

HYFFORDDIANT GORFODOL I LYWODRAETHWYR

Mae Mesur Addysg (Cymru) 2011 yn cynnwys darpariaeth sy'n caniatâu i Weinidogion Cymru bennu rheoliadau sy'n gwneud hyfforddiant ar rai pynciau penodol yn orfodol i Lywodraethwyr, yn benodol:

- Hyfforddiant cyflwyno ar gyfer yr holl lywodraethwyr sydd newydd eu penodi neu eu hethol.
- Hyfforddiant ar gyfer Cadeiryddion
- Hyfforddiant ar gyfer yr holl lywodraethwyr ar sut i ddeall a defnyddio data ysgolion.
- Pob cleric yn gorfod mynchu a chwblhau'r hyfforddiant

HYFFORDDIANT CYFLWYNO AR GYFER LLYWODRAETHWYR NEWYDD EU PENODI

Bydd yr hyfforddiant cyflwyno ar gyfer llywodraethwyr newydd eu penodi neu eu hethol yn canolbwytio ar eu rolau a pharamedrau eu cyfrifoldebau ac yn eu darparu ag amlinelliad bras o'r cyd-destun cyfreithiol y mae llywodraethwyr yn cynnal eu busnes oddi fewn iddo. Bydd deall y fframwaith hwn yn rhoi anogaeth a hyder i lywodraethwyr newydd gymryd rhan lawn a gweithredol yng ngwaith gwneud penderfyniadau'r corff llywodraethol.

HYFFORDDIANT AR GYFER CADEIRYDDION

Bydd yr hyfforddiant ar gyfer Cadeiryddion cyrff llywodraethu yn canolbwytio ar arweinyddiaeth a chynnal perthnasau effeithiol gyda phartneriaid allweddol, e.e. penaethiaid, clercod cyrff llywodraethol a'r awdurdod lleol, yn ogystal â rhoi'r sgiliau angenrheidiol i Gadeiryddion redeg corff llywodraethu effeithiol ac effeithlon a gweithio gydag a herio penaethiaid er mwyn codi safonau.

HYFFORDDIANT AR BERFFORMIAD YSGOL

Bydd hyfforddiant ar ddata perfformiad ysgol yn helpu llywodraethwyr i ddeall yr hyn y mae data ysgolion yn ei olygu ar gyfer eu hysgol, sut y mae'r ysgol yn cymharu ag ysgolion mewn sefyllfa ac amgylchiadau tebyg ac yn eu helpu i weld beth sydd angen ei wneud i wella perfformiad. Bydd dealltwriaeth o ddata ysgol yn rhoi'r hyder angenrheidiol i lywodraethwyr gymryd rhan lawn yn nhrafodaethau'r bwrdd ar faterion perthnasol i ddata ac i ofyn cwestiynau priodol a threiddgar.

HYFFORDDIANT AR GYFER CLERCOD

Bydd hyfforddiant ar gyfer clercod yn canolbwytio i raddau helaeth ar eu rôl o gefnogi cyrff llywodraethu, cadeiryddion a phenaethiaid fel y'i pennir yn Rheoliadau Ysgolion a Gynhelir (Cymru) 2005. Mae cynnwys y rhaglen hyfforddi wedi'i ddylunio i roi gwell dealltwriaeth i clercod o'u rolau a sut y mae hyn yn effeithio ar waith y corff llywodraethu, yn benodol eu perthynas a Chadeirydd corff llywodraethu a phenaethiaid.

BETH YW CYFRIFOLDEB Y CORFF LYWODRAETHU

Mae ar gyrrf llywodraethu gyfrifoldeb dros wahardd ac o bosibl ddiswyddo llywodraethwyr nad ydynt yn mynchu'r hyfforddiant gorfodol a bydd angen cadw cofnodion cywir a chyfredol o bresenoldeb er mwyn gwneud hyn. Yn y cyfarfod cyntaf, dylid dweud yn glir wrth lywodraethwyr newydd y bydd yn ofynnol iddynt fynychu'r cwrs cyflwyno gorfodol a'r hyfforddiant am ddata o fewn y cyfnod hyfforddi

angenrheidiol, oni bai fod y rheoliadau yn eu heithrio rhag gwneud hynny.

Os nad yw llywodraethwr yn cwblhau'r cwrs cyflwyno gorfodol a'r hyfforddiant data yn ystod cyfnod eu gwaharddiad, dylai'r Clerc a'r Cadeirydd fod yn ymwybodol o hyn drwy eu monitro eu hunain o'r sefyllfa. Yn yr amgylchiadau hyn, dylai'r cadeirydd ysgrifennu at y llywodraethwr ar ddiwrnod olaf y gwaharddiad yn dweud wrthynt eu bod wedi'u diswyddo o'u swydd fel llywodraethwr ac y bydd corff llywodraethu'n chwilio am rywun i gymryd eu lle.

PWY SY'N GORFOD MYNYCHU'R HYFFORDDIANT CYFLWYNO?

Mae'n ofynnol i unrhyw llywodraethwr a etholwyd neu a benodwyd ar ôl y dyddiad pan ddaeth y rheoliadau hyn i rym fynychu'r cwrs cyflwyno gorfodol o fewn blwyddyn i'w penodiad neu eu hetholiad.

Bydd unrhyw llywodraethwyr a fu yn eu swyddi am ddwy flynedd neu lai pan ddaeth y rheoliadau i rym (h.y. ers Medi 2011) nad ydynt wedi mynchu hyfforddiant cyflwyno'r awdurdod lleol, hefyd yn gorfod mynchu'r hyfforddiant cyflwyno o fewn blwyddyn o gyflwyniad y rheoliadau h.y. Medi 2013.

PWY SY'N GORFOD MYNYCHU'R HYFFORDDIANT DATA?

Mae'n rhaid i bob llywodraethwr a etholwyd neu a benodwyd (gan gynnwys am dymor arall yn y swydd) ar ôl y dyddiad y daeth y rheoliadau i rym h.y. Medi 2013, fynychu'r hyfforddiant data o fewn blwyddyn o'u penodiad neu eu hetholiad.

PWY SY'N GORFOD MYNYCHU HYFFORDDIANT AR GYFER CADEIRYDDION?

- Pob Cadeirydd corff llywodraethu a etholwyd am y tro cyntaf ar ôl i'r rheoliadau ddod i rym ym Medi 2013.
- Unrhyw Gadeirydd corff llywodraethu a etholwyd ar ôl i'r rheoliadau ddod i rym na wnaethant fynychu'r hyfforddiant gorfodol o fewn dwy flynedd i'w hetholiad.
- Unrhyw Gadeirydd corff llywodraethu a etholwyd ar ôl i'r rheoliadau ddod i rym nad yw wedi mynchu hyfforddiant Cadeiryddion yr awdurdod lleol o fewn dwy flynedd cyn i'r rheoliadau ddod i rym - Medi 2011 - Awst 2013.
- Unrhyw Gadeirydd gorff llywodraethu a etholir yn dilyn toriad perthnasol mewn gwasanaeth fel Cadeirydd.

PWY SY'N GORFOD MYNYCHU'R HYFFORDDIANT AR GYFER CLERCOD?

Mae'n ofynnol i holl clercod cyrff llywodraethu a chlercod pwylgorau statudol fynychu'r hyfforddiant o fewn blwyddyn i'w amser pan ddaeth y rheoliadau i rym neu o fewn blwyddyn i'w penodiad.

GWYBODAETH YCHWANEGL BWYSIG

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MANDATORY GOVERNOR TRAINING

The Education (Wales) Measure 2011 includes provisions to allow the Welsh Ministers to make regulations to make governor training mandatory on specific issues specifically -

- Induction training for newly appointed or elected governors.
- Training for Chairs
- Training for all governors on the use and understanding of school data.
- Require all clerks to attend and complete the training

INDUCTION TRAINING FOR NEWLY APPOINTED GOVERNORS

The induction training for newly appointed or elected governors focuses on their roles and the parameters of their responsibilities and provides them with a broad outline of the legal context within which governors conduct their business. Understanding this framework will give new governors the encouragement and confidence to be able to take a full and active part in governing body decision making.

TRAINING FOR CHAIRS

The training for Chairs of governors focuses on leadership and maintaining effective relationships with key partners ie head teachers, clerks to governing bodies and the local authority as well as providing Chairs of governors with the necessary skills to run an efficient and effective governing body and to work with and provide challenge to head teachers to raise standards.

TRAINING ON SCHOOL PERFORMANCE

The training on school performance data will help governors understand what the school data means for their schools, how they compare with schools in a similar position and circumstances and help them identify the action that needs to be taken to improve performance. An understanding of school data will give governors the confidence they need to take part in governing body discussions on data related information and to ask appropriate and searching questions.

TRAINING FOR CLERKS

Training for clerks very much focuses on their role in supporting governing bodies, Chairs of governors and headteachers, as laid down in the Government of Maintained Schools (Wales) Regulations 2005. The content of the training programme is designed to give clerks a better understanding of their roles and how this impacts on the work of the governing body, in particular their relationship with Chairs of governors and headteachers.

WHAT IS THE RESPONSIBILITY OF THE GOVERNING BODY?

Governing bodies are ultimately responsible for suspending and possibly disqualifying governors who do not attend the

Mandatory training and will require an accurate, up to date record of attendance to facilitate this.

At their first meeting it should be made clear to new governors that they will be required to attend the mandatory induction and data training within the required training period, unless the regulations exempt them from doing so.

If a governor does not complete the mandatory induction and data training during the period of suspension, the Clerk and Chair of governors should be aware of this through their own monitoring of the situation. In these circumstances the Chair should write to the governor on the last day of suspension and inform them that they are disqualified from continuing in office as a governor and that the governing body will be seeking a replacement.

WHO HAS TO ATTEND THE INDUCTION TRAINING?

Any governor newly elected or appointed after the date the regulations come into force is required to attend the mandatory induction within one year of their appointment or election.

Any existing governors who have been in post for two years or less when the regulations come into force (i.e. since September 2011) who have not attended local authority induction training, will also be required to attend the induction training within one year of the regulations coming into force. i.e. September 2014

WHO HAS TO ATTEND THE DATA TRAINING?

All governors elected or appointed (including for a further term of office) after the date the regulations come into force i.e. September 2013, must attend the data training within one year of that governors appointment or election.

WHO HAS TO ATTEND THE TRAINING FOR CHAIRS?

- All Chairs of governors elected for the first time after the regulations come into force in September 2013.
- Any Chair of governors elected after the regulations come into force and who has not attended the **mandatory training** within two years prior to their election.
- Any Chair of governors elected after the regulations come into force who has not attended **local authority Chair training** in the two years before the regulations come into force - September 2011 to 31 August 2013.
- Any Chair of governors who is elected following a relevant break in service as a Chair.

WHO HAS TO ATTEND THE CLERK TRAINING?

All clerks to governing bodies and clerks to the statutory committees are required to attend the training within one year of the regulations coming into force or within one year of their appointment whichever the latter.

IMPORTANT FURTHER INFORMATION

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