



CYFLAWNI **TEGWCH** A RHAGORIAETH
MEWN **ADDYSG** A **GWELL LLES** I BAWB

EQUITY AND **EXCELLENCE** IN **EDUCATION**
AND **ENHANCED WELLBEING** FOR ALL

Rhaglen Hyfforddiant i Lywodraethwyr

Tymor yr Hydref

2024 - 2025

Cyngor Bwrdeistref Sirol

Rhagair

Dyma fanylion ein hachlysuron Hyfforddiant i Lywodraethwyr rhithwir ar gyfer y tymor nesaf. Bydd sesiynau hyfforddiant tymor yr hydref yn cael eu cynnal yn rhithwir i sicrhau diogelwch a lles ein llywodraethwyr. Os byddwch chi'n dewis cadw lle ar sesiwn hyfforddiant, byddwch chi'n cael arweiniad ar sut i gymryd rhan yn yr hyfforddiant rhithwir a bydd cefnogaeth a chyingor ar gael gan y Gwasanaeth Cymorth i Lywodraethwyr. Byddwn ni'n parhau i adolygu sut i ddarparu hyfforddiant yn ystod tymor yr hydref i baratoi ar gyfer rhaglen tymor y gwanwyn.

Yn Rhondda Cynon Taf, ein nod yw cefnogi a datblygu ein llywodraethwyr i ymgymryd â'u swydd mewn modd effeithiol ac effeithlon. Nod y cyrsiau yma yw eich helpu a'ch paratoi chi ar gyfer y tasgau y bydd raid i chi eu cyflawni a chithau'n llywodraethwr. Rydyn ni'n eich annog chi felly, i fanteisio ar gynifer o gyfleoedd hyfforddiant â phosibl.

Mae llywodraethwyr yn effro i'r gofyniad gorfodol i gyflawni hyfforddiant. Mae pob llywodraethwr sydd, yn ein barn ni, angen hyfforddiant gorfodol wedi cael gwybod hynny drwy e-bost/llythyr. Does dim hyfforddiant gorfodol wyneb yn wyneb y tymor yma ond mae modd i lywodraethwyr gwblhau hyfforddiant ar-lein. E-bostiwch Adrien Woodland-Norris i gymryd rhan yn yr hyfforddiant gorfodol ar-lein – Adrien.Woodland-Norris@rctcbc.gov.uk neu ffoniwch 07385 086800.

Pan fo llywodraethwyr yn aelodau o bwyllgorau penodol, er enghraifft Rheoli Cyflawniad, Cwynion neu Wahardd Disgyblion, rydyn ni'n argymhell bod y llywodraethwyr yma'n mynd i'r hyfforddiant perthnasol ar gyfer y pwyllgorau yma. Caiff Llywodraethwyr Cyswllt eu hannog i fynd i hyfforddiant perthnasol hefyd.

Mae Cymorth i Lywodraethwyr **yn annog cyrff llywodraethu, neu glystyrau ysgol, i newid eu ffocws ar gyfer hyfforddiant llywodraethwyr fel bod ysgolion neu grwpiau unigol yn cael hyfforddiant ar bynciau neu faterion arbennig sy'n berthnasol iddyn nhw.** Mae modd i ni addasu cyrsiau ar gyfer cyrff llywodraethu unigol, neu glystyrau, ar [unrhyw](mailto:unrhyw@rctcbc.gov.uk) bwnc o'ch dewis. Am ragor o wybodaeth, e-bostiwch CymorthiLywodraethwyr@rctcbc.gov.uk.

Bydd Consortiwm Canolbarth y De yn darparu cyrsiau hyfforddi llywodraethwyr drwy gyfrwng y Gymraeg yn ôl y galw.

Rhaid i 5 o bobl, o leiaf, fod yn bresennol ar y cyrsiau (10 ar gyfer cyrsiau Consortiwm Canolbarth y De). Gofynnwn yn garedig i chi hefyd roi digon o rybudd os na fyddwch chi'n gallu dod i ryw gwrs benodol rydych chi wedi cadw lle ar ei gyfer (10 diwrnod fan hwyraf), er mwyn inni benderfynu p'un ai i fwrw ymlaen â chynnal y cwrs neu beidio.

Diolch i chi am eich ymrwymiad wrth fod yn llywodraethwr ysgol yn Rhondda Cynon Taf.

Gaynor Davies

Cyfarwyddwr Addysg a Gwasanaethau Cynhwysiant

Hyfforddi Llywodraethwyr 2024 – 2025 – Tymor yr Hydref

Gwasanaeth		Dyddiad	Amser
<i>Bydd y sesiwn yma'n trafod data presenoldeb, prosesau'r ysgol, rhyngwyneb y Gwasanaeth Mynychu'r Ysgol a Lles (dyletswyddau statudol a deddfwriaeth, arferion cofrestru a hysbysiadau cosb benodedig).</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 13 Tachwedd 2024	1:00pm – 2:30pm

Gyrfaoedd a Phrofiadau Cysylltiedig â'r Byd Gwaith (3 – 16)		Dyddiad	Amser
<i>Gyrfa Cymru sy'n darparu'r hyfforddiant yma sydd wedi'i anelu at lywodraethwyr mewn ysgolion a lleoliadau cynradd ac uwchradd. Bydd yr hyfforddiant yn ymdrin â'r themâu allweddol canlynol:</i>			
<ul style="list-style-type: none">• Trosolwg o Addysg Gyrfaoedd a Phrofiadau sy'n Gysylltiedig â Byd Gwaith yn thema drawsbynciol yn y Cwricwlwm i Gymru.• Dealltwriaeth o'r canllawiau statudol ar gyfer Addysg a Phrofiadau Byd Gwaith ar gyfer ysgolion a lleoliadau 3-16.• Pam mae APhBG yn bwysig i ysgolion a lleoliadau.• Sut y mae modd i lywodraethwyr gyfrannu at ddarpariaeth gyrfaoedd ysgolion neu leoliadau.• Trosolwg o'r cymorth a'r adnoddau sydd ar gael gan Gyrfa Cymru.			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Iau 19 Hydref 2024	10:00am – 11:30am
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 4 Rhagfyr 2024	2:00pm – 3:30pm

Plant sy'n Derbyn Gofal		Dyddiad	Amser
<i>Trafod y goblygiadau i Blant sy'n Derbyn Gofal yng nghyd-destun addysg. Deall y cyd-destun ar gyfer Plant sy'n Derbyn Gofal yn Rhondda Cynon Taf. Trafod dyletswyddau a chyfrifoldebau gweithwyr proffesiynol perthnasol. Deall pwrpas Cynllun Addysg Personol (CAP) Rhannu canllawiau a pholisïau perthnasol</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 9 Hydref 2024	10:00am – 11:30am
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 20 Tachwedd 2024	10:00am – 11:30am

Cwynion		Dyddiad	Amser
<i>Bydd y sesiwn yma'n rhoi arweiniad i lywodraethwyr ar sut i ddelio â chwynion yn effeithiol.</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 23 Hydref 2024	2:00pm – 3:00pm
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mawrth 12 Tachwedd 2024	4:00pm – 5:00pm

Adnoddau Dynol – Disgyblu Staff		Dyddiad	Amser
<i>Bydd y rhaglen yma'n esbonio Polisiâu Adnoddau Dynol i lywodraethwyr parthed Disgyblu, Rheoli Newid ac Absenoldeb yn sgil Salwch. Bydd yn canolbwyntio yn benodol ar rôl llywodraethwyr mewn perthynas â'r polisiâu yma.</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 23 Hydref 2024	9:30am – 10:20am

Adnoddau Dynol – Rheoli Gostyngiad yn nifer y Staff		Dyddiad	Amser
<i>Bydd y rhaglen yma'n esbonio Polisiâu Adnoddau Dynol i lywodraethwyr parthed Disgyblu, Rheoli Newid ac Absenoldeb yn sgil Salwch. Bydd yn canolbwyntio yn benodol ar rôl llywodraethwyr mewn perthynas â'r polisiâu yma.</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 23 Hydref 2024	10:20am – 11:10am

Adnoddau Dynol – Salwch Staff		Dyddiad	Amser
<i>Bydd y rhaglen yma'n esbonio Polisiâu Adnoddau Dynol i lywodraethwyr parthed Disgyblu, Rheoli Newid ac Absenoldeb yn sgil Salwch. Bydd yn canolbwyntio yn benodol ar rôl llywodraethwyr mewn perthynas â'r polisiâu yma.</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mercher 23 Hydref 2024	11:10am – 12:00pm

Iechyd a Diogelwch, Aseu Risg a Materion Cydymffurfio	Lleoliad	Dyddiad	Amser
<i>Bydd y sesiwn yma'n cyflwyno cyd-destun cyfreithiol iechyd a diogelwch mewn ysgolion, ac mae'n ymchwilio i rôl y corff llywodraethu. Bydd y cwrs yn trafod rhai o'r peryglon arwyddocaol mewn ysgolion, ac yn ymchwilio i'r mesurau rheoli amrywiol. Mae'r sesiwn hefyd yn gobeithio egluro egwyddorion aseu risg ac esbonio'r holl broses i'r sawl sy'n bresennol.</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mawrth 15 Hydref 2024	10:00am – 11:30am

Gwahardd Disgyblion		Dyddiad	Amser
<i>Bydd y sesiynau yma'n trafod y canlynol: Penderfynu gwahardd Y broses wahardd Cyfrifoldebau'r Pwyllgor Disgyblu a Gwahardd Disgyblion</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Iau 10 Hydref 2024	4:00pm – 5:30pm

Cyllid		Dyddiad	Amser
<i>Tynnu sylw llywodraethwyr at faterion yn ymwneud â chyllid er mwyn i benderfyniadau gwybodus gael eu gwneud yng nghyfarfodydd cyrff llywodraethu.</i>			
Tymor yr Hydref 2024	Microsoft Teams	Dydd Mawrth 24 Medi 2024	11:00am – 12:00pm

I gadw lle ar unrhyw gwrs uchod, e-bostiwch Adrien.Woodland-Norris@rctcbc.gov.uk neu ffoniwch 07385 086800.



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Governor Training Programme

Autumn Term

2024-2025

Rhondda Cynon Taf

Foreword

Please see details of our virtual Governor Training events planned for the forthcoming term. Training will be undertaken virtually during the Autumn term to ensure the safety and wellbeing of our governors. If you chose to book a place you will be provided with guidance on how to access the virtual training and support and advice will be available from Governor Support. We will continue to review how training can and will be delivered during the Autumn term in preparation for the Spring term brochure.

In Rhondda Cynon Taf we aim to support and develop our governors to undertake their role effectively and efficiently. The courses included are aimed to assist and prepare you for the tasks you will have to undertake as a governor. I would therefore strongly encourage you to engage in as many of the training opportunities available to you as possible.

Governors are aware of the mandatory training requirements. All governors who are deemed to require any of the mandatory training have been notified of this by email/letter. There will be no face-face mandatory training this term but governors can complete on-line training. Please contact Adrien Woodland-Norris to access the mandatory on-line training – Adrien.Woodland-Norris@rctcbc.gov.uk or on 07385 086800.

Where governors are members of certain committees, for example Performance Management, Complaints or Pupil Exclusions, it is recommended that these governors attend the relevant training. Link Governors are also encouraged to attend relevant training.

Governor Support **would strongly encourage governing bodies, or school clusters to switch their focus on governor training to specific topics or issues that are particularly relevant to them as an individual school, or group.** We are able to offer 'tailored' training courses to individual governing bodies, or to clusters, on any topic of your choice. For further information, please e-mail Governor.Support@rctcbc.gov.uk

Central South Consortium will provide Governor Training courses through the medium of Welsh, subject to demand.

There is a minimum attendance requirement for each course of 5 participants (10 for the Central South Consortium courses). We would also ask that you give us adequate notice if you are unable to attend any course you have booked on (at least 10 days), in order that we can determine whether it can proceed or not.

Thank you for the commitment you have shown in your role as a governor of a school in Rhondda Cynon Taf.

Gaynor Davies

Director of Education and Inclusion Services

Governor Training 2024 – 2025 – Autumn Term

Attendance		Date	Time
<i>This session will cover attendance data, school process, interface with AWS (statutory duties and legislation, registration practices and FPN's)</i>			
Autumn Term 2024	Microsoft Teams	Wednesday 13 th November 2024	1:00pm – 2:30pm

Careers and Work-Related Experiences (3 – 16)		Date	Time
<i>This training is delivered by Careers Wales and is aimed at governors in both primary and secondary schools & settings and will cover the following key themes:</i>			
<ul style="list-style-type: none"> • • <i>An overview of Careers & Work-Related Experiences (CWRE) as a cross-cutting theme in the Curriculum for Wales.</i> • • <i>An understanding of the statutory guidance for CWRE for 3-16 schools & settings.</i> • • <i>Why CWRE is important to schools & settings.</i> • • <i>How governors can contribute to schools or settings careers provision.</i> • • <i>An overview of the support and resources available from Careers Wales.</i> 			
Autumn Term 2024	Microsoft Teams	Thursday 19 th October 2024	10:00am – 11:30am
Autumn Term 2024	Microsoft Teams	Wednesday 4 th December 2024	2:00pm – 3:30pm

Children Looked After		Date	Time
<i>To discuss the implications for Children Looked After (CLA) within education</i> <i>To understand the context for CLA within RCT</i> <i>To discuss the roles and responsibilities of relevant professionals</i> <i>To understand the purpose of a Personal Education Plan (PEP)</i> <i>To share relevant guidance and policies</i>			
Autumn Term 2024	Microsoft Teams	Wednesday 9 th October 2024	10:00am – 11:30am
Autumn Term 2024	Microsoft Teams	Wednesday 20 th November 2024	10:00am – 11:30am

Complaints		Date	Time
<i>This session will provide guidance for governors in dealing with complaints effectively.</i>			
Autumn Term 2024	Microsoft Teams	Wednesday 23 rd October 2024	2:00pm – 3:00pm
Autumn Term 2024	Microsoft Teams	Tuesday 12 th November 2024	4:00pm – 5:00pm

Human Resources - Staff Discipline		Date	Time
<i>The programme will provide a briefing to governors on the HR Policies of Discipline, Managing Change and Sickness Absence with particular attention to the role of a Governor within these policies.</i>			
Autumn Term 2024	Microsoft Teams	Wednesday 23 rd October 2024	9:30am – 10:20am

Human Resources - Managing Staff Reduction		Date	Time
<i>The programme will provide a briefing to governors on the HR Policies of Discipline, Managing Change and Sickness Absence with particular attention to the role of a Governor within these policies.</i>			
Autumn Term 2024	Microsoft Teams	Wednesday 23 rd October 2024	10:20am – 11:10am

Human Resources - Staff Sickness		Date	Time
<i>The programme will provide a briefing to governors on the HR Policies of Discipline, Managing Change and Sickness Absence with particular attention to the role of a Governor within these policies.</i>			
Autumn Term 2024	Microsoft Teams	Wednesday 23 rd October 2024	11:10am – 12:00pm

Health & Safety and Risk Assessment and Compliance	Venue	Date	Time
<i>This session will introduce the legal context of health and safety in schools, and examines the role of the Governing Body. The session will also highlight some of the significant hazards to be found in schools and explore the various control measures. The session also aims to clarify the principles of risk assessment and will take attendees through the process.</i>			
Autumn Term 2024	Microsoft Teams	Tuesday 15 th October 2024	10:00am – 11:30am

Pupil Exclusions		Date	Time
<i>This session will cover: The decision to exclude The exclusion process The role of the Pupil Discipline & Exclusions Committee</i>			
Autumn Term 2024	Microsoft Teams	Thursday 10 th October 2024	4:00pm – 5:30pm

Finance		Date	Time
<i>To raise Governor awareness of finance related issues in order that informed decisions are made in governing body meetings.</i>			
Autumn Term 2024	Microsoft Teams	Tuesday 24 th September 2024	11:00am – 12:00pm

To book a place on any of the above courses, please email Adrien.Woodland-Norris@rctcbc.gov.uk or call 07385 086800.