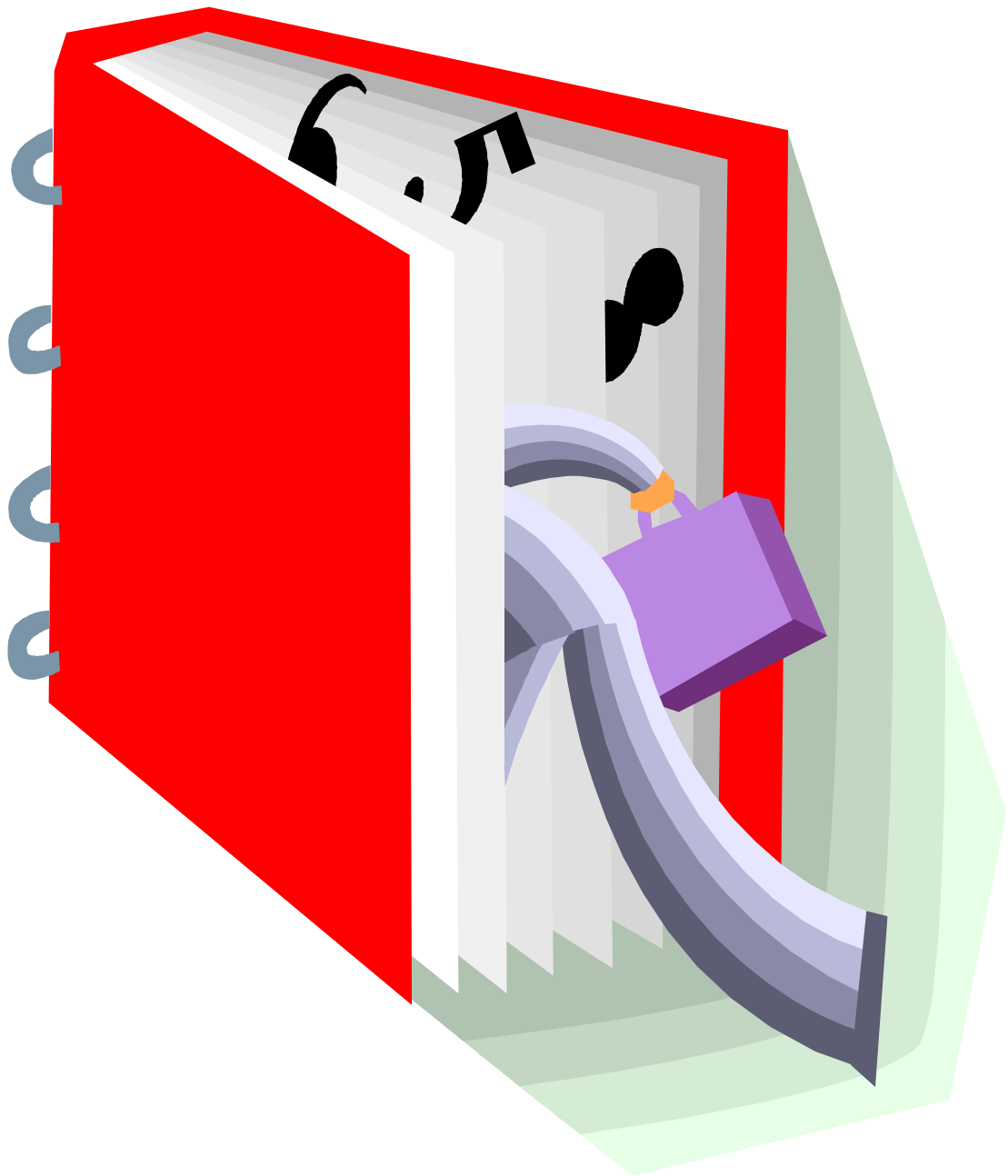


Children Services Governor Support



Resources Catalogue

Introduction

This resources catalogue details all the resources held by Governor Support. In addition to books, resources include videos (marked by a video symbol) and CD-ROMs (marked by a CD-ROM symbol). Resources are held in the Governor Support office in Sanford House and governors, clerks and head teachers of subscribing schools may borrow items for up to 8 weeks.

You can order an item from the catalogue by:

- telephoning your request to Governor Support on *01793 463875*, or
- emailing your request to governorhelp@swindon.gov.uk.

All items will be sent to the school where you are a governor, using the internal post. Items borrowed can be returned to the library by posting to Governor Support, taking along to a governor training event or handing in to reception at Sanford House

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FINANCIAL MANAGEMENT

Keeping Your Balance – Standards for financial management in schools

Sets out the principal elements of a sound approach to the administration and control of a school's funds.

Ref: FM007

Getting the Best from Your Budget – A guide to the effective management of school resources

Offers a framework for determining the quality of the school's strategic approach to the allocation of resources.

Ref: FM008

GOVERNORS ROLE

Parent Governors – Your Own Guide

Joan Sallis' guide for parent governors gives an explanation of the role and offers very practical advice. Parent governors will find this a valuable read.

Ref: GR004

Managing Better with Governors

A practical guide to working together for school success, including roles, expectations, common problems, effective governors and better communication.

Ref: GR009

The Effective School Governor

Focuses on the work of the individual governor. It helps to develop a clear understanding of personal effectiveness and advises on the best ways to make this effectiveness count, both as an individual governor and as a team member of a governing body.

Ref: GR012

A Manual for Clerks and Governing Bodies

This manual aims to provide a comprehensive reference guide for clerks and governing bodies in Local Authority maintained schools on the administration of their work.

Ref: GR016

Committees in Action

Offers practical advice about why and how governing bodies establish a committee structure. This includes: delegation, the legal framework, conduct of meetings, statutory committees and example terms of reference.

Ref: GR020

Joined – up Governance, making sense of the role of the school governor

A practical book that will help all governors become more effective while actually cutting down on what they do. Establishes the underlying principles of the governors' work and links them to their responsibilities. New governors will find that this book gives them a clear and complete picture of what they have to do and why. Experienced governors will find it a map that makes sense of what they have been doing and how they could do things even better.

Ref: GR021



The Governors Handbook – The complete guide to being a primary school governor

Covers key areas including

- The workings of a governing body
- School improvement and target setting
- Working with parents
- Seeing and monitoring the budget

All the pro-formas and templates are provided in both PDF and editable format on the CD-ROM so that not only can you make copies of them, but also adapt them to suit your own needs.

Ref: GR022

The Parent Governor's Book

Explains clearly what the parent governors' role is and gives advice on some common problems using case studies to bring them to life.

Ref: GR023

Questions School Governors Ask

Joan Sallis defines boundaries, clarifies the representative role of school governors and offers guidance on relations between the head and the governing body in a question and answer style.

Ref: GR025

Being Strategic – a practical guide for school governors

Ofsted has found that not being sufficiently strategic is the most common failing of governing bodies. This publication explains the theory of strategic governance, shows how to translate theory into practice, explains how to draw up effective plans and contains templates to use.

Ref: GR027

The Effective Governing Body

A guide to managing workload and procedures.

Ref: GR028

The meeting – a guide for governors

Aimed at the clerk and chair, this guide will provide examples of good practice for those writing and checking minutes.

Ref: GR029

HEALTH AND SAFETY

Health and Safety in Schools

A useful reference publication for those responsible for health and safety in Schools.

Ref: HS001

Safety on Educational Visits

School governors will find this booklet useful as a basis for a policy statement on Educational Visits.

Ref: HS003

School Security

Addresses the question of security in schools and other educational establishments and covers a range of associated topics including personal security, protection of buildings and their contents, site trespass and arson. It links to related subjects including health and safety and staff training and will be of interest to governors reviewing security arrangements in their schools.

Ref: HS006

Together Safely – Developing a whole school approach to Health and Safety

A resource pack which will be of value to those in schools involved in developing awareness of health and safety across the entire school community. It will help you to identify the areas that contribute to health and safety and offers guidance on 'Developing a Whole School Approach to Health and Safety'.

Ref: HS007

Improving Security in Schools

An accessible read, offering guidance on how to improve the security of school premises.

Ref: HS009

Violence to Staff in the Education Sector

Employees and volunteers in the Education Sector may be at risk from pupils, their parents and from other visitors. This guidance helps you to ensure that local management systems and training programmes take account of the issue of violence and its impact on staff, and that there is an upward flow of information to senior policy makers.

Ref: HS011

INSPECTION

Inspection and School Self Evaluation – a practical guide for school governors

This publication shows governors the way to engage in school self-evaluation. It explains Ofsted's Self Evaluation Form from the governors' point of view. It also includes checklists of governor action and contains copies of documents used during an inspection.

Ref: IN0013

Framework for the inspection of schools in England from September 2005

This publication explains the inspection system, the inspection process, the schedule for schools and other post 16 provision and quality assurance.

Ref: IN0014

LEGAL ISSUES

School Governors and Child Protection

Offers guidance on how to develop a child protecting school and provides a checklist to help governors ensure that their school offers adequate protection for the children in its care.

Ref: LI003

School Worship

This survey of current legislation on school worship is followed by a discussion of the key issues and the means and principals by which they might be addressed

Ref: LI005

NATIONAL CURRICULUM

The National Curriculum Handbook for Secondary Teaching – Key Stages 3 to 4

Sets out the legal requirements of the National Curriculum for pupils aged 11-16.

Ref: NC003

The National Curriculum Handbook for Primary Teaching – Key Stages 1 to 2

Sets out the legal requirements of the National Curriculum for pupils aged 5 – 11.

Ref: NC004

Notes for Governors – Music in Schools

Provides governors with an insight into the music curriculum. It aims to assist schools in meeting their legal responsibilities in this area and provides guidance on financial matters relating to music provision.

Ref: NC005

The National Curriculum for England – English Key Stages 1 to 4

Sets out the legal requirements for the National Curriculum in England for English. Provides information to help teachers implement English in their schools.

Ref: NC010

The National Curriculum for England – History Key Stages 1 to 3

Sets out the legal requirements for the National Curriculum in England for History. Provides information to help teachers implement History in their schools.

Ref: NC011

The National Curriculum for England – Information and Communication Technology Key Stages 1 to 4

Sets out the legal requirements for the National Curriculum in England for ICT. Provides information to help teachers implement ICT in their schools.

Ref: NC012

The National Curriculum for England – Mathematics Key Stages 1 to 4

Sets out the legal requirements for the National Curriculum in England for mathematics. Provides information to help teachers implement mathematics in their schools.

Ref: NC013

The National Curriculum for England – Science Key Stages 1 to 4

Sets out the legal requirements for the National Curriculum in England for Science. Provides information to help teachers implement Science in their schools.

Ref: NC014

PARENTS AND THE WIDER COMMUNITY

Working with Parents – a quick guide

The aim of this publication is to provide a review of the main factors which schools and teachers should consider when working with parents. The advice has been written in a form which can be used as a series of checklists for monitoring good practice.

Ref: PWC007

Strategic Marketing for Schools

Written for schools in all sectors this book provides key solutions to marketing in the future.

Ref: PWC008

Home School Policies – A Practical Guide

Includes a range of materials to support teachers and governors in formulating and reviewing their home-school policy for their work with parents. It identifies issues for discussion and makes practical suggestions about how effective policies might be introduced and developed.

Ref: PWC010

Home-School Agreements – Guidance for Schools

A step-by-step guide to producing and implementing a home-school agreement including examples and case studies.

Ref: PWC011

Linking Home and School – Partnership in Practice in Primary Education

A user-friendly resource, which offers practical suggestions for strengthening links between home and school.

Ref: PWC013

PARTNERSHIP

Towards Effective Partnership in School Governance

Effective governing depends on effective partnerships – especially those between the governing body, the school, and the Local Authority. This book describes how these partnerships have been developed in the face of considerable and continuing change. Attention is focused on governors' meetings, decision-making processes, involvement with the school, communication with the Local Authority and governor training.

Ref: PA001

Heads and Governors – Building the Partnership

Takes heads and governors step-by-step through recruitment, induction, relationships, good working practices and values sharing with relevant case studies. It analyses the elements in a successful partnership, from the spirit in which it is embarked upon to the nuts and bolts of constructing and maintaining it.

Ref: PA002

Lessons in Teamwork

Prepared by the Audit Commission and Ofsted, this publication suggests ways in which governing bodies can work more effectively. The advice given in the paper is supported by examples of good practice. Each section ends with a set of questions designed to help governing bodies identify their strengths and weaknesses.

Ref: PA004

Parents as Partners

A practical guide to improving the home-school partnership.

Ref: PA006

Heads in Partnership – Working with your Governors for a Successful School

Sets out to build sound foundations for the head/governing body relationship including the will to make it work, good teamwork and clarity about roles and respect for boundaries.

Ref: PA007

PERSONNEL ISSUES

The Good Employers Guide

The aim is to provide a basic core statement of what good employment practice means in a school, from which schools can develop their own employment policy.

Ref: HR004

Poorly Performing Staff in Schools and How to Manage Them

Will help headteachers, managers and governors diagnose and tackle poor performance where it has arisen and help them prevent poor performance in the future.

Ref: HR005



Recruitment and Selection a practical guide for school governors and headteachers

This book explains the principals behind all staff appointments, with particular reference to those of the headteacher or deputy.

Various documents are included which can be adapted.

Ref: HR006

POLICIES AND PROCEDURES



Performance Management Training for Governors – The Review Meeting Video

Demonstrates aspects of good and bad practice.

Ref: PP001

Governing Schools through Policy

Presents a model of school governance that explains how staff and the governing body can concentrate their energies on what they do best within an effective partnership.

Ref: PP005



Policies – A guide for school governors and headteachers

Provides guidance in drawing up both statutory and recommended policies. For each policy it explains what should be included, its purpose and where to go for official guidance. This is followed by an example policy, which is intended to guide users in drawing up a version that meets the needs of their own school.

Ref: PP009

Developing a school complaints procedure

Guidance and training materials for school governors on how to develop, publicise and manage the complaints procedure.

Ref: PP010

PREMISES

A Guide to Management and Maintenance of School Grounds

The purpose of this guide is to provide headteachers and governors with information to enable schools to identify their maintenance requirements. It also helps to ensure that schools receive a good quality service, which represents value for money.

Ref: P001



Maintaining and Managing your School Grounds

The video aims to provide an overview of the key issues by showing approaches adopted by five different schools. The manual explores these issues in greater detail with some additional outline information on the practice of maintenance and management of schools grounds as well as a resource directory of organisations and contacts that give support to schools.

Ref: P002

School Grounds – A Guide to Good Practice

Aimed at helping all schools to benefit more effectively from their outdoor facilities. It offers a rationale for the widest possible use of grounds and it contains technical and reference sections to help those involved.

Ref: P003

A Guide for School Governors – Developing School Buildings

Will help governors appreciate what is involved in looking after and developing the buildings in which our children are educated. Gives common sense advice on looking after your buildings and describes what goes on during a building project.

Ref: P004

Access for Disabled People to School Buildings – Management and Design Guide.

Aims to assist governors and managers of schools, their architects and Local Authorities to achieve optimum accessibility of their school buildings.

Ref: P005



Private Finance Initiative for Schools

This guide and 16 minute video, written specifically for School Governors, provides an insight into Public Private Partnerships and Private Finance Initiatives.

Ref: P008

Managing a PFI Project

This publication provides detailed guidance based upon experience of schools' PFI schemes. It is aimed at school leaders, governors and others interested in this development.

Ref: P009

SCHOOL EFFECTIVENESS AND IMPROVEMENT

The Empowered School

Draws on the experience of Local Authorities and schools, which have pioneered school development plans. Besides giving advice on constructing and implementing a school development plan, the authors provide a full and practical account of how planning and development need to be managed, and what this implies for the way the school is organised.

Ref: SE001

School Improvement in an Era of Change

The authors of this book examine the various models of effective schooling and school improvement and describe the specific features of an infrastructure that will promote quality in schooling.

Ref: SE002

Planning Matters – The impact of development planning in primary schools.

Looks at research into the impact of schools development planning in primary schools, describing the characteristics of plans, which lead to tangible improvements.

Ref: SE003

Improving Secondary Schools

In order to illustrate what school improvement means in practice, a number of leaders of secondary schools write about the improvements, which have taken place in their schools.

Ref: SE005

Managing Quality in Schools, Effective Strategies for Quality Based School Improvement

Explains how the principals of Total Quality Management can be applied to schools emphasising the practical outcomes and applications, which will help schools, develop a quality approach to their work. The issues of a school's mission and culture, the role of leadership and teamwork, providing quality customer service and analysing work processes are all examined in terms of theory and practice.

Ref: SE006

Success Against the Odds (effective schools in disadvantaged areas)

This powerful book takes up the key theme of how schools in disadvantaged areas can become effective. Top educationalists, business figures and people from the wider community investigate in depth some of Britain's most successful schools in less advantaged areas.

Ref: SE008

Collaborative School Self-Review

Provides authoritative guidance for teachers, parents, and members of the community who are concerned with the improvement of our schools.

Ref: SE009

Governing Bodies and Effective Schools

The role of the governing body is to help schools provide the best possible education for their pupils. This booklet helps governing bodies to carry out that role.

Ref: SE014



How Do Governors Know – Checking and Judging the Work of your School

This pack contains a video and support material which:

- Helps the governing body and staff understand the issues associated with monitoring and evaluation.
- Identifies easy steps that a governing body can take to assume its responsibility.
- Provides a working framework for monitoring and evaluation.
- Re-inforces the governing body's role in setting a direction, being the critical or questioning friend and being accountable for the work of the school.

Ref: SE015

Strategic Direction and Development

Details a new approach to school planning through a framework which should help schools to meet the dynamic conditions of the 21st Century while responding to current pressures and demands.

Ref: SE023

A Literacy Guide for School Governors

Designed to give practical advice to support the work of the literacy governor but also aimed at the governing body as a whole in order to raise literacy standards.

Ref: SE024

Improving Schools and Governing Bodies

Provides a framework for governors who wish to work more effectively at raising standards in their schools and gives practical examples of how governing bodies are contributing to school improvement.

Ref: SE026

Targets for Tomorrow's Schools

A guide to whole school target setting for governors and headteachers.

Ref: SE027

School Evaluation Matters

This booklet provides a guide to school self-evaluation. If schools are to maintain high standards or secure improvement, they need a strategy for appraising their own performance. Monitoring and evaluation are essential to effective teaching and learning in the classroom and to good management and governance of the school.

Ref: SE029

How to Improve Your School

Takes a practical look at how improvements can be made in any school. It cuts through the jargon and shows how ideas and intentions can be turned into direct actions that will help a school improve its performance and effectiveness.

Ref: SE033

SOCIAL AND PERSONAL EDUCATION



Bullying – Don't Suffer in Silence

This video pack offers advice on steps schools can take to combat bullying, including how to establish a whole school policy against bullying.

Ref: SP003

Bullying – A quick guide

This quick guide on bullying provides information on bullying and offers a range of strategies for eliminating bullying. It also offers advice on policy development.

Ref: SP004

Truancy – A quick guide

This booklet will offer schools a number of suggestions for reviewing and updating strategies for improving attendance and reduce truancy. It explores the factors that lead to truancy and contains checklists of aims and targets to establish strategies for improving attendance.

Ref: SP005

“Can I stay in today Miss?” –

improving the school playground

Describes strategies and procedures that significantly change behaviour on the playground, reducing aggression and abuse among children and giving girls fair access to playground space.

Ref: SP006

Developing a Drug Education Policy

Focuses on the development and maintenance of the school's policy on drugs.

Ref: SP007

Developing Your Child Protection Policy

Offers guidance on the process of drafting and disseminating the child protection policy and on what it should cover. It refers schools to the legislation and national and local guidelines with which the policy should comply. It also includes samples of a school's policy.

Ref: SP008

Guidelines for Sex and Relationships Education Policies

Information on legal requirements, sensitive issues and the curriculum, including examples of policies.

Ref: SP011

Guidelines for Personal, Social and Health Education and Citizenship 2002

Provides the necessary background for the teaching and learning of PSHE and Citizenship, as well as a range of specific tools to support the teacher in the classroom.

Ref: SP012

Guidelines for Drug Education Policies

Outlines the concept of drug education including focusing on the Law and health related issues.

Ref: SP014

Drug, Alcohol and Tobacco Education Teaching Pack

This pack sets out lessons and activities, which will raise the awareness of harmful substances. Material is available for Early Years right through to Year 13.

Ref: SP015



Developing sex and relationships education in schools

School Governors have a statutory responsibility for sex and relationships education in schools. This pack provides information about the role and responsibility of governors, best practice, policy development, partnership and participation.

Ref: SP016

Drugs – Guidance for schools

Guidance for schools and governing bodies.

Ref: SP017

SPECIAL EDUCATIONAL NEEDS

Special Needs – Support for Governors

This material for governors of mainstream schools is arranged in three parts:

- Information Sheets, which aim to help the governing body fulfil its SEN responsibilities
- Focusing on the governing body's policy making role
- Containing case studies showing different ways in which governing bodies manage SEN business.

Ref: SN002

Who Cares? – About Education

This guide is about the education of pupils who have been separated from their families and are looked after by local authorities in residential and foster care. It suggests ways in which school governors can play a key role in improving the education of looked after children.

Ref: SN003

Governors' Guide to Special Educational Needs in Mainstream Schools

School governors have important responsibilities for pupils with special educational needs. These include vital decisions on such issues as the schools budget for SEN, assessment of pupils' needs, staffing provision of resources and reporting to parents. The author has worked in close consultation with governors in different parts of the country and this guide reflects their expressed needs. It adopts a question and answer approach and includes an SEN checklist.

Ref: SN005

The Special Educational Needs Co-ordinator's Handbook.

In September 1994, the Code of Practice on the Identification and Assessment of Special Educational Needs came into force, and with it a major increase in the expectations placed on teachers in mainstream schools, in particular on the SEN co-ordinators. This handbook discusses the implications this has for schools and gives practical guidance on how to implement the Code effectively.

Ref: SN006

Special Educational Needs Code of Practice – November 2001

It has been estimated that, nationally, some 20 per cent of the school population will have special educational needs at some time during their school career. The code seeks to help schools and Local Authorities obtain best value from the considerable financial resources and expertise they devote to the education of children with special educational needs.

Ref: SN007

School Governors and More Able Children

This brief booklet offers advice relating to the needs of able children in schools and recommends further publications to those with responsibilities in this area.

Ref: SN009

More Able Pupils

The product of local collaboration, led by WEST, to provide advice and ideas drawn from good practice in Wiltshire.

Ref: SN010

Highly Able Girls and Boys

Describes how the needs of highly able girls and boys can be affected due to gender stereotyping.

Ref: SN011

Teaching More Able Pupils

Aims to help teachers to help more able pupils maximise their potential.

Ref: SN012

Policy Development for Special Educational Needs

Gives guidance by clarifying statutory responsibilities by setting out the principles of good policy development and describing practical strategies for putting them into operation.

Ref: SN013

The SEN Governor Handbook

Offers guidance on the SEN governor's role and its management with the aim to increase confidence and skills in managing the role effectively and sensitively.

Ref: SN014

Special Educational Needs and Disability in Mainstream Schools – A Governor's Guide.

This clear and concise handbook has been meticulously researched to guide the non-specialist through the legislation regarding special educational needs and disability and how it affects the governor's role.

Ref: SN015



Making a Difference – A Guide for Special Educational Needs Governors

Consists of a booklet, which can be used as a quick reference to the SEN governor's responsibilities including practical tips and finding your way around the SEN Code of Practice. The video introduces the key roles of the people involved in SEN and outlines what is expected of the SEN governor.

Ref: SN016