£0.00
<b>*Ealing Learning Partnership pay as you go cost</b>	£480.00
<b>Ealing NQT Appropriate Body SLA cost</b>	£0.00

[View this course online](#)

# GETTING TO GRIPS WITH GOVERNANCE - NEW GOVERNOR INDUCTION (2 PART COURSE)

## Event Description

**Please note this is a 2 part training course - Tuesday 4 June & Thursday 20 June 2019.**

This course provides all new/nearly new governors/trustees and clerks with an essential understanding of their role and key responsibilities. In all school settings, boards should have a strong focus on the three core functions:

- Ensuring clarity of vision, ethos and strategic direction
- Holding the headteacher to account for the educational performance of the school and its pupils, and the performance management of staff; and
- Overseeing the financial performance of the school and making sure its money is well spent.

These functions are reflected in the criteria Ofsted inspectors use to judge the effectiveness of governance in both maintained schools and academies. They are also discussed further in departmental advice set out in The Governance Handbook.

The session will focus on the key roles of governance and ensure that course members are well prepared to take an active part within the governing board meetings to support and develop in their individual schools and be an active part of their Governing Boards. A question and answer session will also allow new governors to find the answers they need to be an effective governor.

Participants will gain a clear understanding of:

- The legal framework for governing boards
- The key roles of a governing board (including accountability and how to fulfil the role)
- How to operate effectively as a governor (what questions to ask etc.)
- Key educational terminology (highlighting key educational issues)
- How and where to access information to enable governors to flourish in their role

The training will be delivered by TAMM Ltd which was founded in 2002 by Denise Maloney. TAMM Ltd successfully provides many schools and governing boards with specialist, carefully researched advice, bespoke training, GB/individual governor support, specialist services, accurate information and help.

## Target Audience

Governors: All, Governors: Clerks

## Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/274	Tuesday 4 June 2019	18:00:00 - 20:00:00	Ealing Education Centre, UB6 9EH	Denise Maloney
2	SCH 19/274	Thursday 20 June 2019	18:00:00 - 20:00:00	Ealing Education Centre, UB6 9EH	Denise Maloney

**Standard cost cost**

**£180.00**

**\*Ealing Learning Partnership pay as you go cost** £170.00  
**CPD/Training SLA cost** £0.00

[View this course online](#)

# ASPIRE NETWORK MEETING

## Event Description

The ASPIRE Network is aimed at primary and special schools who would like to develop opportunities to raise the aspirations of pupils and their parents. The Network is FREE to all Ealing primary and special schools. Lead by the School Partnerships and Enrichment Team, the network complements the ASPIRE toolkit which was designed to support schools in practical ways to broaden pupils experience and exposure to the world of work and give them the opportunity to:

- Meet people who inspire them
- Experience places that energise & motivate them
- Connect day to day learning to future work possibilities
- Undertake projects that stretch and challenge them
- Achieve more and aim higher

## Target Audience

All school staff (teaching and non teaching) , Deputy/assistant headteachers , Inclusion managers, Key stage 2 coordinators, Key stage 2 teachers , LA senior leaders, Lead teachers, Learning mentors, Mentors, Middle leaders/managers, Parent support advisor (PSA), Phase leaders, School leadership team, Senior leaders, Subject co-ordinators/leaders, Teachers: Year 5, Teachers: Year 6

## Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 18/561	Thursday 6 June 2019	13:30 - 16:00	Ealing Education Centre, UB6 9EH	Maria Wright

**Standard cost cost** £121.00  
**Ealing Learning Partnership primary and special school SLA cost** £0.00  
**School partnerships and enrichment SLA cost** £0.00

[View this course online](#)

# MENTAL HEALTH FIRST AID (MHFA 2 DAYS)

## Event Description

Youth Mental Health First Aiders have:

- An in depth understanding of young people's mental health and factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to reassure and support a young person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help a young person recover their health by guiding them to further support – whether that's through self-help sites, their place of learning, the NHS, or a mix – engaging with parents, carers and external agencies where appropriate
- Ability to support a young person with a long term mental health issue or disability to thrive
- Tools to look after your own mental wellbeing.

This course is free to all schools.

## Target Audience

Aspiring deputy headteachers, Aspiring senior leaders, Heads of department, Health and safety coordinators, Inclusion managers, Middle leaders/managers, Nominated Safeguarding Person

## Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/289	Wednesday 12 June 2019	09:00:00 - 17:00:00	TO BE ADVISED, -	Stacey Edmead-Payne
2	SCH 19/289	Thursday 13 June 2019	09:00:00 - 17:00:00	TO BE ADVISED, -	Stacey Edmead-Payne

<b>Standard cost cost</b>	£0.00
<b>*Ealing Learning Partnership pay as you go cost</b>	£0.00
<b>Health improvement SLA cost</b>	£0.00

[View this course online](#)

# SAFER RECRUITMENT TRAINING

## Event Description

Safer Recruitment Training (SRT) aims to:- 1) Give participants an awareness and understanding of offender behaviour. 2) Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people. 3) Consider policies and practices that minimise opportunities for abuse or ensure its prompt reporting. 4) Help participants begin to review their own and their organisations policies and practices with a view to making them safer. Please note the cost of our training for Schools who do not buy our services is £250 per delegate per day. Schools who do not buy our services will be charged full fees in the event of a course cancellation of less than 14 days notice.

## Target Audience

All school staff (teaching and non teaching) , Governors: All

## Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/311	Tuesday 18 June 2019	09:00 - 17:00	Ealing Education Centre, UB6 9EH	Tom Galvin, Mark Nelson, Maria Stock

**Standard cost cost** £176.00  
**Schools HR advice and consultancy SLA cost**£0.00

[View this course online](#)

# ELP SCHOOL LEADER AND GOVERNOR CONFERENCE - NO LEARNER LEFT BEHIND - NO SCHOOL LEFT BEHIND - THE ROLE OF GOVERNANCE

## Event Description

Ealing Learning Partnership (ELP) school leader and governor conference

### No learner left behind: No school left behind - The role of governance

The conference, aimed at headteachers, chairs of governors, governor leads and senior leaders provides an opportunity to:

- Hear from Estelle Morris, Baroness Morris of Yardley, and chair of Birmingham Education Partnership on the power of ethical leadership and collective endeavour in making a difference to the life chances of children and young people.

- Consider what belonging to ELP means for individual schools and the potential longer term benefits of being part of this collaborative; sharing success and working together on common challenges.

- Consider also what matters most in designing your curriculum and why marketing matters?

NEW content for the afternoon. Following on from the Leadership and Governor Conference at the Doubletree

- Governor to governor facilitated conversation with a focus on 'setting strategic direction.'

This is an ideal opportunity for governors to share practice on a core strategic governance function, setting strategic direction. Governors who attend this session will be grouped with two other schools (triads). To be organised in advance of the session based on attendance. Ideally there will be no more than two governors from any one school in each triad.

More details on content and process is available in the attached learning conversations guidance. A copy of the final revised agenda and hotel directions are also attached.

Venue: Double Tree by Hilton, Ealing Common, W5 3HN

Date: Wednesday, 26 June 2019

Time: 9.00am-3.30pm with buffet lunch

Cost: £100 per delegate (ELP schools); £140 per delegate (non ELP schools)

Please note this event is for ELP schools in the first instance and will be filled on a first come first served basis.

## Target Audience

Governors: All, Governors: Chairs, Governors: Vice Chairs, Headteachers, Senior leaders

### Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/294	Wednesday 26 June 2019	09:00 - 15:30	Doubletree by Hilton, W5 3HN	Therese McNulty

See event description

[View this course online](#)

# INTERMEDIATE EXCEL COURSE

## Event Description

To create workbooks with linked and consolidated data; to create charts; to manage/extract data from data lists.

Who is the course designed for? Excel users who wish to develop their basic knowledge and understand the multiple worksheet capabilities and the charting features of Excel

Required knowledge level Course attendees must be familiar with basic worksheet formatting and simple calculations in Excel

- Customising the Ribbon
- Customising the Quick Access Toolbar

## Conditional Formatting

- Applying conditional formats
- Changing the criteria
- Removing formats

## Absolute references

- Applying an absolute reference
- Working with mixed references

## Named ranges

- Creating named ranges
- Using named ranges in formulas
- Managing named ranges

## Functions

- Using statistical functions
- Working with date and text functions
- Using the function palette

## Flashfill

- Combining and separating text

## Protecting data

- Protecting whole worksheets
- Protecting parts of worksheets
- Protecting the structure of the workbook

## Working with multiple worksheets and files

- Selecting multiple worksheets (grouping)
- Linking across worksheets

- Linking across files
- Using the Watch Window
- Managing file links
- Consolidating data

#### Working with datalists

- Creating and working with lists
- Sorting techniques
- Using Autofilter to extract data
- Using Advanced filter to extract data
- Using the subtotals feature
- Removing dupliates
- Creating and working with Tables

#### Comments

- Adding comments to cells
- Printing comments
- Managing comments
- Deleting comments

#### Charts

- Creating simple charts
- Formatting the chart
- Working with the Chart Tools Tabs
- Creating combination charts and using a secondary axis
- Creating a chart template
- New chart types
- Sparklines

### Target Audience

All school staff (teaching and non teaching)

#### Sessions:

Session	Code	Date	Time	Venue	Leaders
1	SCH 19/325	Tuesday 9 July 2019	09:30 - 15:30	Ealing Education Centre, UB6 9EH	Alison Bennett

**Standard cost cost** £125.00

**Workforce development SLA cost** £95.00

[View this course online](#)

