



Many Schools – One Family  
Serving Catholic Primary Schools across England

# Continuous Professional Development and Formation Plan for Governors 2024-2025



*St Aloysius Gonzaga-patron saint of youth and students*

**“Give instruction to a wise man and he will be still wiser, teach a righteous man and he will increase his learning.”**

**Proverbs 9:9**

Dear Governors,

We are delighted to serve you and your school communities by providing CPDF (Continuous Professional Development and FORMATION) to leaders at all levels. We aim to support you to help form your team to each be the best version of the person that God has called them to be. In turn, it is hoped, this will cascade to your amazing pupils. We are pleased to be serving many diocese across England and know that you will benefit from working alongside governors from across the country.

Providers:

There are some old favourites and some brand-new ones, let us know your thoughts, we use YOUR feedback to design the offer for the following year. If an old favourite isn't included this year, let us know you want them back. (We're already working on 2025-2026!) If you hear of someone amazing, based anywhere in the country, tell us. We'll get them booked.

Thank you for all you do to support Catholic Primary school across the country. We appreciate you giving your time so generously. If we can help you in any way, please get in touch.

We have included governor CPDF and sessions that you may find of interest, within this smaller brochure for governors. (There's lots more in our full CPDF brochure, available via our website, or get in touch and we will send it to you.)

Please use the hyperlinks to book your CPDF (check first with whoever is responsible for Governor CPDF in school) and we look forward to welcoming you.

Kind regards

*Julie-Anne Tallon*

We are passionate about servant leadership. We provide excellent CPDF to ensure all stakeholders are given every opportunity to become the person God has called them to be. We want to constantly evolve. Nurturing a culture of constant review, evaluation, and planning for next steps, building upon strengths; offering our schools the very best.



## What is the Partnership Vision?

### Servant Leadership

Mission integrity - a commitment to Servant Leadership; evident through interactions, service and SUPPORT to all.

### Excellent CPDF

Inclusive of Leaders at all levels- developing all stakeholders to be the person God has called them to be and empowering them to develop the children in our care to achieve their best.

### Evolving

A culture of constant evaluation, reflection and improvement to provide the very best for our schools.



Lord, give us new strength so that we can  
build places of belonging:

To create a community for all to share  
their gifts,  
To know that each of us is loved,  
To help us to see the light of Christ in all  
that we serve.

Let us remember that each of us is loved,  
each of us is willed and each of us is  
necessary.

May we balance mercy and justice so that  
we can achieve equity and access for all  
of Your children.

We do this in Your name.

Amen



# *Marian Term*



*(Autumn 1)*

# MARIAN TERM

## (AUTUMN 1)

<b>Safeguarding Compliance</b>	
<p><b><u>Safeguarding Compliance</u></b></p> <p><b><u>With Oliver Welsby</u></b></p> <p><b>Thursday 12th September 2024</b></p> <p>9:30am – 12:30pm</p> <p>Zoom For: Headteachers, CEO's, CSELs, DSLs, SENDCOs #SEN #HT #Safeguarding</p>	<p><b>Safeguarding Compliance</b></p> <p>During this session we will cover the latest statutory and non-statutory guidance documents and updates from a safeguarding perspective, highlighting key aspects and recommendations from each that schools will want to ensure are in place.</p> <p>To Book: <a href="https://www.bcphp.org.uk/events/24-safeguarding-compliance">https://www.bcphp.org.uk/events/24-safeguarding-compliance</a></p>
<p><b><u>Directors note:</u></b> <i>Imagine how relieved you will feel when you come away knowing exactly what it is that's required. Ollie did this session last year and your feedback was – we want him to do this every year. Ollie really knows his stuff-get booked on- so you do too!</i></p>	
<b><u>Staff to be booked on:</u></b>	<b><u>Cover arrangements in school:</u></b>

<b>Governors update on KCSIE</b>	
<p><b><u>Governors update on KCSIE</u></b></p> <p><b><u>With Oliver Welsby</u></b></p> <p><b>Thursday 19th September 2024</b></p> <p>6:00-7:30pm Zoom</p> <p>#Governors</p>	<p>This session is valuable for all governors, not just the nominated Safeguarding Governor, as all governors have 'strategic leadership responsibility for safeguarding', as outlined in KCSIE.</p> <p>This session will provide a clear update for governors as to the latest developments in terms of risk, updates on statutory guidance and KCSIE requirements from the governance perspective, and an overview of what the safeguarding team should be working on.</p> <p>To book: <a href="https://www.bcphp.org.uk/events/24-gov-update-kcsie">https://www.bcphp.org.uk/events/24-gov-update-kcsie</a></p>
<p><b><u>Directors note:</u></b> <i>This is a slightly longer governor's session than usual, it's because we are sharing the information and giving them guidance on what to do.</i></p> <p><i>I'd get all my governors booked on this – a non-negotiable (you are giving them plenty of notice).</i></p>	
<b><u>Staff to be booked on:</u></b>	<b><u>Cover arrangements in school:</u></b>

<p><b><u>Adult MHFA - Mental Health First Aid</u></b></p> <p><b><u>With Hugo Metcalfe</u></b></p> <p><b>Wednesday 9<sup>th</sup> October 2024 and Thursday 10<sup>th</sup> October 2024</b></p> <p>TWO FULL-DAYS</p> <p>9:00am – 4:30pm  9:00am – 12:00am Zoom  12:00pm – 2:00pm E-learning modules and lunch  2:00pm – 4:30pm</p> <p>Zoom</p> <p>For: any staff that support Children: CSELs, Headteachers, Heads of School, Deputies, SENCOs, other interested staff.  All delegates receive a mental health first aid manual and workbook to support their learning.</p> <p>#HT #DHT #SENDSCO #CT</p>	<p>This <b>accredited course</b> provides delegates the skills recognise the signs and symptoms of common mental health issues in children, engage in supportive and non-judgemental conversation and signpost to effective support.</p> <p>Delegates will gain an in depth understanding of mental health and the factors that can affect wellbeing, as well as practical skills to spot the triggers and signs of mental illness, and the confidence to step in, reassure and support children and their parents in distress.</p> <p>Upon completion they will receive an <b>MHFA Certificate and accreditation as a Young Person Mental Health First Aider.</b></p> <p>Only 16 delegates can attend this course.</p> <p><b>There is subsidised cost of £180 per delegate, this includes additional resources which will be sent in the post.</b></p> <p>Due to demand for places on this course, non-attendance at this course will incur repayment of full costs of £240.</p> <p>To book:  <a href="https://www.bcpp.org.uk/events/24-mhfa-2day">https://www.bcpp.org.uk/events/24-mhfa-2day</a></p>
<p><b>Director’s note:</b></p> <p><i>We have purposefully booked the ADULT training this time and not the ‘young persons’, the reason for this is, the adult training is a lot broader and better suited and is able to be applied to young people as well as to your colleagues, it is also the most up to date one.</i></p> <p><i>Get at least one person trained on this. It’s worth it. Even better if you have multiple staff trained.</i></p>	
<p><b><u>Staff to be booked on:</u></b></p>	<p><b><u>Cover arrangements in school:</u></b></p>

# MARIAN TERM

## (AUTUMN 1)

### **Safer Recruitment Training**

#### **With High Speed Training**

You have 12 months to complete this course.

For: School staff and Governors involved in the recruitment process. (You need to do this every 3 years.)

#HT #DHT #Governor #DSL

Online training, this course takes approximately 3 hours to complete, and the certificate will be posted out to you 24 hours after successful completion.

We have negotiated a discount for this online CPDF. This course has an additional charge of £30 per person.

The online codes for these will be sent out by Sarah the first week in October 2024. They are also available throughout the year-just get in touch.

To book:

<https://www.bcpp.org.uk/events/24-safer-recruitment>

### **Directors note:**

*Ensure you are fully covered by getting people trained up on this. Always good to have a governor and your deputy head trained.*

### **Staff to be booked on:**

### **Asbestos Awareness Training**

#### **With High Speed Training**

You have 12 months to complete this course.

For: School staff with responsibility for Asbestos Management

#HT #Governor

Online training, this course takes approximately 2 hours to complete, and the certificate will be posted out to you 24 hours after successful completion.

We have negotiated a discount for this online CPDF

This course has an additional charge of £30 per person.

The online codes for these will be sent out by Sarah the first week in October. They are also available throughout the year-just get in touch.

To book:

<https://www.bcpp.org.uk/events/24-asbestos-awareness>

### **Directors note:**

*Remember, all site managers/supervisors/caretakers must have Asbestos training.*

### **Staff to be booked on:**



<p><b><u>5 Foundations of Effective Attendance Practice</u></b></p> <p><b><u>With Faye Whittle</u></b></p> <p><b>Thursday 3<sup>rd</sup> October 2024</b></p> <p>9.30am – 10.30am</p> <p>Zoom</p> <p>For: Attendance Leaders</p> <p>#HT#DHT #AHT</p> <p>Governors may wish to attend, to gather ideas.</p>	<p>A brief session to introduce you to the 5 Foundations of Effective Attendance Practice</p> <p>The 5 Foundations of Effective Attendance Practice framework is modelled on the work of Professor Katherine Weare. The emphasis is on developing a school culture and climate which builds a sense of connectedness and belonging to ensure all children can attend school and thrive. The approach ensures schools prioritise building solid working relationships with children / parents prior to any escalation. The approach allows educational settings to identify triggers early that can lead to poor attendance issues such as mental health issues, lack of trust, communication and relationship breakdowns and the possible lack of networking opportunities both internal (in-school) and external (external agencies).</p> <p>The Foundations framework has most recently been reviewed by the Department for Education. The Foundations framework received an excellent report following the four-day review.</p> <p><i>"The Foundations approach is an excellent example of best practice; there are very clear and detailed systems and procedures in place to manage absence and attendance consistently".</i></p> <p>(Michelle O'Dell DFE Attendance Advisor March 2022)</p> <p>To Book:  <a href="https://www.bcpp.org.uk/events/24-attendance-foundations">https://www.bcpp.org.uk/events/24-attendance-foundations</a></p>
<p><b><u>Directors note:</u></b></p> <p><i>We are repeatedly asked to give some direction on how to improve attendance. Here it is. Get yourself booked on. See what you think. You may want to work with them further, you may just take the initial ideas, for now. It's up to you, but you won't know, if you don't come.</i></p>	
<p><b><u>Staff to be booked on:</u></b></p>	<p><b><u>Cover arrangements in school:</u></b></p>

<p><b><u>SEND:</u></b></p> <p><b><u>Myths, law and funding regulations.</u></b></p> <p><b><u>With Garry Freeman</u></b></p> <p><b>Two sessions- both must be attended:</b>          Session 1 of 2  <b>Monday 14<sup>th</sup> October 2024</b>          9:30am-12pm</p> <p>Session 2 of 2  <b>Thursday 17<sup>th</sup> October 2024</b>          9:30am-12pm</p> <p>Zoom</p> <p>#SENDCO #HT</p>	<p>If you are working with children with additional needs, and they are reliant on receiving effective additional provision and support, this training is a must. Understanding SEND law is vital to ensuring your SEND children and families receive all they need to make progress and thrive.</p> <p>The aim of the session is to promote:</p> <ol style="list-style-type: none"> <li>1. An understanding of what SEND Myths are and why they are an issue.</li> <li>2. A working understanding of the main aspects of SEND law on funding and EHCP process as it applies in England.</li> <li>3. Confidence and insight to discuss these aspects and challenge LAs/professionals where appropriate.</li> <li>4. The knowledge and references to inform work done by parents/professionals.</li> </ol> <p>Essentially, Garry will share a wealth of knowledge about how SEND law can support schools, parents, children, and families in ascertaining appropriate levels of funding and provisions for the children and young people you work with.</p> <p>To book: <a href="https://www.bcpp.org.uk/events/24-sen-myths-1">https://www.bcpp.org.uk/events/24-sen-myths-1</a></p>
<p><b><u>Directors note:</u></b>  <i>When I asked SENDCOs to suggest great providers for SEN, Garry's name was shared. This is a MUST for all Heads and SENDCOs, book both of you on, it's worth it.</i>  <i>Top tip- HT and SENDCO meet in-between the two sessions to prepare any questions ready for session 2.</i></p>	
<p><b><u>Staff to be booked on:</u></b></p>	<p><b><u>Cover arrangements in school:</u></b></p>
<p><b><u>How to access grants and funding</u></b></p> <p><b><u>With Andrew Heaward</u></b></p> <p><b>Tuesday 15<sup>th</sup> October 2024</b>          9:30am - 10:15am          Zoom</p> <p>#HT #SBM</p>	<p>A brief session with Andrew from Heaward Solutions-Funding and Management Specialists</p> <p>An introduction into how you can access additional funding streams.</p> <p>To book:  <a href="https://www.bcpp.org.uk/events/24-grants-funding">https://www.bcpp.org.uk/events/24-grants-funding</a></p>
<p><b><u>Directors note:</u></b>  <i>Everyone wants more cash in school. It's worth giving up 45 minutes to find out what avenues are available to your school to access grants and funding.</i></p>	
<p><b><u>Staff to be booked on:</u></b></p>	<p><b><u>Cover arrangements in school:</u></b></p>

# Remembrance term



(Autumn 2)

# REMEMBRANCE TERM

## (AUTUMN 2)

### **Governor Training**

**With Roland Roberts**

**Monday 11<sup>th</sup> November 2024**

6-7pm

Zoom

### **Strategic vs Operational**

This will be a straightforward guidance session to clarify the difference between strategic and operational for governors at all experience levels.

To book:

<https://www.bcpc.org.uk/events/24-gov-training-v>

### **Directors note:**

*This is such a tricky area for both school leaders and governors to fully understand and get right. We urge experienced and new governors to attend this session. Headteachers attend too. It will be worth it for everyone in the long run. You've got plenty of notice, book it in for all governors to attend.*

### **Governors to be booked on:**



# Candlemas Term



(Spring 1)

# CANDLEMAS TERM

## (SPRING 1)

<p><b><u>SEND</u></b></p> <p><b><u>What is a whole school approach to SEND?</u></b></p> <p>With Garry Freeman</p> <p><b>Tuesday 4<sup>th</sup> February 2025</b></p> <p>9:30am -11:30am</p> <p>#SENDSCO #HT #DHT</p>	<p>The session will cover:</p> <ul style="list-style-type: none"> <li>• Understanding the law</li> <li>• Effective co-production and working with parents</li> <li>• What do we mean by Special Educational Needs?</li> <li>• Where is responsibility for SEND in a school?</li> <li>• What is the role of class teacher, middle leaders, SENDCo, SLT, Governors, local authority?</li> <li>• What is an intervention?</li> <li>• How can we meet a variety of needs in one classroom?</li> <li>• Understanding autism</li> <li>• Understanding ADHD</li> <li>• What is an Education, Health, and Care Plan (EHCP) and what does it mean for our SEND provision?</li> </ul> <p>To book:  <a href="https://www.bcpp.org.uk/events/24-send-whole-school">https://www.bcpp.org.uk/events/24-send-whole-school</a></p>
<p><b><u>Directors note:</u></b></p> <p><i>You think you know what SEND is. Do you really? This is a MUST for HT and SENDCO to attend. Ensure you both are on the same page and have a full understanding. Show your SENDCO that you are interested and want to support them, book you both on.</i></p>	
<p><b><u>Staff to be booked on:</u></b></p>	<p><b><u>Cover arrangements in school:</u></b></p>



# Lenten Term



(Spring 2)

# LENTEN TERM

(SPRING 2)

## Catholic Life

CPDF, Provider, Date	Description
<p><b><u>Mental Health in Education Update, for Heads, DSLs, DSMHLs and SLTs.</u></b></p> <p><b><u>With Oliver Welsby</u></b></p> <p><b>Thursday 27<sup>th</sup> February 2025</b></p> <p>9:30am-12:30pm</p> <p>Zoom</p> <p>#HT #DHT #DSL #SENDSCO</p>	<p>Mental Health in Education Update, for Heads, DSLs, DSMHLs and SLTs. During this session we will focus on understanding recent developments in the mental health and wellbeing of children in the UK, including looking at the impact of cultural and technological changes over recent years and the impact this is having in schools. We will explore the overlap between the roles of the DSL and the Senior Mental Health Lead in responding to, and preventing incidents, the things to focus on from a Senior Team perspective with regards to an effective whole-school approach and a range of strategies to support and promote mental health and wellbeing in children.</p> <p>To book: <a href="https://www.bcpp.org.uk/events/24-mental-health-update">https://www.bcpp.org.uk/events/24-mental-health-update</a></p>
<p><b><u>Directors note:</u></b></p> <p>This is a definite one for all school to attend.</p>	
<p><b><u>Staff to be booked on:</u></b></p>	<p><b><u>Cover arrangements in school:</u></b></p>

<p><b><u>PRAYER</u></b></p> <p><b><u>Staff meeting</u></b> <b><u>With Greg Finn from the mark10mission</u></b></p> <p><b>Tuesday 4<sup>th</sup> March 2025</b></p> <p>3:45-4:45pm Zoom For: RE leaders, senior leaders, Staff who take a lead in the prayer life of school #middleleaders #AHT #DHT #HT</p>	<p>A wonderful opportunity to invest in the spiritual formation of your team as you all journey through Lent.</p> <p>Get it planned in the school diary now. Invite available governors, arrange for TAs, office staff and site staff to join.</p> <p>Spend time in prayer together.</p> <p>To book: <a href="https://www.bcpp.org.uk/events/24-staff-mtg-prayer">https://www.bcpp.org.uk/events/24-staff-mtg-prayer</a></p>
<p><b><u>Directors note:</u></b></p> <p><i>This session has been booked as a direct response to requests from you. Why not use the session as your staff meeting for all staff this week? Ensure everyone hears the same message...</i></p>	
<p><b><u>Staff to be booked on:</u></b></p>	



# LENTEN TERM

## (SPRING 2)

### GOVERNORS

#### Feeling ready to talk to CSI inspectors.

With Sarah Barreto

**Thursday 13<sup>th</sup> March 2025**

6.00pm – 7.00pm

#Governors

Are you expecting the Catholic School Inspection phone call?

This session will provide and explore a checklist for governors with tips to help them prepare for and develop greater confidence in their meeting with CSI inspectors.

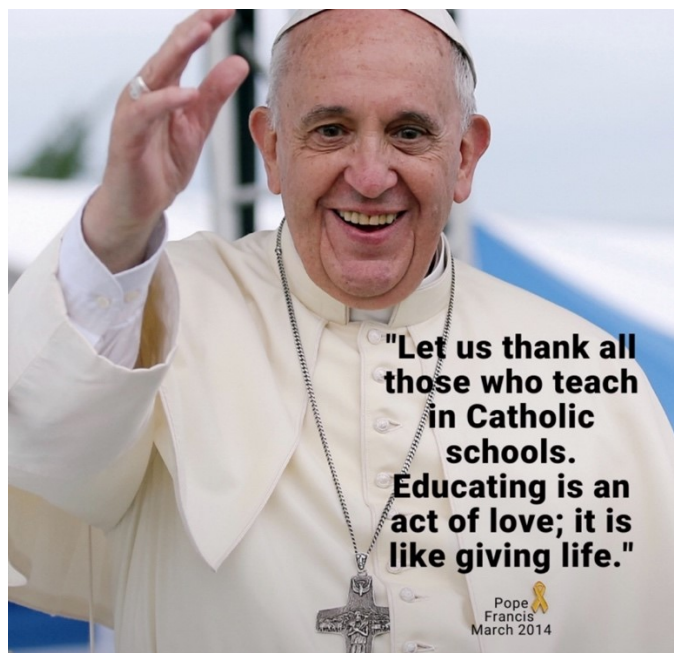
To book:

<https://www.bcpp.org.uk/events/24-gov-training-csi>

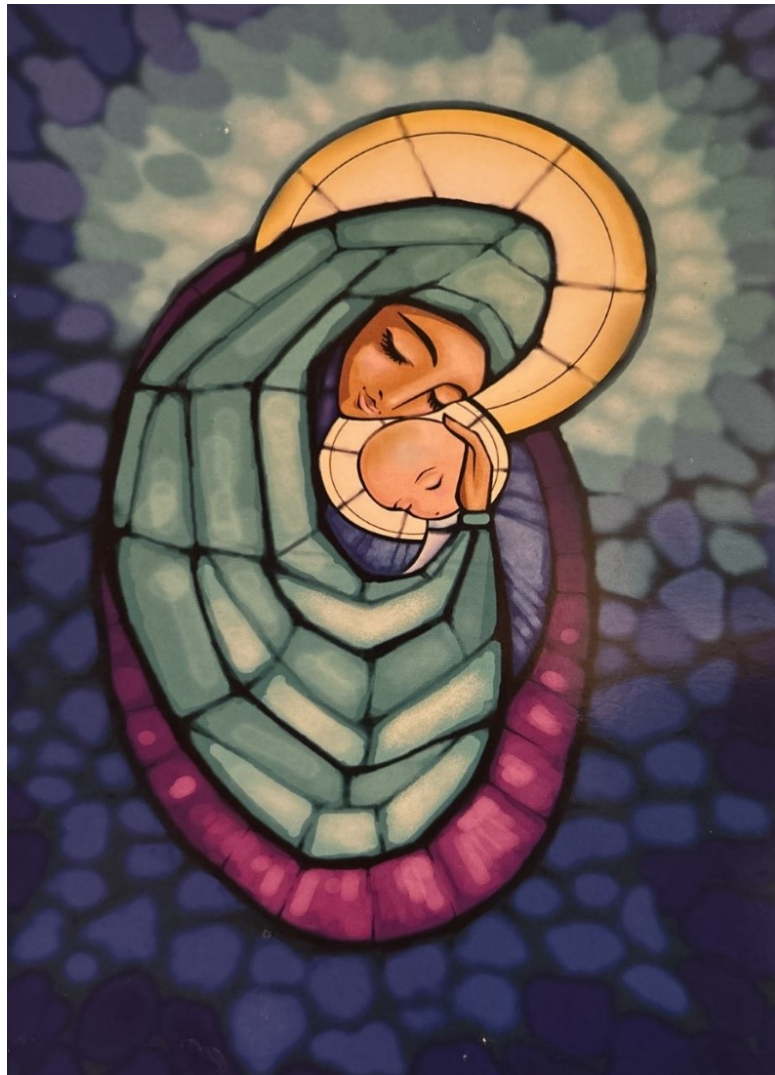
#### **Directors note:**

*Governors have asked for this. They feel a lot of pressure when talking to inspectors and the reality is, you don't have the time to fully support them. We know they are getting super support from diocese, it's always good to hear things twice. Get them booked on this and know that high quality guidance and support is being given.*

#### **Governors to be booked on:**



# Rosary Term



(Summer 1)

# ROSARY TERM

(SUMMER 1)

## Catholic Life

CPDF, Provider, Date	Description
<p><b><u>A basic overview of the Single Central Record</u></b></p> <p><b><u>With Ellen Osbourne</u></b></p> <p><b>Thursday 1<sup>st</sup> May 2025</b></p> <p>9:30am-11:30am</p> <p>Zoom</p> <p>For: Members of the Senior Leadership Team, DSLs, Business/Office Managers, Governors responsible for Safeguarding</p> <p>#safeguarding #HT #DHT #DSL #governors</p>	<p>A well maintained Single Central Record (SCR) is a critical element of all safer recruitment and safeguarding work in schools.</p> <p><b>Aims</b></p> <ol style="list-style-type: none"><li>1. The 'Schools' Single Central Record training session is aimed at enabling your setting to meet the specific requirements checked by Regulatory Bodies and which enhance organisational safety.</li><li>2. It is also aimed to ensure the SCR maintained is accurate and compliant with the Law and the Department for Education Statutory guidance, 'Keeping Children Safe in Education'.</li></ol> <p><b>Objectives</b></p> <ol style="list-style-type: none"><li>1. Understand the legal and regulatory framework, underpinning the format and content of the SCR.</li><li>2. Discuss the categories of staff/workers that should/should not be recorded on the SCR.</li><li>3. Explore options around format and content of the SCR in line with safer recruitment principles and SCR best practice; what good looks like.</li><li>4. Enable you to understand and apply key considerations and requirements when carrying pre-employment checks for school-based staff, volunteers, contractors, and Agency workers.</li><li>5. Have resources to help you regularly self-audit your schools' Single Central Record to ensure that it remains compliant with minimum requirements.</li></ol> <p>To book: <a href="https://www.bcpc.org.uk/events/24-central-record">https://www.bcpc.org.uk/events/24-central-record</a></p>

**Directors note:**

We all know how crucial it is that this is done well and fully understood. Ellen is a fabulous provider. Get the relevant people booked on.

**Staff to be booked on:**

**Cover arrangements in school:**

## *The small print (it's not actually small)*

- Always get approval from the person responsible for inset in your school before booking online.
- One-form entry schools get one free place on every course. Two-form entry schools get two free places on every course. Three-form entry schools get three places on every course.
- Additional places can be purchased. £25 for online £40 for face to face.
- Governor CPDF places are £15 each.
- Some courses have additional charges, this is stated in the CPDF plan.
- Failure to attend a pre-booked place will incur a charge. (£40 for a Zoom course and £60 for a Face-to-Face course.)
- Failure to attend residential or cancellation less than 2 weeks before will result in full charge.
- Cancellation of a place must take place 5 working days before session or charge incurred.
- Zoom links will be sent to delegates in advance of CPDF, please do a tech check before the day and contact us if any issues.
- **Please ensure your computer has a working camera AND a working microphone**
- Places to be booked via the website. Any problems, questions, queries  
Email [s.cope@newman.ac.uk](mailto:s.cope@newman.ac.uk).
- Not turning your camera on (when we know you have one) is just rude. There, we said it. **Please be fully present and attentive in sessions.**

Don't hesitate to get in touch if you have any questions.

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