



Cyngor Castell-nedd Port Talbot  
Neath Port Talbot Council

Neath Port Talbot County Borough Council  
Governor Support Services

**Training Programme  
for School Governors  
and  
Clerks to the Governing Body**

**ACADEMIC YEAR 2025/26**

Dear Governor,

I have pleasure in providing you with a copy of the 2025/26 Governor training programme. The programme provides for a variety of training sessions giving you the opportunity to select your choice of event and plan your diary accordingly. We have a number of new sessions this year which we hope you will find of interest; these have been indicated accordingly. We will also look to bring you further training opportunities throughout the year.

**Please note that, once again this year, training will be carried out virtually via Teams and face to face in Neath Civic Centre and Baglan Education & Training Centre. It continues to be essential that you book onto any course you wish to attend in order that we can ensure as many training sessions go ahead as planned. Also please be aware that if, for any reason, it is necessary to cancel a course we only notify those governors who have booked.**

Across the region it has been agreed that where the number of bookings for courses are below 8 in number then the session will be cancelled. It is, therefore, more important than ever to pre-book your place in advance. Governors are politely asked that should you need to cancel your booking please do so by emailing [governors@npt.gov.uk](mailto:governors@npt.gov.uk) or cancelling your booking directly via Eventbrite, as some courses have an upper attendance limit and could become oversubscribed. By notifying us of your need to cancel your place can then be offered to someone else.

Finally, thank you once again for being a governor in Neath Port Talbot and the dedication and commitment you provide to your school.

**Yours sincerely,**

Handwritten signatures of Kathryn E. Gilbert and Catherine Jones in blue ink.

**Kathryn E. Gilbert / Catherine Jones  
Principal Schools Governance Officers**

## **How to make a booking**

All training sessions now have a link to book your place via Eventbrite. Just click on the link on the page or copy the link and paste it into your internet browser and it will take you to the page for that training session. Registration will remain open until 48 hours before; however, in order to allow trainers time to set up each session, please book your place in good time before the session takes place. Once registered, you will be sent an email invite to the Teams training/ face to face training - ***please ensure that the email address you provide when registering is correct, as this is the address that the Teams invite will be sent to.***

## **Feedback:**

All training evaluations are anonymous and are read; individual course content and relevance is reviewed based upon the comments provided so please take the time at the end of the training session to complete the form. As always, these comments are always welcome and taken fully on-board.

## Governor Training Programme Overview

Please see individual pages for further details of each training event. You can click on the training event title to take you to the event page.

AUTUMN TERM 2025				
Date	Training Event	Time	Location	Page No.
16/09/2025	<b><u>Clerk to Governing Body training</u></b> Kathryn Gilbert/Catherine Jones	11.00am – 1.00pm	Online	12
24/09/2025	<b><u>Governor Induction</u></b> Kathryn Gilbert/Catherine Jones	5.00pm - 7.00pm	Rooms A & B Neath Civic	8
30/09/2025	<b><u>Team Around the Family (TAF)</u></b> Jenny McGrath	10.00 – 11.00am	Online	30
01/10/2025	<b><u>Safeguarding</u></b> Anneliese Donovan	6.00 – 8.00pm	Online	13
07/10/2025	<b><u>School Complaints</u></b> Kathryn Gilbert/Catherine Jones	6.00 – 8.00pm	Online	22
08/10/2025	<b><u>Clerk to Governors Refresher Training - The AGM and Terms of Reference</u></b> Kathryn Gilbert/Catherine Jones	10.00am – 12.00pm	Online	29
16/10/2025	<b><u>Curriculum for Wales</u></b> Mike Daley & ESO Equity	6:00pm - 8:00pm	Online	18
21/10/2025	<b><u>Understanding Data (Primary Schools)</u></b> Meirwen Watts & Owain Hyett	5.30pm – 7.00pm	Rooms A & B Neath Civic	10
23/10/2025	<b><u>Understanding Data (Secondary Schools)</u></b> Alan Rowlands & Andrew Herbert	6.00pm – 7.00pm	Online	11

Half Term - Monday, 27 October to Friday, 31 <sup>st</sup> October 2025				
04/11/2025	<b><u>Exclusions</u></b> Kathryn Gilbert/Catherine Jones	6:00pm - 8:00pm	Online	21
06/11/2025	<b><u>Strategies for Supporting Pupils with Behavioural, Emotional &amp; Social Development</u></b> <b>NEW!</b> Charlotte Fahey/Neil Davies – Wellbeing Team	6:00pm - 8:00pm	Online	14
11/11/2025	<b><u>ELL SMT meeting with Chairs and Vice Chairs of Governors</u></b>	6.00pm - 8.00pm	Online	19
12/11/2025	<b><u>Neurodevelopment and Myth Busting</u></b> Ceri Long & Helen Osborne	6.00 – 8.00pm	Online	26
17/11/2025	<b><u>Governor Induction</u></b> Kathryn Gilbert/Catherine Jones	6.00pm - 8.00pm	Online	8
20/11/2025	<b><u>School Development Plan</u></b> Helen Woodford & Tracy Hazel	6:00pm - 8:00pm	Online	20
25/11/2025	<b><u>Pupil Attendance</u></b> Hayley Thomas	6.00 – 7.30pm	Online	29
26/11/2025	<b><u>Chair of Governing Body training</u></b> Kathryn Gilbert/Catherine Jones	6.00pm - 8.00pm	Online	9
02/12/2025	<b><u>Understanding Data (Primary Schools)</u></b> Hayley Burrows & Sam Hopkins	6:00pm – 7.30pm	Online	10
SPRING TERM 2026				
Date	Training Event	Time	Location	Page No.
12/01/2026	<b><u>Clerk to Governing Body training</u></b> Kathryn Gilbert/Catherine Jones	11.00am – 1.00pm	Online	12

15/01/2026	<b><u>School Complaints</u></b> Kathryn Gilbert/Catherine Jones	1.00 – 3.00pm	Rooms C Neath Civic	22
20/01/2026	<b><u>Governor Induction</u></b> Kathryn Gilbert/Catherine Jones	10.00am – 12.00pm	Online	8
21/01/2026	<b><u>English as an Additional Language (EAL) Learners in the Schools of NPT</u></b> Julie Stapleton	6.00 – 8.00pm	Online	27
27/01/2026	<b><u>Redundancy Handling</u></b> Stephanie Evans – HR Manager	6.00pm – 8.00pm	Online	17
03/02/2026	<b><u>Understanding Data (Primary Schools)</u></b> Meirwen Watts & Owain Hyett	6.00pm – 7.30pm	Online	10
04/02/2026	<b><u>Clerk to Governors Refresher Training - The Governing Body Audit</u></b> Kathryn Gilbert/Catherine Jones	10.00am – 12.00pm	Online	29
05/02/2026	<b><u>Understanding Data (Secondary Schools)</u></b> Alan Rowlands & Andrew Herbert	6.00pm – 7.00pm	Online	11
11/02/2026	<b><u>Safeguarding</u></b> Annelise Donovan	1.00 – 3.00pm	Baglan Education & Training Centre	13
12/02/2026	<b><u>Understanding the School Budget Formula</u></b> Llywelyn Williams	5.00pm – 7.00pm	Rooms A & B Neath Civic	16
<b>Half Term - Monday, 16 February to Friday, 20 February 2026</b>				
24/02/2026	<b><u>Our Responsibilities to Children Looked After</u></b> Nicky Sneezum	6.00pm – 7.30pm	Online	15
03/03/2026	<b><u>Awareness of Gypsy and Traveller Communities in NPT</u></b> Heather Thomas	6.00pm – 7.30pm	Online	28

09/03/2026	<b><u>Chair of Governing Body training</u></b> Kathryn Gilbert/Catherine Jones	5.00 – 7.00pm	Rooms A & B Neath Civic	9
16/03/2026	<b><u>Governor Induction</u></b> Kathryn Gilbert/Catherine Jones	1.00 – 3.30pm	Baglan Education & Training Centre	8
17/03/2026	<b><u>ELL SMT meeting with Chairs and Vice Chairs of Governors</u></b>	5.30pm – 7.00pm	Rooms A & B Neath Civic	19
23/03/2026	<b><u>Pupil Attendance</u></b> Hayley Thomas	1.00 – 2.30pm	Online	2
25/03/2026	<b><u>Clerk to Governors Refresher Training - Complaints</u></b> Kathryn Gilbert/Catherine Jones	10.00am – 12.00pm	Online	29
27/03/2026	<b><u>Exclusions</u></b> Kathryn Gilbert/Catherine Jones	9.30 – 11.30am	Baglan Education & Training Centre	21
<b>SUMMER TERM 2026</b>				
<b>Date</b>	<b>Training Event</b>	<b>Time</b>	<b>Location</b>	<b>Page No.</b>
15/04/2026	<b><u>Staff Wellbeing in Schools</u></b> Rhian Miller	6.00pm – 8.00pm	Online	24
16/04/2026	<b><u>Clerk to Governing Body Training</u></b> Kathryn Gilbert/Catherine Jones	11.00am – 1.00pm	Online	12
23/04/2026	<b><u>Understanding Data (Primary Schools)</u></b> Hayley Burrows and Sam Hopkins	10:00am – 11.30am	Baglan Education & Training Centre	10
05/05/2026	<b><u>Chair of Governing Body training</u></b> Catherine Jones/Kathryn Gilbert	6:00 – 8:00pm	Online	9
07/05/2026	<b><u>School Development Plan</u></b> Tracy Hazel & Helen Woodford	6:00 – 8:00pm	Online	20

12/05/2026	<b><u>School Complaints</u></b> Kathryn Gilbert/Catherine Jones	6.00 – 8.00pm	Online	22
14/05/2026	<b><u>Governor Induction</u></b> Kathryn Gilbert/Catherine Jones	6:00 – 8:00pm	Online	8
<b>Half Term - Monday, 25 May to Friday, 29 May 2026</b>				
01/06/2026	<b><u>Exclusions</u></b> Kathryn Gilbert/Catherine Jones	6:00 – 8:00pm	Online	21
03/06/2026	<b><u>Safeguarding</u></b> Anneliese Donovan	5.00 – 7.00pm	Rooms A & B Neath Civic	13
16/06/2026	<b><u>ELL SMT meeting with</u></b> <u>Chairs and Vice Chairs of Governors</u>	5.00 – 7.00pm	TBC	19
18/06/2026	<b><u>Understanding Data (Primary Schools)</u></b> Meirwen Watts & Owain Hyett	6.00 – 7.30pm	Online	10
23/06/2026	<b><u>Understanding Data (Secondary Schools)</u></b> Alan Rowlands & Andrew Herbert	6.00pm – 7.00pm	Online	11
30/06/2026	<b><u>Curriculum for Wales</u></b> Mike Daley & ESO Equity (TBC)	1.00pm – 3.00pm	Online	18
02/07/2026	<b><u>An Introduction to Online Safety</u></b> Darren Long	6:00 - 8:00pm	Online	23
07/07/2026	<b><u>Governor Induction</u></b> Kathryn Gilbert/Catherine Jones	5.00 – 7.00pm	Rooms A & B Neath Civic	8

## GOVERNOR INDUCTION - MANDATORY TRAINING (Repeat Event)

If you are a newly elected or appointed governor, it is a **mandatory requirement** of Welsh Government that you attend for induction training **within one year** of your appointment or election. Failure to attend within this time limit will mean an automatic suspension as a governor.

Induction training for governors is vital to understand the role and the parameters of responsibilities that come with the position. The induction training will help ensure that as a new governor you have the necessary knowledge and understanding to fulfil the role effectively to support the school in raising standards. The session will develop your confidence to enable you to take a full and active part in the role of the governing body. The training will reflect the legislative framework for school governance in Wales and will focus on what should be expected from governors in meeting their legal requirements. It will also explain a governor's strategic role and how this supports and challenges the work of the school and the senior leadership team; your role in setting policies and targets and how these should be monitored and evaluated and how and to whom governors are accountable.

**Target Audience:** All newly elected or appointed governors who have not previously attended this mandatory course.

**Course Provider:** Neath Port Talbot: Mrs. Kathryn Gilbert/Miss Catherine Jones, Principal Schools Governance Officers.

Date	Time	Location	Link to book your place
24 <sup>th</sup> September 2025	5.00 – 7.00pm	Rooms A & B Neath Civic	<a href="#">Induction 1</a>
17 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">Induction 2</a>
20 <sup>th</sup> January 2026	10.00am – 12.00pm	Online	<a href="#">Induction 3</a>
16 <sup>th</sup> March 2026	1.00 – 3.00pm	Baglan Education & Training Centre	<a href="#">Induction 4</a>
14 <sup>th</sup> May 2026	6.00 – 8.00pm	Online	<a href="#">Induction 5</a>
7 <sup>th</sup> July 2026	5.00 – 7.00pm	Rooms A & B Neath Civic	<a href="#">Induction 6</a>

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## TRAINING FOR NEW CHAIRS OF GOVERNORS - MANDATORY (Repeat event)

Since the implementation of mandatory training by the Welsh Government, all Chairs are required to attend this training session within six months of being elected to the role. Governors who have already attended since first being elected as Chair are not required to attend again.

The session focuses on leadership and maintaining effective relationships with key partners such as the headteacher, clerk to governing body and the local authority. It will also equip Chairs of governors with the necessary skills to run an efficient and effective governing body and to work with, and provide challenge to, headteachers to raise standards.

Aspiring Chairs of governors or vice-Chairs of governors are able to complete the mandatory Chair training if they wish. If you become a Chair within two years of attending the training you will not be required to attend again.

**Target Audience:** Newly elected and aspiring chair of governors.

### Course Provider:

Neath Port Talbot: Mrs. Kathryn Gilbert/Miss Catherine Jones, Principal Schools Governance Officers.

Date	Time	Location	Link to book your place
26 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">Chairs 1</a>
9 <sup>th</sup> March 2026	5.00 – 7.00pm	Rooms A & B Neath Civic	<a href="#">Chairs 2</a>
5 <sup>th</sup> May 2026	6.00 – 8.00pm	Online	<a href="#">Chairs 3</a>

## UNDERSTANDING DATA (Primary Schools) - MANDATORY (Repeat event)

This training session is mandatory by Welsh Government and requires all governors to attend within one year of appointment or election. Failure to attend within this time limit will mean an automatic suspension as a governor.

This session will help develop your understanding of the data which is now routinely provided to schools and how to use the data to improve school performance. Being able to analyse school performance data and drill down to the core information will enable governors to make comparisons and benchmark how your school is performing compared with other schools in similar circumstances.

Learning about school data and understanding what it means for your school and what needs to be done to raise standards should give you the confidence to ask challenging questions of the headteacher and school leadership team in order to improve performance and pupil attainment.

One of the sessions will specifically be tailored towards secondary school data; however, governors are welcome to attend any of the listed events.

**Target Audience:** All governors not previously attended this mandatory session.

**Course Provider:** Neath Port Talbot Education Support Officers

Date	Time	Location	Link to book your place
21 <sup>st</sup> October 2025	5.30 – 7.00pm	Room A&B Neath Civic	<a href="#">Primary Data 1</a>
2 <sup>nd</sup> December 2025	6.00 – 7.30pm	Online	<a href="#">Primary Data 2</a>
3 <sup>rd</sup> February 2026	6.00 – 7.30pm	Online	<a href="#">Primary Data 3</a>
23 <sup>rd</sup> April 2026	10.00 – 11.30am	Baglan Education & Training Centre	<a href="#">Primary Data 4</a>
18 <sup>th</sup> June 2026	6.00 – 7.30pm	Online	<a href="#">Primary Data 5</a>

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## UNDERSTANDING DATA - MANDATORY TRAINING (Secondary Schools – repeat event)

This training session is mandatory by Welsh Government and requires all governors to attend within one year of appointment or election. Failure to attend within this time limit will mean an automatic suspension as a governor.

This session will help develop your understanding of the data which is now routinely provided to schools and how to use the data to improve school performance. Being able to analyse school performance data and drill down to the core information will enable governors to make comparisons and benchmark how your school is performing compared with other schools in similar circumstances.

Learning about school data and understanding what it means for your school and what needs to be done to raise standards should give you the confidence to ask challenging questions of the headteacher and school leadership team in order to improve performance and pupil attainment.

One of the sessions will specifically be tailored towards secondary school data; however, governors are welcome to attend any of the listed events.

**Target Audience:** All governors who have not previously attended this mandatory session.

**Course Provider:** Neath Port Talbot Education Support Officers

Date	Time	Location	Link to book your place
23 <sup>rd</sup> October 2025	6.00 – 7.00pm	Online	<a href="#">Secondary Data 1</a>
5 <sup>th</sup> February 2026	6.00 – 7.00pm	Online	<a href="#">Secondary Data 2</a>
23 <sup>rd</sup> June 2026	6.00 – 7.00pm	Online	<a href="#">Secondary Data 3</a>

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## CLERK TO THE GOVERNING BODY –TRAINING FOR NEW CLERKS (Repeat Event)

The clerk to a governing body has a vital role to play in the running of a school as through his/her organisational skills a clerk can help governors have a meaningful input into the school's improvement.

Since the implementation of mandatory training for clerks in September 2013, all clerks are required to have both attended and understood the training session to a sufficient standard within a one year period of the legislation being introduced or appointed as a new clerk. This session considers the make-up of governing bodies and their powers, and the statutory duties of the clerk. To ensure compliance with the mandatory requirements and assess that clerks have achieved the required level of competency from the training, there will be a short assessment the end of the session in the form of an individual written quiz or Q&A session.

**Target Audience:** All clerks but especially new clerks who have yet to complete their mandatory training

**Course Provider:** Neath Port Talbot: Mrs. Kathryn Gilbert/Miss Catherine Jones, Principal Schools Governance Officers.

Date	Time	Location	Link to book your place
16 <sup>th</sup> September 2025	11.00 – 1.00pm	Online	<a href="#">Clerk 1</a>
12 <sup>th</sup> January 2026	11.00 – 1.00pm	Online	<a href="#">Clerk 2</a>
16 <sup>th</sup> April 2026	11.00 – 1.00pm	Online	<a href="#">Clerk 3</a>

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## SAFEGUARDING & CHILD PROTECTION: A GENERAL OVERVIEW

The role of protecting and safeguarding children belongs to everyone who comes into contact with children and young people. The Education Act 2002 places specific child protection duties on schools and requires them to: 'Make arrangements to safeguard and promote the welfare of children'.

All schools have identified a governor who is linked to child protection. Safeguarding training sessions are aimed to meet the requirements of providing bi-annual training to all governors. Governors need only attend one session but may wish to undertake a refresher session after two years.

This session will consider what are the requirements of the governing body, how can they be fulfilled and what are the safeguarding and child protection procedures?

**Target Audience:** It is now a **requirement** in NPT for the **Chair of Governors** and the **Designated Safeguarding Governor** to attend LA Safeguarding training. This session should be attended **once every three years**.

It is strongly recommended that all governors attend safeguarding training (LA delivered or school delivered) once every four years in line with a governor's term of office.

**Course Provider:** Anneliese Donovan - Safeguarding Officer

Date	Time	Location	Link to book your place
1 <sup>st</sup> October 2025	6.00 – 8.00pm	Online	<a href="#">Safeguarding 1</a>
11 <sup>th</sup> February 2026	1.00 – 3.00pm	Baglan Education & Training Centre	<a href="#">Safeguarding 2</a>
3 <sup>rd</sup> June 2026	5.00 – 7.00pm	Rooms A & B Neath CC	<a href="#">Safeguarding 3</a>

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## STRATEGIES FOR SUPPORTING PUPILS WITH BEHAVIOURAL, EMOTIONAL & SOCIAL DEVELOPMENT

This training programme equips professionals, educators, and support staff with practical strategies to support children with behavioural, social, and emotional needs. The course covers neuroscience insights on behaviour, examines causes of challenging behaviours, and promotes deeper understanding of these children's unique needs. Participants learn methods for building positive relationships, encouraging emotional regulation, and fostering a supportive environment that promotes growth and resilience. Practical communication and collaborative problem-solving tips are tailored to school settings.

**Target Audience:** All governors

**Course Provider:** Charlotte Fahey - Wellbeing and Behaviour and Cynnydd Service Manager and Neil Davies - Wellbeing Practitioner

Date	Time	Location	Link to book your place
6 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">Supporting pupils with BESD</a>

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## OUR RESPONSIBILITIES TO CHILDREN LOOKED AFTER

There are a number of reasons why a child may be 'looked after'. More often than not, it is through no fault of their own.

This training is for governors who wish to increase their knowledge about this vulnerable group of pupils and how schools can work in partnership with other agencies to raise attainment. The session will cover:

- Definition - Who is 'looked after'
- Corporate parenting responsibilities
- The issues
- What schools can do to help
- Pupil Deprivation Grant for pupil's looked after

**Target Audience:** All governors.

**Course Provider:** Nicky Sneezum - Education Coordinator CLA

Date	Time	Location	Link to book your place
24 <sup>th</sup> February 2026	6.00 – 7.30pm	Online	<a href="#">Children Looked After</a>

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## UNDERSTANDING THE SCHOOL BUDGET FORMULA (Repeat event)

This training will be of benefit to all governors but will have particular relevance for governors with a role on finance committees.

In the first instance, a brief explanation will be provided concerning the wider responsibilities of the Local Authority and its role in allocating the total sum available each year across the various sectors/responsibility areas within the Education Directorate.

More specifically, the course has been designed to help governors understand the methodology and formulae underpinning the calculation of individual school budget shares and how it relates to their own school, focussing on the formula funding elements of budget shares.

**Target Audience:** Members of the Finance Committee.

**Course Provider:** Mr. Llywelyn Williams, Primary School Bursar

Date	Time	Location	Link to book your place
12 <sup>th</sup> February 2026	5.00 – 7.00pm	Rooms A & B Neath Civic	<a href="#">School Budgets</a>

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## REDUNDANCY HANDLING (Repeat event)

In the first instance governors will be provided with the definition of redundancy and how this affects schools along with the wider responsibilities of both the school and the Local Authority within the school redundancy process.

More specifically the course has been designed to assist governors in understanding the redundancy process by including a number of real-life difficult scenarios that HR Officers have experienced across schools during recent years.

Any redundancy proposals that directly or indirectly affect employees must be handled fairly and sensitively. The importance of pre-planning, careful preparation and a structured approach to the redundancy process is critical. A clear well thought out plan will help to both clarify and communicate the need for redundancies and also ensure a fair and meaningful consultation process. It is important to acknowledge how employees are affected by the redundancy process whilst also maintaining their motivation and performance. Therefore, the time spent in planning and preparation will be crucial in anticipating and then dealing with the uncertainty, confusion and suspicion that inevitably arises when redundancy is proposed.

The aim and purpose of this session is to give practical advice and support to governors when managing the difficult task of staff redundancies.

**Target Audience:** This training will be of benefit to governors with a role on both the Staffing Disciplinary Dismissal Committee and the Staffing Disciplinary Dismissal Appeals Committee. Headteachers are also welcome to attend this event.

**Course Provider:** Stephanie Evans – HR Manager

Date	Time	Location	Link to book your place
27 <sup>th</sup> January 2026	6.00 – 8.00pm	Online	<a href="#">Redundancy</a>

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## CURRICULUM FOR WALES (repeat event)

In February 2015 Welsh Government published the findings of Professor Graham Donaldson. His report, 'Successful futures' is a comprehensive, independent review of the curriculum and assessment arrangements in Wales.

His report also identifies the shortcomings of the current curriculum arrangements, which essentially remain as devised in 1988, a world before the World Wide Web and the advances in technology and globalisation that affect the way we live and work today. His report argues that the curriculum has become overloaded, complicated and, in parts, outdated.

The report identifies 4 purposes for the curriculum. It recommends that the entirety of the school curriculum should be designed to help all children and young people to become:

- ambitious, capable learners, ready to learn throughout their lives
- enterprising, creative contributors, ready to play a full part in life and work
- ethical, informed citizens of Wales and the world , ready to be citizens of Wales and the world
- healthy, confident individuals, ready to lead fulfilling lives as valued members of society.

Professor Donaldson's recommendations mark a radical departure from the curriculum of the last century.

The course will explain in more detail the four purposes and the areas of learning and experience as well as what the implications are likely to be for schools in NPT.

**Target Audience:** All governors.

**Course Provider:** Neath Port Talbot Education Support Officers

Date	Time	Location	Link to book your place
16 <sup>th</sup> October 2025	6.00 – 8.00pm	Online	<a href="#">Curriculum for Wales 1</a>
30 <sup>th</sup> June 2026	1.00 – 3.00pm	Online	<a href="#">Curriculum for Wales 2</a>

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## CHAIR & VICE CHAIR TERMLY MEETING WITH THE EDUCATION SENIOR MANAGEMENT TEAM (Repeat Event)

On a termly basis, the senior management team of the education directorate meet with chairs and vice-chairs to discuss and share national and local educational issues. In addition, at each meeting an opportunity is used to provide a bespoke short training and information session on a particular and relevant topic.

These meetings are an important vehicle of communication between the authority and governing bodies and are generally well attended.

**Target Audience:** All NPT Chairs and Vice-chair of Governors

**Course Provider:** Education Senior Management Team

Date	Time	Location	Link to book your place
11 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">Chair/Vice-Chair Termly Meeting Autumn</a>
17 <sup>th</sup> March 2026	5.30 – 7.00pm	Rooms A & B Neath CC	<a href="#">Chair/Vice-Chair Termly Meeting Spring</a>
16 <sup>th</sup> June 2026	5.00 – 7.00pm	TBC	<a href="#">Chair/Vice-Chair Termly Meeting Summer</a>

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## SCHOOL DEVELOPMENT PLAN (Repeat event)

From 1<sup>st</sup> September 2015 it became a legal requirement for all schools to have in place and publish a School Development Plan.

The School Development Plan is the school's strategic plan for improvement. It sets out the actions a school will take to improve learner outcomes. A School Development Plan will be informed by the regular self-evaluation a school undertakes of its own performance, and contextual data, and will contain the school's improvement priorities together with the short and longer-term targets.

Estyn inspectors will use the School Development Plan, school's self-evaluation report and other information to identify and formulate lines of enquiry during an inspection. This essential information will assist the inspection team to choose evidence to sample in order to verify the accuracy of the school's judgements.

This session will outline to governors what the main aspects of a School Development Plan are, what areas should be included, and the timescale involved.

**Target Audience:** All governors

**Course Provider:** Neath Port Talbot Education Support Officers

Date	Time	Location	Link to book your place
20 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">SDP 1</a>
7 <sup>th</sup> May 2026	6.00 – 8.00pm	Online	<a href="#">SDP 2</a>

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## EXCLUSIONS (Repeat event)

Permanent exclusion is the most serious punishment a school can issue to a pupil who does something that is against the schools behaviour policy. It means that the pupil is no longer allowed to attend the school and their name will be removed from the school roll.

This session will look at who can exclude, reasons for exclusion and alternatives to exclusion. It will also aim to explain the roles and responsibilities of the committee as well as giving governors an understanding of the exclusion process.

**Target Audience:** All governors particularly those that sit on Pupil Disciplinary Committees.

**Course Provider:** Neath Port Talbot: Mrs. Kathryn Gilbert/Miss Catherine Jones, Principal Schools Governance Officers.

Date	Time	Location	Link to book your place
4 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">Exclusions 1</a>
27 <sup>th</sup> March 2026	9.30 – 11.30am	Baglan Education & Training Centre	<a href="#">Exclusions 2</a>
1 <sup>st</sup> June 2026	6.00 – 8.00pm	Online	<a href="#">Exclusions 3</a>

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## MANAGING SCHOOL COMPLAINTS (Repeat event)

All schools have a statutory duty to have a complaints procedure in place which must be published and available to parents, pupils, staff and governors. The vast majority of concerns and complaints are dealt with by schools immediately, satisfactorily, and through informal discussions by the class/subject teacher or a more senior member of staff of the school. However, there are occasions where complaints are escalated or are required to be dealt with in a more formal manner.

This session will look at the roles and responsibilities of both the headteacher and governing body when handling both 'informal' and 'formal' complaints from parents and other members of the community. The session will also look at effective practice in the various stages of the procedure to ensure that complaints are handled appropriately in order that they are resolved satisfactorily.

**Target Audience:** Chair of Governors and members of the Complaints Committee.

**Course Provider:** Neath Port Talbot: Mrs. Kathryn Gilbert/Miss Catherine Jones, Principal Schools Governance Officers.

Date	Time	Location	Link to book your place
7 <sup>th</sup> October 2025	6.00 – 8.00pm	Online	<a href="#">Complaints 1</a>
15 <sup>th</sup> January 2026	1.00 – 3.00pm	Room C Neath Civic Centre	<a href="#">Complaints 2</a>
12 <sup>th</sup> May 2026	6.00 – 8.00pm	Online	<a href="#">Complaints 3</a>

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## AN INTRODUCTION TO ONLINE SAFETY (Repeat event)

Online safety is an integral part of the DCF and Curriculum for Wales.

In addition to nationally procured resources, all schools within NPT have been advised to engage with the online safety self-assessment toolkit: 360 degree safe Cymru. This toolkit allows schools to benchmark current provision and identify strengths and areas for development.

Governors are responsible for the approval of schools' online safety policies and for reviewing effectiveness.

This session will provide governors with information to help understand roles and responsibilities, what questions to ask their schools and what good looks like.

**Target Audience:** All Governors.

**Course Provider:** Darren Long – Education Development Service

Date	Time	Location	Link to book your place
2 <sup>nd</sup> July 2026	6.00 – 8.00pm	Online	<a href="#">Online Safety</a>

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## STAFF WELLBEING IN SCHOOLS

This session will explore the importance of attending to school staff wellbeing and the impact of this on the wellbeing and attainment of our children and young people. Current research in this area will be presented as well as the services available to support the wellbeing of our education staff, including those delivered by the School Based Counselling Service

**Target Audience:** All Governors.

**Course Provider:** Rhian Miller – School Based Counselling Service Manager

Date	Time	Location	Link to book your place
15 <sup>th</sup> April 2025	6.00 – 8.00pm	Online	<a href="#">Staff Wellbeing</a>

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## NEURODEVELOPMENT AND MYTH BUSTING

The aims of the session:

- To give an overview of the joint, grant funded, myth busting project with Neath Port Talbot and Swansea.
- To consider the processes involved in supporting children and young people in school who present with difficulties with the development of their social communication skills.
- To consider the process of referring children and young people to the Neurodevelopmental Disorder Team for assessment of ASD.
- To consider the ways in which children who receive a diagnosis of ASD are supported to help them to reach their potential.

**Target Audience:** All Governors.

**Course Provider:** Ceri Long – Support for Learning Manager & Helen Osborne – Principal Educational Psychologist

Date	Time	Location	Link to book your place
12 <sup>th</sup> November 2025	6.00 – 8.00pm	Online	<a href="#">Neurodevelopment and myth busting</a>

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## ENGLISH AS AN ADDITIONAL LANGUAGE (EAL) LEARNERS IN THE SCHOOLS OF NPT

The New Curriculum for Wales 2022 Language, Literacy and Communication Area of Learning (AoLE) embodies the importance of multi-lingual approaches and highly values the languages and cultures of all learners to create a fully inclusive school where all our children are safe, happy and achieving their full potential.

Ethnic minority learners now make up 8.1% of the school population in Neath and Port Talbot (Feb '24) and of those learners more than half (4.6%) have English as an Additional Language (EAL). Schools can receive learners who are new to English at any time during the term and an understanding of the challenges learners and schools face will ensure appropriate strategies can be in place to welcome new arrivals and to develop their language proficiency to optimize educational outcomes.

This course will focus on;

- Who are the EAL/WAL Learners?
- The process of EAL acquisition
- Assessment of EAL/WAL acquisition
- Language Need or Learning Need? (EAL v ALN)
- What does it mean to be an additional Language learner?
- Planning for the Needs of EAL /WAL learners (New Arrivals/Language Focus/Key Strategies)

**Target Audience:** All Governors.

**Course Provider:** Julie Stapleton – Teacher Development Officer, Vulnerable Learners Service

Date	Time	Location	Link to book your place
21 <sup>st</sup> January 2025	6.00 – 8.00pm	Online	<a href="#">EAL Learners</a>

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## AWARENESS OF GYPSY AND TRAVELLER COMMUNITIES IN NPT

The Vulnerable Learner Service with over 30 years' experience of working with the Gypsy and Traveller community in NPT has developed this awareness training session to help our schools, staff and governors have a better understanding of the diversity within our Gypsy and Traveller community.

We look at cultures, traditions and history. We also aim to highlight some of the barriers which our Gypsy and Traveller families face when accessing public services across health, accommodation, justice and particularly education.

We hope to improve knowledge on how to support our children and community through these barriers.

**Target Audience:** All Governors, particularly those who have Gypsy Traveller pupils within their schools.

**Course Provider:** Heather Thomas – Teacher Development Officer, Vulnerable Learners Service

Date	Time	Location	Link to book your place
3 <sup>rd</sup> March 2025	6.00 – 7.30pm	Online	<a href="#">Gypsy and Traveller</a>

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## PUPIL ATTENDANCE

This session will explain who the Education Welfare Service are and the role of the Education Welfare Officer (EWO). It will offer insights into the legal framework around attendance and what is good attendance.

**Target Audience:** All Governors.

**Course Provider:** Hayley Thomas – Education Welfare Service Manager

Date	Time	Location	Link to book your place
25 <sup>th</sup> November 2025	6.00 – 7.30pm	Online	<a href="#">Pupil Attendance 1</a>
23 <sup>rd</sup> March 2026	1.00 – 2.30pm	Online	<a href="#">Pupil Attendance 2</a>

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## CLERK TO GOVERNORS REFRESHER TRAINING

### AUTUMN TERM - 8th October 2025

#### The AGM and Terms of Reference

This session will discuss the AGM agenda items along with the reason for governing body committees and their Terms of Reference.

### SPRING TERM - 4th February 2026

#### The Governing Body Audit – the importance of keeping your information up to date

This session will go through what information is required and discuss the expectation on Clerks to ensure the information they hold on their governors is up to date.

### SPRING TERM - 25th March 2026

#### Complaints

This session covers complaints training and the role of the Clerk throughout, specifically at Stage C.

Date	Time	Location	Link to book your place
8 <sup>th</sup> October 2025	10.00am – 12.00pm	Online	<a href="#">AGM/ToR</a>
4 <sup>th</sup> February 2026	10.00am – 12.00pm	Online	<a href="#">Audits</a>
25 <sup>th</sup> March 2026	10.00am – 12.00pm	Online	<a href="#">Complaints</a>

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## TEAM AROUND THE FAMILY (TAF)

This session will explain who Team Around the Family are and their role in working with families.

### Overview:

- What is TAF and what is the purpose of the team?
- Who sits within TAF and what are the roles within TAF?
- What is the edibility criteria and how do people refer into the service?
- What our role looks like in practice. An overview of day to day practice and how we engage in the community.
- Some case examples and discussions.
- Question time / Discussion time.

**Target Audience:** All Governors.

**Course Provider:** Jenny McGrath – Team Manager, Team Around the Family

Date	Time	Location	Link to book your place
30 <sup>th</sup> September 2025	10.00 – 11.00am	Online	<a href="#">Team Around the Family</a>

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