

Warwickshire Governor Services

Professional Development Programme



for Governors, Trustees, Headteachers, School Governance Professionals and Clerks

April 2022 to March 2023

In Support of
Learning



Warwickshire
Governor
Services

Introduction

Dear Governors, Trustees, Headteachers, School Governance Professionals and Clerks

Welcome to our updated 2022/23 brochure which has been developed in collaboration with colleagues from LA Maintained Schools, MAT's, Single Academy Trusts, and safeguarding professionals.

The Governor Services Team have been reviewing feedback and consulting with academy governors, trustees, and chief executive officers to better understand the needs of local academy boards. We have reflected on changes in guidance including Keeping Children Safe in Education 2022 and the white paper recommendations to ensure we offer a broad and effective training package for all schools and trusts.

Our clerking service is continuing to expand, and our school governance professionals are busy supporting governing boards through online and face to face meetings; please contact us if you think we could help in your school.

Remember that a subscription to Governor Services includes access to a telephone and email helpline, a comprehensive resource library, at least three issues of Governance Matters each term and regular briefings, as well as the full training and development programme.

Finally, thank you for the fantastic job you are doing in supporting the children, young people and staff in the Warwickshire Family of Schools; it really is valued and appreciated.

Julia Kenny
Delivery Lead, Governor Services

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Subscription Information

Warwickshire Clerking Service

The Clerking Service provides governing boards with a professional clerking service to ensure the effective operation of a governing board. Schools have the option to subscribe to six, ten or twelve governing board meetings (to include committees if there are fewer than six Full Governing Board meetings) under one single subscription cost.

What is included:

- A thorough recruitment and selection process to appoint a School Governance Professional (SGP) to your Governing Board;
- An effective SGP who is responsible for all administration duties to support the Governing Board. In consultation with the Chair of Governors, this will include arranging and co-ordinating Governing Board meetings, collating papers and documents to support the agenda and production and distribution of minutes of meetings;
- A SGP who will maintain all governing board records, including governing board membership, governor terms of office and governor attendance at meetings; Advice and guidance on constitutional matters, governing board procedural matters, best practice advice including conduct of meetings, quorums for meetings and voting regulations;
- A point of contact for Warwickshire County Council Governor Services to disseminate information, share best practice and communication via email and newsletters.

No. of meetings per year	Subscription price
6 meetings	£1930
10 meetings	£2595
12 meetings	£2975

Subscribing schools can also purchase the following additional services:

Additional meetings:	£200 per meeting
Panel Support i.e. exclusions, complaints & grievance hearings:	£350 per meeting
Additional administrative work (as agreed by Chair of Governors i.e., governor elections, update school website):	£25 per hour

Non-subscribing schools can purchase the following services on a buy as you go basis:

Clerking a meeting:	£300 per meeting
Panel Support i.e., exclusions, complaints & grievance hearings:	£450 per meeting
School Governance Professionals'/Clerks' training:	See Buy As You Need

Subscription to the Professional Development Programme

Single School Subscription	Multi School Subscription
Unlimited attendance at centre-based courses	Unlimited attendance at centre-based courses
Access to the document resources library	Access to the document resources library
A regular electronic Governance Matters Newsletter	A regular electronic Governance Matters Newsletter
Unlimited access to advice and guidance	Unlimited access to advice and guidance
2 hr In-house session or a facilitated Governing Board Self Review	A shared in-house session with your cluster/consortium
Access to Chairs', Clerks' & Governors' networking meetings	Access to Chairs', Clerks' & Governors' networking meetings
Face to Face support	Face to Face support

No. of pupils	Single School Subscription price	Multi-School Subscription Price per school
0 – 119	£630	£570
120 – 199	£795	£715
200 – 350	£850	£770
351 – 500	£960	£870
500 – 999	£1075	£975
1000+	£1260	£1140

Multi-School Subscription to the Professional Development Programme

All subscribing schools can access any centre based/virtual training detailed in the programme at no additional cost.

Schools can subscribe to the professional development programme as multi school subscription if you are part of a federation, MAT or consortium collaboration.

This Multi-School Subscription includes a limited number of in-house sessions shared between the schools as per the table below. The schools/academies can select a maximum of six sessions (from the list of topics on page 30 of the Professional Development Programme) to be delivered on agreed dates throughout the year at one of their sites. This option also includes a 10% discount off the normal subscription price.

No. of schools jointly subscribing	No. of In-house sessions
2/3 schools jointly subscribing	1
4/5 schools jointly subscribing	2
6/9 schools jointly subscribing	3
10 or more schools jointly subscribing	6

- A governor from a non-subscribing school or a single subscribing school may attend the multi school training with the agreement of the schools within the Multi-School Subscription at an additional charge of £100 per delegate, per session, payable to Governor Services.
- The cost of an additional in-house session for schools who subscribe as part of the Multi-School Subscription but would like their own or an additional session for their school is £328 per session.

Buy As You Need and Additional Services prices & details

Service	Full Subscription	Collaborative Subscription	Non-subscribers
Training Course (2hrs)	✓	✓	£135 per delegate
Networking Sessions	✓	✓	£45 per delegate
Half day course	✓	✓	£180 per delegate
Full day course	✓	✓	£355 per delegate
In house bespoke 2 hour training session	✓	Yes, but limited number.	£410 per session
OR			
Facilitated Review/Self Evaluation Session	✓	If a school from a consortium would like their own in-house session, they can have it for a reduced cost of £325	£410 per session
Information, Support & Advice Service Subscription	✓	✓	£385
GovernorHub	£135	£135	£220 per GB
Headteacher Recruitment Training	Can be delivered as in-house entitlement	£325 This topic cannot be delivered to a consortium	£410 per session
Headteacher Induction Programme	£590	£590	£590
School Website Audit	£160	£160	£160
Learning Link (E learning)	£105	£105	£195 per GB
The Key to School Governors and GovernorHub	£510	£510	£595
The School Bus	5% Discount off the full Subscription price (For more details see page 39)		
Panel support for Complaints, Grievance & Exclusions	Price on application	Price on application	Price on application
External Review of Governance (ERG), including follow up review	£1295	£1295	£1295
Chairs/Clerks Mentoring Support	Price on application	Price on application	Price on application
Mediation Support (4 hours)	£200	£200	£200
Investigations	£400 per day	£400 per day	£500 per day

How to book your courses

- By email (governors@warwickshire.gov.uk) or telephone (01926 745120) or book via the WES training portal at www.warwickshire.gov.uk/wes (you will need log in details for this – see your clerk for these and go to the 'Training' tab). Please remember to quote the course reference number, course title and the delegate's name, school and email address;
- An email confirmation will be sent to you upon booking and a reminder email will be sent nearer the course date;
- If your governing board has not purchased the Professional Development subscription but has chosen the Buy As You Need option, please check that funding is available before registering for the course;
- Please note that if you register for a course and subsequently find that you cannot attend, it is most important that you let us know. Delegates who book places and do not attend will be charged for non-attendance;
- Where courses are over-subscribed, places will be filled on a first come, first served basis;
- Courses are suitable for all governors unless otherwise indicated in the course description.

Please Note: Lunch is provided for a full day training course. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

Online Training via TEAMS

- By email (governors@warwickshire.gov.uk) or telephone (01926 745120) or book via the WES training portal at www.warwickshire.gov.uk/wes (you will need log in details for this – see your SGP/ Clerk for these and go to the 'Training' tab). Please remember to quote the course reference number, course title and the delegate's name, school and email address;
- An email confirmation will be sent to you upon booking;
- A reminder email will be sent nearer the date, this will include the training handouts which you will need to access during the training and Teams invitation to the training session - **you should accept this:**
- The event will then appear in your email calendar; on the day of training, you should click on the event in your calendar and click on the 'Join' link button.
- Following attendance at the training you will be sent the PowerPoint slides from the training and a feedback form; we would appreciate you taking the time to complete and return the feedback form as soon as possible.

Non-attendance charge

Buy As You Need Customers

Notice Given by Delegate (Prior to course date)	Applicable Fee / Procedure
More than 1 calendar month	No Fee
Between 1 calendar month and 2 weeks	25% of the course fee
Between 1 week and 2 weeks	50% of the course fee
Between 1 week and 24 hours	75% of the course fee
Between 24 hours and start time of course	100% of the course fee

Subscribing schools there will be a charge of £15 per session per delegate for any course where 24 hours' notice of non-attendance is not given.

The non-attendance fee will be charged to your school following the course date.

Cancellations:

Cancellation of training requests should be sent by email to governors@warwickshire.gov.uk, please call 01926 745120 for further information.

Please Note: if you are able to arrange for another delegate to attend in your place, the cancellation charge will not apply.

Course cancellation policy

For courses to be effective and financially viable, **a minimum of 6 delegates** are required to enrol. We regularly review all course bookings and, if booking numbers are low, we may take the decision to cancel the course. We aim to make this decision 2 weeks before the course date. In the event of a course cancellation due to unforeseen circumstances we will inform delegates as soon as practically possible.

Governors' Training Pathway

School governance has three core strategic functions as outlined in the Department for Education's Governance Handbook, October 2020. These are:

1. Ensuring clarity of vision, ethos and strategic direction (V)
2. Holding executive leaders to account for the educational performance of the organisation and its pupils, and the effective and efficient performance management of staff (P)
3. Overseeing the financial performance of the organisation and making sure its money is well spent (F)

We have identified which of these functions each of our courses support and we hope that this will sit alongside your board's skills audit to help you address any areas for development.

Governors are provided with training, free of charge, to enable them to discharge their functions effectively. The budget for governor training is delegated to schools. This framework provides suggested activities and training that you may find helpful for different stages of your term as a governor or trustee.

New Governors – attend this training within 6 months of appointment

- Induction to School Governance

Between 6 months and a year attend the following courses

- Governors' Role in School Improvement parts 1 & 2
- Preparing for Ofsted Inspection
- Using School Performance Data (available as an in-house / consortium training session)
- Pupil Premium - The performance of vulnerable pupil groups
- Effective Monitoring and School Visits
- Engaging with Parents and the Community

If you have an interest, are appointed to a committee or become a link governor you may want to access the following training

- Finance
- Headteacher Appraisal & Teachers' Pay & Performance
- Headteacher Recruitment Support
- Handling Complaints Part 1 - Good practice in dealing with School Complaints
- Handling Complaints Part 2 - Complex Complaints Management for Governors
- Exclusions - The Governor's Role
- Leading Governance - the role of the Chair

Governors with specific responsibilities should make every effort to attend the relevant specialist training courses

- Child Protection & Safeguarding
- Health & Safety
- Special Educational Needs
- Effective Governance in the Early Years & Foundation Stage

2022/23 Training Course Calendar

Date	Course Title	Venue	Page
Summer Term			
04/04/2022	Safeguarding Governors Responsibilities and Monitoring	Virtual	24
04/05/2022	Induction to School Governance (3 sessions)	Face-to-face	16
05/05/2022	SGPs'/ Clerks' Induction (3 sessions)	Virtual	29
10/05/2022	Child Protection & Safeguarding	Virtual	23
12/05/2022	Governor Briefing – SEND	Virtual	15
16/05/2022	Preparing for Ofsted	Virtual	17
16/05/2022	Clerking Panel Hearings	Virtual	30
18/05/2022	SGPs'/ Clerks' Networking Session	Virtual	14
18/05/2022	Governor's Role – School Improvement Part 1	Virtual	20
18/05/2022	Engaging with Parents & The Community	Virtual	26
19/05/2022	Health & Safety for Academies	Virtual	28
19/05/2022	Governors' Networking Session	Virtual	14
19/05/2022	Induction to School Governance (3 sessions)	Virtual	16
23/05/2022	Effective Monitoring, Remote Monitoring & School Visits	Virtual	25
24/05/2022	Chairs' Networking Session	Virtual	15
25/05/2022	Governor's Role – School Improvement Part 2	Virtual	20
06/06/2022	Health & Safety for Maintained Schools	Virtual	28
07/06/2022	Effective Clerking (3 sessions)	Virtual	30
14/06/2022	Induction to School Governance (3 sessions)	Virtual	16
20/06/2022	Headteacher Appraisal & Teacher Pay & Performance	Virtual	18
21/06/2022	Governor Panels	Virtual	26
22/06/2022	Chairs' Networking Session	Virtual	15
29/06/2022	SEND & The Governing Board	Virtual	24
05/07/2022	Induction to School Governance (3 sessions)	Virtual	16
04/07/2022	Pupil Premium	Virtual	21
06/07/2022	Headteacher Appraisal & Teacher Pay & Performance	Virtual	18
11/07/2022	Prevent Duty Training	Virtual	28
12/07/2022	SGPs'/ Clerks' Networking Session	Virtual	14
13/07/2022	Governors' Networking Session	Virtual	14
13/07/2022	Governor's Role – Staff Performance Management	Virtual	19
14/07/2022	Chairs' Networking Session	Virtual	15
10/08/2022	Induction to School Governance (School holiday - full day course)	Face-to-face	16
24/08/2022	Child Protection & Safeguarding Training Events (AM & PM)	Face-to-face	26

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Date	Course Title	Venue	Page
Autumn Term			
02/09/2022	Headteacher Appraisal & Teacher Pay & Performance	Virtual	18
06/09/2022	SGPs'/ Clerks' Induction (2 sessions)	Virtual	35
07/09/2022	SGPs'/ Clerks' Networking Session	Virtual	14
12/09/2022	Child Protection & Safeguarding Training Event (AM)	Face-to-face	26
13/09/2022	Safer Recruitment Training Day 1	Face-to-Face	28
13/09/2022	Governors' Networking Session	Virtual	14
13/09/2022	Chairs' Networking Session	Virtual	15
14/09/2022	Safer Recruitment Training Day 2	Face-to-face	28
14/09/2022	Induction to School Governance (3 sessions)	Virtual	16
22/09/2022	Engaging with Parents & The Community	Face-to-face	26
29/09/2022	Induction for Trustees	Virtual	17
04/10/2022	Headteacher Appraisal & Teacher Pay & Performance	Virtual	18
04/10/2022	Finance for Maintained Schools	Virtual	22
04/10/2022	Managing Risk – Risk Registers	Virtual	18
05/10/2022	Governor Briefing – SAFEGUARDING	Virtual	15
06/10/2022	School Website Compliance	Face-to-face	19
10/10/2022	Handling Complaints Part 1	Virtual	27
12/10/2022	SGPs'/ Clerks' Induction (full day course)	Face-to-face	29
15/10/2022	Induction to School Governance (Saturday – full day)	Face-to-face	16
17/10/2022	Headteacher Appraisal & Teacher Pay & Performance	Virtual	18
17/10/2022	Governor's Role – School Improvement Part 1	Virtual	20
17/10/2022	Child Protection & Safeguarding	Face-to-face	23
17/10/2022	Prevent Duty Training	Virtual	28
18/10/2022	Finance for Academies	Virtual	22
18/10/2022	Safeguarding Governors Responsibilities and Monitoring	Face-to-face	24
19/10/2022	Chairs' Networking Session	Virtual	15
19/10/2022	Leading Governors – The Role of the Chair (full day course)	Face-to-face	17
20/10/2022	Governor's Role – Staff Performance Management	Virtual	19
31/10/2022	Governor's Role – School Improvement Part 2	Virtual	20
01/11/2022	Preparing for Ofsted	Virtual	17
07/11/2022	Handling Complaints Part 2	Virtual	27
09/11/2022	Headteacher Appraisal & Teacher Pay & Performance	Face-to-face	18
10/11/2022	Induction to School Governance (3 sessions)	Virtual	16
16/11/2022	Governors' Networking Session	Virtual	14
16/11/2022	Effective Monitoring, Remote Monitoring & School Visits	Face-to-face	25
17/11/2022	SGPs'/ Clerks' Networking Session	Virtual	14
17/11/2022	Headteacher Appraisal & Teacher Pay & Performance	Virtual	18
23/11/2022	Health & Safety for Maintained Schools	Virtual	28
23/11/2022	Introduction to Academy Trust Board Clerking	Virtual	31
24/11/2022	Chairs' Networking Session	Virtual	15
24/11/2022	Pupil Premium	Face-to-face	21
29/11/2022	Induction to School Governance (3 sessions)	Virtual	16
30/11/2022	Induction to School Governance – Academy Governors	Virtual	17

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01/12/2022	Health & Safety for Academies	Virtual	28
05/12/2022	Exclusions – The Governor’s Role	Virtual	25
15/12/2022	SEND & The Governing Board	Virtual	24

Date	Course Title	Venue	Page
Spring Term			
12/01/2023	Chairs’ Networking Session	Virtual	15
16/01/2023	SGPs’/ Clerks’ Networking Session	Virtual	14
16/01/2023	Induction to School Governance (3 sessions)	Virtual	16
16/01/2023	Leading Governors – The Role of the Chair (3 sessions)	Virtual	17
17/01/2023	Governors’ Networking Session	Virtual	14
18/01/2023	Effective Governance in the EYFS	Virtual	22
18/01/2023	Induction for Trustees	Virtual	17
18/01/2023	Safer Recruitment Training Part 1	Virtual	28
19/01/2023	Safer Recruitment Training Part 2	Virtual	28
23/01/2023	Engaging with Parents & The Community	Virtual	26
23/01/2023	Effective Clerking (3 sessions)	Virtual	30
25/01/2023	Safer Recruitment Training Part 3	Virtual	28
26/01/2023	Safer Recruitment Training Part 4	Virtual	28
06/02/2023	Prevent Duty Training	Virtual	28
15/02/2023	Governor Briefing – CHILDREN IN CARE	Virtual	15
01/02/2023	Induction to School Governance (3 sessions)	Virtual	16
07/02/2023	Chairs’ Networking Session	Virtual	15
07/02/2023	Handling Complaints Part 1	Virtual	27
07/02/2023	SGPs’/ Clerks’ Induction (3 sessions)	Virtual	29
08/02/2023	Child Protection & Safeguarding	Face-to-face	23
09/02/2023	Managing Risk – Risk Registers	Virtual	18
14/02/2023	Safeguarding Governors Responsibilities and Monitoring	Face-to-face	24
02/03/2023	Preparing for Ofsted	Virtual	17
02/03/2023	Effective Monitoring, Remote Monitoring & School Visits	Virtual	25
07/03/2023	Handling Complaints Part 2	Virtual	27
08/03/2023	Chairs’ Networking Session	Virtual	15
14/03/2023	SGPs’/ Clerks’ Networking Session	Virtual	14
14/03/2023	Induction to School Governance (full day course)	Face-to-face	16
15/03/2023	Governors’ Networking Session	Virtual	14
16/03/2023	Induction to School Governance (3 sessions)	Virtual	16
28/03/2023	Induction to School Governance – Academy Governors	Virtual	17

School Governance Professionals'/ Clerks' Networking Sessions

A networking meeting giving School Governance Professionals and Clerks an opportunity to network, 'air and share', raise any questions and discuss the latest local and national developments in school clerking / governance.

SGPs and Clerks are welcome to request a 'specific topic' to be discussed at future sessions.

Date	Venue	Time
Summer Term		
Wednesday 18 May 2022	Virtual Meeting via TEAMS	1000 – 1100
Tuesday 12 July 2022	Virtual Meeting via TEAMS	1830 – 1930
Autumn Term		
Wednesday 07 September 2022	Virtual Meeting via TEAMS	1330 – 1430
Thursday 17 November 2022	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Monday 16 January 2023	Virtual Meeting via TEAMS	1030 – 1130
Tuesday 14 March 2023	Virtual Meeting via TEAMS	1830 – 1930

Governors' Networking Sessions

A networking session giving Governors an opportunity to network, 'air and share', raise any questions and discuss the latest local and national developments in school governance.

Governors are welcome to request a 'specific topic' to be discussed at future sessions.

Date	Venue	Time
Summer Term		
Thursday 19 May 2022	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 13 July 2022	Virtual Meeting via TEAMS	1830 – 1930
Autumn Term		
Tuesday 13 September 2022	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 16 November 2022	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Tuesday 17 January 2023	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 15 March 2023	Virtual Meeting via TEAMS	1830 – 1930

Chairs' Networking Sessions

A networking session giving Chairs of Governors an opportunity to network, raise any questions and discuss the latest local and national developments in school governance.

Chairs are invited to submit questions to Governor Services prior to the event.

Date	Venue	Time
Summer Term		
Tuesday 24 May 2022	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 22 June 2022	Virtual Meeting via TEAMS	1330 – 1430
Thursday 14 July 2022	Virtual Meeting via TEAMS	1830 – 1930
Autumn Term		
Tuesday 20 September 2022	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 19 October 2022	Virtual Meeting via TEAMS	1830 – 1930
Thursday 24 November 2022	Virtual Meeting via TEAMS	1030 – 1130
Spring Term		
Thursday 12 January 2023	Virtual Meeting via TEAMS	1830 – 1930
Tuesday 09 February 2023	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 08 March 2023	Virtual Meeting via TEAMS	1330 – 1430

NEW for 2022/23

Briefings

Governor briefings on specialist topics – more details will be made available nearer the dates.

Date	Venue	Time
Summer Term		
Thursday 12 May 2022 SEND	Virtual Meeting via TEAMS	1830 – 1930
Autumn Term		
Wednesday 05 October 2022 SAFEGUARDING	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Wednesday 15 February 2023 CHILDREN IN CARE	Virtual Meeting via TEAMS	1830 – 1930

Induction to School Governance (V) (P) (F)

"I thought it was excellent. It was delivered by people who had significant hands-on experience of being governors, specifically in this sector. There was a really good general knowledge of the role of a governor, but also lots of specific examples of how to provide the necessary support and challenge and what information and discussions can assist."

This is essential for all new governors and trustees; it provides a rounded picture of the principles of governance, but also gives practical guidance on how all governors can actively contribute to the leadership of their school, in partnership with the Headteacher. It addresses the three core functions of governance and how governors can support and challenge the school to achieve the best possible outcomes.

The course is available in several formats:

- A single whole day session*;
- Three sessions of 2 hours per session;
- As a cluster/partnership/consortium.

* Please Note: Lunch is provided for full day training. If you have any dietary, visual, auditory or access requirements, please make us aware when booking your place on each course.

Date	Venue	Time
Summer Term		
Wednesdays 04, 11 & 18 May 2022	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200
Thursdays 19 & 26 May & 09 June 2022	Virtual Training via TEAMS	1900 - 2100
Tuesdays 14, 21 & 28 June 2022	Virtual Training via TEAMS	1600 - 1800
Tuesdays 05, 12 & 19 July 2022	Virtual Training via TEAMS	1900 - 2100
Wednesday 10 th August 2022	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	0930 - 1630
Autumn Term		
Wednesdays 14, 21 & 28 September 2022	Virtual Training via TEAMS	1900 - 2100
Saturday 15 October 2022	Stratford-Upon-Avon School Alcester Road, Stratford-Upon- Avon, CV37 9DH Tel: 01789 268051	0930 - 1630
Thursdays 10, 17 & 24 November 2022	Virtual Training via TEAMS	1600 - 1800
Tuesdays 29 November, 06 & 13 December 2022	Virtual Training via TEAMS	1000 - 1200
Spring Term		
Mondays 16, 23 & 30 January 2023	Virtual Training via TEAMS	1900 - 2100
Wednesdays 01, 08 & 15 February 2023	Virtual Training via TEAMS	1600 - 1800
Tuesday 14 March 2023	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	0930 - 1630
Thursdays 16, 23 & 30 March 2023	Virtual Training via TEAMS	1000 - 1200

**** NEW COURSE****

Induction to School Governance – Academy Governors

“These courses are vital if you are new to being a Governor of a school, as I am. Thank you very much.”

This session is additional to the core Induction course, specifically for academy governors. The Department for Education (DfE) devolves authority to the Academy Trust through its legislation and the Academy Trust’s funding agreement. Additional requirement and administration are devolved through charity and company law. Regional School Commissioners (RSCs) and the Educational & Skills Funding Agency (ESFA) are key in delivering the department’s role.

The course will cover:

- The relationship between the Trust and LGB;
- The Trust explained;
- The Scheme of Delegation;
- The Governance Charter

Date	Venue	Time
Autumn Term		
Wednesday 30 th November 2022	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 28 th March 2023	Virtual Training via TEAMS	1600 – 1800
Summer Term		
Thursday 20 th July 2023	Virtual Training via TEAMS	1000 – 1200

**** NEW COURSE****

Induction for Trustees

“The best source of information for Warwickshire schools. The supplementary paperwork was really comprehensive and clear. Thank you for the slides.”

The Board of Trustees are responsible for the overall governance and strategic direction of your organisation. It is important that when new Trustees join the Board, they are provided with all the information that they need in order to understand their role and responsibilities. This course is designed to give all participants a good understanding of their role and responsibilities, and the knowledge that they need to become an effective member of the Board.

Date	Venue	Time
Autumn Term		
Thursday 29 th September 2022	Virtual Training via TEAMS	1000 – 1200
Spring Term		
Wednesday 18 th January 2023	Virtual Training via TEAMS	1600 – 1800
Summer Term		
Tuesday 25 th April 2023	Virtual Training via TEAMS	1900 – 2100

**** NEW COURSE****

Managing Risk – Risk Registers

“Training is a vital part of enabling a school governor to be effective in their role, and I will continue to direct governors to relevant training opportunities.”

The Academies Financial Handbook states that Trusts must maintain a Risk Register. Risk management involves the identification, measurement, management, monitoring and reporting of threats to an organisation’s business objectives. This session will enable participants to start the process of ensuring that the Governing Board’s role in managing risk becomes a routine and secure aspect of their governance role.

Date	Venue	Time
Autumn Term		
Tuesday 4 th October 2022	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 9 th February 2023	Virtual Training via TEAMS	1900 – 2100
Summer Term		
Wednesday 10 th May 2023	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 – 1200

Leading Governors: the role of the Chair (V) (P) (F)

“It was clear and very good. The trainer made us feel very relaxed, we could ask questions and interact with each other.”

Are you a Chair of a governing board or a committee — or are you thinking about becoming one?

This course explores how to ensure a shared strategic focus and good communication as you lead and manage the governance team.

This course is led by an experienced Chair of Governors who will identify practical examples of good practice.

Unit 1: Leading the Team;

Unit 2: Leading School Improvement;

Unit 3: The Business of Leading Effective Governance.

Date	Venue	Time
Autumn Term		
Wednesday 19 October 2022	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	0930 - 1630
Spring Term		
Mondays 16, 23 & 30 January 2023	Virtual Training via TEAMS	1000 - 1200

Preparing for Ofsted Inspection (V) (P)

“Excellent session. Well-paced and timed. Appropriate level of information and content. Useful for any Governor in relation to Ofsted Inspections - particularly if you've not been involved in an inspection previously.”

All governors and trustees should feel confident to meet with and discuss their school with Ofsted inspectors. This course will enable governors to gain an overview of the Ofsted School Inspection Framework, understand their role during an inspection and familiarise themselves with the implications of inspection for the whole school and specifically for the governing board.

The tutor will:

- Explore how effective school judgement and robust evidence can impact upon an inspection;
- Explain the process and explore some of the questions which inspectors may ask governors;
- Signpost governors to additional resources;
- Provide practical suggestions and actions to help the governing board prepare in advance of the inspector’s call.

Date	Venue	Time
Summer Term		
Monday 16 May 2022	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Tuesday 01 November 2022	Virtual Training via TEAMS	1600 - 1800
Spring Term		
Thursday 02 March 2023	Virtual Training via TEAMS	1900 - 2100

Headteacher Appraisal & Teacher Pay & Performance (P)

“I do not have an educational career background, so I believe these courses are vital not only for the information and training, but to listen to the experiences and knowledge of those who do. Thank you.”

An essential course for all governors who are members of their school’s Headteacher appraisal panel. We recommend that where possible, one new panel member is appointed and trained every year.

The Ofsted Inspection Framework highlights the importance of the annual performance review process for teachers and Headteachers as a lever for improving the quality of teaching and pupil achievement in schools.

This session clearly lays out the responsibilities of governing boards for:

- Appointing a panel which conducts the Headteacher’s annual appraisal – agreeing performance objectives, monitoring progress during the year, and assessing the Headteacher’s performance against those objectives
- Obtaining advice from an external professional adviser
- Ensuring that the Headteacher conducts an effective performance appraisal process for teaching staff
- Relating staff pay decisions to performance.

Delegates will explore examples of performance objectives which are relevant to their school improvement priorities.

In response to requests from governors we are holding two sessions in the second half of the summer term particularly for schools who carry out Headteachers’ performance reviews early in the autumn term.

Date	Venue	Time
Summer Term		
Monday 20 June 2022	Virtual Training via TEAMS	1600 - 1800
Wednesday 06 July 2022	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Thursday 22 September 2022	Virtual Training via TEAMS	1000 - 1200
Tuesday 04 October 2022	Virtual Training via TEAMS	1600 - 1800
Monday 17 October 2022	Virtual Training via TEAMS	1900 - 2100
Wednesday 09 November 2022	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: 02476 494094	1900 - 2100
Thursday 17 November 2022	Virtual Training via TEAMS	1000 - 1200

****NEW for 2022/23****

The Governors' Role in Staff Performance Management (V) (P)

"This was an excellent training session; the course identified the correlation between appraisal outcomes, pay and quality of teaching and learning, policies, and processes, which directly link staff objectives to the Learning Improvement Plan, along with headteacher and staff aspirations, which in turn will improve and have a greater impact on outcomes for children." Chair of Governors at an LA maintained school."

Following a successful pilot in 2021/22 we are pleased to offer a new course to look at the role of the governing board in staff performance management and terms of reference for the pay committee.

The course will:

- Help governors understand their responsibilities for ensuring the effective and efficient performance management of staff takes place
- Consider the remit of the pay committee and provide sample paperwork to assist committee members in discharging their responsibility

Date	Venue	Time
Summer Term		
Wednesday 13 July 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 20 October 2022	Virtual Training via TEAMS	1900 - 2100

School Website Compliance (V) (P)

"Great guidance leading to more effective governance."

When was the last time you checked your school website for compliance?

Every school must publish specific information on its website to comply with The School Information (England) (Amendment) Regulations 2012 and 2016 and other relevant legislation.

Your school website plays an important role in engaging prospective parents to consider your school as an option for their children. What does your website say about your school?

This session will allow delegates the dedicated time to go through the website compliance checklist and ensure that their own school website is compliant.

Please Note: Delegates are required to bring their own laptops/tablets/smart devices for this session.

Date	Venue	Time
Autumn Term		
Thursday 06 October 2022	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

The Governor's Role in School Improvement Part 1 of 2: School Self-Evaluation & Improvement Plans (V) (P) (F)

“Understanding our role in school improvement is of paramount importance. Courses and information that might help us to better understand a school's strengths and weaknesses, and then develop processes to lead improvement must surely be on any governor's radar.”

Delegates: please bring a copy of your own school's School Evaluation Form and School Improvement Plan to the training session.

The school's Self Evaluation Form, and the Improvement Plan that results from it, are core tools of governance.

This course will help governors:

- To understand the aspects of school performance by evaluating:
 - ✓ Pupil attainment, progress, achievement
 - ✓ Quality of Teaching
 - ✓ Behaviour, attendance, safety
 - ✓ Leadership and Management.
- To agree the school's strategic improvement priorities (in partnership with the Headteacher and senior staff) and to frame these in a meaningful action plan
- To identify the wide range of sources of information available as evidence to support school self-evaluation.

Date	Venue	Time
Summer Term		
Wednesday 18 May 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Monday 17 October 2022	Virtual Training via TEAMS	1400 - 1600

The Governor's Role in School Improvement Part 2 of 2: Monitoring & Evaluation (V) (P) (F)

The aim of this session is to explore how governing boards can hold their school to account and get to know how their school is performing, by:

- Distinguishing between monitoring and evaluation;
- Exploring in detail a number of key sources of evidence, including:
 - ✓ Headteacher reports and other professional advice;
 - ✓ Governors' first-hand experience of the school;
 - ✓ Performance data;
 - ✓ Views of parents, pupils and staff.

Date	Venue	Time
Summer Term		
Wednesday 25 May 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Monday 31 October 2022	Virtual Training via TEAMS	1400 - 1600

Pupil Premium - the performance of vulnerable pupil groups (P)

“The trainer was knowledgeable, approachable and offered 2-way discussions rather than just talking at us. I didn't know anything about Pupil Premium before the session but came away understanding what it is, my role as governor and where to go to find more information.”

As part of the governance function of holding the executive leaders to account for the educational performance of the organisation and its pupils, it should be a priority of governing boards to ensure that all groups of pupils are performing well in relation to both national expectations and to other pupils within the school.

A particular focus of this session is on pupils from disadvantaged backgrounds who qualify for Pupil Premium funding, but it will also consider other nationally recognised pupil groups, such as those with special educational needs and disabilities.

The course will:

- Help governors establish the key pupil groups in their school and identify useful measures of performance;
- Outline governors' statutory roles and responsibilities in relation to specific groups;
- Explore how governors can monitor and evaluate the achievement of pupil groups;
- Consider examples of good practice and questions that governors should be asking of their school.

Date	Venue	Time
Summer Term		
Monday 04 July 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 24 November 2022	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200

Finance (F)

“This was a great introduction to school finance. All governors should have some insight into school funding.”

‘Overseeing the financial performance of the organisation and making sure its money is well spent’ is one of the three core functions set out in the Governance Handbook 2020.

This course aims to give governors an insight into their role and responsibility in strategically managing revenue, setting and monitoring budgets, maintaining accountability for various funds including pupil premium and fulfilling statutory obligations.

It is intended to give governors an insight into how various options and decisions would impact on their own school budgets, and how these could support improvement.

Please Note: Delegates are required to have access to their own Schools Financial Summary

Maintained Schools

Date	Venue	Time
Autumn Term		
Tuesday 04 October 2022	Virtual Training via TEAMS	1000 - 1200

Academies

Date	Venue	Time
Autumn Term		
Tuesday 18 October 2022	Virtual Training via TEAMS	1000 - 1200

Effective Governance in the Early Years & Foundation Stage (V) (P) (F)

“Good range of courses available to support the School Governor role. Excellent supportive documentation provided in advance.”

Visiting the Early Years’ classroom can be hard to interpret. You are likely to see children rushing around, both inside and outside and it all seems very noisy, busy and unstructured and you may think it is out of control and undisciplined and not at all like the rest of the school.

So, what should Early Years’ classes look like?

This session will:

- Explore inspection and governance in the Early Years Foundation Stage (EYFS);
- Develop an understanding of effective practice in the Early Years Foundation Stage (EYFS);
- Look at why Early Years is so different from later years in school and the key aspects of the governor’s role in relation to early years such as partnership with parents, staffing, assessment, progress and attainment across the early years phase.

Date	Venue	Time
Spring Term		
Wednesday 18 January 2023	Virtual Training via TEAMS	1000 - 1200

Child Protection & Safeguarding (V)

“Very informative. Trainer was passionate and had an excellent working knowledge of the topic.”

These centre-based courses can be attended by any governor in EYFS settings, primary, secondary, special, independent schools and academies.

The Governance Handbook makes it clear that there is “A duty on the boards of maintained schools, and academy trusts, to have arrangements in place to ensure that they:

- Carry out their functions with a view to safeguarding and promoting the welfare of children; and
- Have regard to the statutory guidance issued by the Secretary of State in considering what arrangements they need to make”.

To ensure your governing board complies with the current statutory guidance, Keeping Children Safe in Education 2021, it is strongly recommended that the Chair and a named governor with Child Protection and Safeguarding responsibility attends this training.

Date	Venue	Time
Summer Term		
Tuesday 10 May 2022	Virtual Training via TEAMS	1830 - 2100
Autumn Term		
Monday 17 October 2022	St Michael’s Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1230
Spring Term		
Wednesday 08 February 2023	Bulkington Community & Conference Centre, School Road, CV12 9JB Tel: 02476 494094	1000 – 1230

****NEW for 2022/23****

Child Protection and Safeguarding Training event

The following events are available to all governors and trustees with no charge.

Date	Venue	Time
Summer Term		
Wednesday 24 August 2022	Northgate House Conference Room, Cape Road, Warwick, CV34 4JH	1000 – 1230
Wednesday 24 August 2022	Northgate House Conference Room, Cape Road, Warwick, CV34 4JH	1400 – 1630
Autumn Term		
Monday 12 September 2022	Northgate House Conference Room, Cape Road, Warwick, CV34 4JH	1000 - 1230

****NEW for 2022/23****

Safeguarding Governors Responsibilities and Monitoring (V)

“As ever, this training was exceptionally useful. I've taken lots of notes and have added a few key things to the to-do list. Thank you for provoking my thinking and delivering another cracking session”

The safeguarding governor plays an important role in ensuring oversight and scrutiny of safeguarding policy, procedure and practice on behalf of the full governing body.

This course has been developed to provide in-depth training for safeguarding governors to best understand their responsibilities.

This course is suitable for safeguarding governors who have attended child protection and safeguarding training and wish to develop understanding in relation to monitoring, KCSiE 2021 part 2, Single Central Record, DBS, Vulnerable children, Covid 19 recovery, curriculum and SEND.

Date	Venue	Time
Summer Term		
Monday 04 April 2022	Virtual Training via TEAMS	1830 - 2100
Autumn Term		
Tuesday 18 October 2022	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: 01926 407020	1000 - 1230
Spring Term		
Tuesday 14 February 2023	Bulkington Community & Conference Centre, School Road, CV12 9JB Tel: 02476 494094	1000 – 1230

**** NEW COURSE****

Safer Recruitment Training

“Training is always excellent; staff are approachable and friendly but also knowledgeable.”

NOTE - This training is not included in the subscription but is available to book at a price of £150 per delegate.

The Safer Recruitment legislation states that the recruitment and selection of staff should be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, as well as relevant safeguarding legislation and statutory guidance (including KCSiE 2021). Please ensure that at least one member of your interview panel has undergone this training. There is no designated timescale for refreshing this training, however, due to a number of updates in the training we recommend that governors involved in recruitment consider refreshing at intervals of no more than 3-4 years.

Date	Venue	Time
Summer Term		
Day 1: Tuesday 13 th September 2022 Day 2: Wednesday 14 th September 2022	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: 01926 407020	Day 1: 0930 – 1500 Day : 0930 - 1300
Autumn Term		
Part 1: Weds 18 th January 2023 Part 2: Thursday 19 th January 2023 Part 3: Weds 25 th January 2023 Part 4: Thursday 26 th January 2023	Virtual Training via TEAMS	1800 - 2000
Spring Term		
Day 1: Tuesday 25 th April 2023 Day 2: Wednesday 26 th April 2023	Bulkington Community & Conference Centre, School Road, CV12 9JB Tel: 02476 494094	Day 1: 0930 – 1530 Day 2: 0930 - 1230

**** NEW COURSE ****

Prevent Duty Training

“The courses are well structured and allow for input. You manage to impart the detail to experienced and novice delegates alike, very well. Thank you.”

The 2015 Counter-Terrorism and Security Act established the Prevent Duty and with that a set of statutory requirements for all schools to comply with. This training will provide an overview of this Duty and its implications for your school.

The course will cover:

- The key principles of the Prevent Duty;
- The specific requirements placed upon schools;
- A guide to signs and behaviours of those vulnerable to radicalisation;
- The risks around internet activity and online gaming;
- The implications to school governors;
- The safeguarding arrangements in Warwickshire

Date	Venue	Time
Summer Term		
Monday 11 th July 2022	Virtual Training via TEAMS	1800 - 1900
Autumn Term		
Monday 17 th October 2022	Virtual Training via TEAMS	1800 - 1900
Spring Term		
Monday 6 th February 2023	Virtual Training via TEAMS	1400 - 1500

Special Educational Needs & The Governing Board (P)

“Thanks for an informative course, with easy booking and joining instructions. The follow-up resources and communication have been excellent.”

This course is suitable for governors in mainstream primary and secondary schools, particularly those who have a specific role in the governing board in relation to Special Educational Needs & Disabilities (SEND).

The course will:

- Consider what we mean by an inclusive educational setting;
- Provide an overview of the legislation around SEND and how SEND is funded;
- Consider some of the challenges and opportunities for schools;
- Explore ways governing boards can learn about the SEND provision in their school and how to hold the school to account for the learning of pupils with SEND.

Date	Venue	Time
Summer Term		
Wednesday 29 June 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 15 December 2022	Virtual Training via TEAMS	1000 - 1200

Effective Monitoring, Remote Monitoring & School Visits

“The trainer achieved the right pace, giving enough time for discussion throughout and for questions at the end and it was helpful to hear her insight from her own experiences. Being a new governor can feel daunting and this was a reassuring and informative session to attend. Many thanks.”

Every governing board is expected to know its school. Governor monitoring and visits to schools play a key part in giving governors an insight into teaching, learning and the curriculum, and classroom visits are valuable both during and outside lesson times.

The course will explore:

- The range of visit opportunities available to governors, ranging from seeing lessons to appreciating the learning environment;
- Using visits to understand how the school is addressing its improvement priorities;
- Preparing for visits and how the visits can be fed back to the governing board;
- How governors might participate effectively in ‘Learning Walks’.

Please Note: Delegates are required to bring their school’s Monitoring Policy to the training course.

Date	Venue	Time
Summer Term		
Monday 23 May 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Wednesday 16 November 2022	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200
Spring Term		
Thursday 02 March 2023	Virtual Training via TEAMS	1000 - 1200

Exclusion Panels

“The length of the meeting along with the detail of the content was very good. The people delivering the course were very knowledgeable and it meant they were able to answer all questions in detail.”

Depending upon the circumstances of an exclusion (e.g. fixed term or permanent, number of days excluded etc), Governors/Trustees may be called upon to perform a number of tasks.

This course will cover:

- Sitting on a Governors’ Exclusion Panel to formally review an exclusion and decide whether to reinstate the pupil;
- Chairing a Governors’ Exclusion Panel
- Ensuring alternative education for those pupils on fixed-term exclusion for more than five days;
- Considering complaints from parents in relation to an exclusion;
- Sitting on or managing an Independent Review Panel

Date	Venue	Time
Autumn Term		
Monday 05 December 2022	Virtual Training via TEAMS	1900 - 2100

Engaging with Parents & The Community (V)

“I found the delivery suited my experience and explained how schools can improve and what they should be doing to support engagement in the community.”

The Governance Handbook and Governor Competencies document expect governing boards to engage with parents to enhance pupils’ education and to develop links with the local community to support school improvement.

The session will consider:

- Examples of good practice and processes for the school and governing board in engaging successfully with parents/carers;
- Developing governors’ engagement with the local and wider communities;
- Consider the role of the parent governor on the governing board.

Date	Venue	Time
Summer Term		
Wednesday 18 May 2022	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 22 September 2022	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	1000 - 1200
Spring Term		
Monday 23 January 2023	Virtual Training via TEAMS	1000 - 1200

Governor Panels (V) (P)

“Training is a vital part of enabling a school governor to be effective in their role, and I will continue to direct governors to relevant training opportunities.”

This course is suitable for all governors who wish to:

- Understand their role on a range of panels including disciplinary, complaint, exclusion or grievance hearings;
- Manage the process effectively.

Date	Venue	Time
Summer Term		
Tuesday 21 June 2022	Virtual Training via TEAMS	1000 - 1200

Handling Complaints Part 1: Good practice in dealing with School Complaints (V) (P)

“The trainer provided an excellent course and I feel more confident about what actions to take and how to find appropriate support in the event of a serious complaint.”

Note: It is best practice for every governing board to nominate one governor to attend this course to ensure the governing board are prepared for receiving a complaint.

This course is suitable for all governors, clerks and Headteachers who wish to:

- Have a good understanding of the school’s complaints procedure;
- Consider resolution options;
- Understand the roles of the SGP/ Clerk, Chair of Governors and panel members.

Date	Venue	Time
Autumn Term		
Monday 10 October 2022	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 07 February 2023	Virtual Training via TEAMS	1000 - 1200

Handling Complaints Part 2: Complex Complaints Management (V) (P)

“Always great trainers - relevant up to date information and real time experiences.”

Delegates must have attended Handling Complaints Part 1 prior to attendance at this course.

Note: It is best practice for every governing board to nominate one governor to attend this course to ensure the governing board are prepared to handle more complex complaints and difficult situations.

This course is suitable for governors, Headteachers and individuals who may be involved in complaints handling in schools.

This course will:

- Recap the key elements, steps & stages of a school complaints process;
- Highlight specific issues to look out for and alternative avenues of support;
- Consider the impact of complex complaints on schools;
- Give suggestions on how to consider the wellbeing of all involved in this situation.

Date	Venue	Time
Autumn Term		
Monday 07 November 2022	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 07 March 2023	Virtual Training via TEAMS	1000 - 1200

Health & Safety for Maintained Schools (V) (P) (F)

“A good trainer who was engaged with the topic and navigated the use of technology well. Trainer was knowledgeable about H&S and the trustees responsibility. The course was delivered at the right pace with time for questions and interactions.”

This session will be delivered by colleagues from the WCC Corporate, Health, Safety & Wellbeing Service.

FOR ALL SCHOOLS WHERE WCC IS THE EMPLOYER, i.e. community and voluntary controlled schools, community special schools and maintained nursery schools.

The LA recognises the important part that governors play in the strategic running of schools. Governing boards, having control of school premises, must take reasonable steps to ensure the health and safety of the school environment, buildings and equipment, ensuring that adequate arrangements are in place in line with policies and procedures.

The school governor’s role in health and safety session has been designed to ensure governors have sufficient knowledge and a reasonable overview of current health and safety requirements in schools, to effectively support the Headteacher and senior leadership team.

To ensure your governing board is kept up to date with current health and safety legislation and standards in schools, it is strongly recommended that the Chair and / or named governor with health and safety responsibility attends one of these training sessions.

Date	Venue	Time
Summer Term		
Monday 06 June 2022	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Wednesday 23 November 2022	Virtual Training via TEAMS	1000 – 1200

Health & Safety for Academies (V) (P) (F)

This session will be delivered by colleagues from the WES Safety and Premises Service Team.

FOR ALL ACADEMIES & SCHOOLS WHERE THE SCHOOL IS THE EMPLOYER, i.e., Academies, Voluntary aided and foundation/trust schools.

As employers, academy and school boards have a duty to ensure, so far as is reasonably practicable, the health, safety and welfare of their employees and others affected by their activities, e.g., pupils, visitors, contractors.

The session will provide academy and school governors and trustees with an overview of their responsibilities under health and safety legislation, and to understand specific employer and employee responsibilities. The session will also include an overview of how the academy trust and school senior leadership teams should be managing and monitoring health and safety, and to ensure that any risks to health and safety are controlled.

Date	Venue	Time
Summer Term		
Thursday 19 May 2022	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Thursday 01 December 2022	Virtual Training via TEAMS	1000 – 1200

School Governance Professionals' and Clerks' Training

We believe clerking is a major contribution to the quality of governance in our schools, and therefore to school improvement. The importance of professional clerking has never been greater. Schools have been given increased freedoms and greater accountability, and the government has recognised the very significant contribution which professional clerking can make to effective governance.

SGPs' & Clerks' Induction

"I found the content extremely useful, and it was delivered in an engaging way (adapted well to online!). Having no experience of clerking I came away feeling prepared for my new role rather than overwhelmed."

This session is aimed at supporting new SGPs/ Clerks, helping them to get set up in their role and understand the resources needed to be effective. Attending the session will provide SGPs/ Clerks with knowledge and advice regarding:

- SGPs'/ Clerks' duties and good practice;
- Organising administration and priorities;
- Roles and responsibilities of the governing board, particularly in supporting school improvement;
- Best practice for taking minutes and recording challenge from governors and the responses from the school's leadership team;
- Supporting the chair with annual requirements and governor vacancies, including conducting governor elections.

The session includes valuable information to keep SGPs/Clerks up to date with developments in governance and clerking. It also provides SGPs/ Clerks with an opportunity to network.

Date	Venue	Time
Summer Term		
Thursday 05, 12 & 19 May 2022	Virtual Training via TEAMS	0930 – 1130
Autumn Term		
Tuesday 06 & Wednesday 07 September 2022	Virtual Training via TEAMS	1000 – 1200
Wednesday 12 October 2022	St Michael's Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: 01926 407020	0930 – 1530
Spring Term		
Tuesday 07, 14 & 21 February 2023	Virtual Training via TEAMS	1900 – 2100

Effective Clerking

“The content was relevant and useful, and the trainer was knowledgeable and found out information if there were any questions that she did not immediately know the answer to.”

Following on from the SGPs/ Clerks’ Induction course, this session is aimed at providing SGPs/ Clerks with a model for ‘high level’ clerking.

The session will include:

- An opportunity for SGPs/ Clerks to explore working relationships with the Chair and Headteacher;
- Advice on how to effectively manage the Governing Board;
- Exploring strategies to support problem solving and encouraging challenge;
- The importance of high-quality minutes and recording questions and responses;
- An opportunity for networking.

Date	Venue	Time
Summer Term		
Tuesdays 07, 14 & 21 June 2022	Virtual Training via TEAMS	0930 – 1130
Spring Term		
Mondays 23 & 30 January & 06 February 2023	Virtual Training via TEAMS	1900 – 2100

Clerking Panel Hearings

“WES always uses high-quality course leaders who plan and deliver their training with great knowledge and expertise.”

This course outlines the SGP’s/ Clerk’s specific responsibilities in the processes for panel and appeal meetings.

The session covers:

- Statutory requirements and timescales;
- The SGP’s/ Clerk’s role in minute taking and recording decisions;
- How to advise governors on the procedures to follow.

Date	Venue	Time
Summer Term		
Monday 16 May 2022	Virtual Training via TEAMS	0930 – 1130

Introduction to Academy Trust Board Clerking

“The Trainers are very friendly and welcoming. This training was in a small group, so felt that I got more out of it, as it made me ask questions. Felt as though I learnt a lot about Academies.”

This session is specifically aimed at supporting SGPs/ Clerks newly responsible for Trust Boards in Multi Academy Trusts or Companies (MATs or MACs).

The content covers:

- Structure, roles and relationships in MATs;
- Articles of Association, Scheme of Delegation and Academy documentation;
- Strategies to support the administration and communication required for a Board Clerk / SGP to be more effective.

Date	Venue	Time
Autumn Term		
Wednesday 23 November 2022	Virtual Training via TEAMS	1000 - 1200

In-house Training

Governing boards can choose to have an in-house session delivered in school choosing from one of the courses below.

In-house sessions, while following a standard framework, will be customised to the needs and context of individual governing boards.

If your school has chosen the Multi-School Subscription package you should agree on topics for the shared sessions with the other schools in your collaboration/consortium before making a booking.

Subscribing schools wanting an additional in-house session are entitled to a 20% discount, reducing the cost to £325 per session.

To make a booking request for an in-house session, please complete the request form using the link - [Governor Services In-House Training Request Form](#)

TOPICS AVAILABLE:

*****NEW for 2022/23*****

Governors' Workshop (V) (P) (F)

A useful session, suitable for boards with lots of new governors, ones with several experienced members or a combination of the two, this course will:

- Provide a refresher on the roles and responsibilities of governors
- Consider the role governors have in developing, approving and monitoring the impact of the school development plan through the school improvement cycle
- Support governing boards in articulating their vision and strategy for the next 3 to 5 years including the sustainability of the school and collaboration options.

Using School Performance Data (P)

The aim of the session is to promote delegates' understanding and practical use of data, as part of the wider monitoring picture; however, this is a course about school improvement, not statistics. The approach is a pragmatic look at the questions raised by our schools' main data sources, helping governors from diverse backgrounds to understand the terminology, and to relate data to real school performance. Delegates will consider not just overall average data for pupil attainment and progress but will also examine the performance of vulnerable groups of pupils, in particular disadvantaged pupils.

Headteacher Recruitment Support (V) (P) (F)

Maintained schools **must** notify WCC when they learn of a Headteacher resignation to enable the LA to exercise its right to representation during the selection process.

1. Pre-recruitment training for governors (ideal as an in-house training course)

This two-hour session explores:

- The recruitment timetable;
- The job description and person specification;
- Legal requirements including safer recruitment;
- Consideration of selection activities;
- Questioning techniques.

This session will help equip governors to attract and select the most suitable candidate to successfully fill the vacancy. Governors can also be supported in considering potential interim arrangements if required. Contact Governor Services for further information.

Also available:

2. *Professional support provided by a Learning Improvement Officer (LIO)*
3. *WES HR Administrative support*

Facilitated Self Review (V) (P) (F)

This is suitable for governing boards who wish to be supported through a self-evaluation of their effectiveness as a governing board. The session will allow for boards to focus on their effectiveness against the 3 core functions and key areas Ofsted use in assessing effective governance. Governing boards may find the session particularly useful for one or more of the following reasons:

- governors wish for an evidence-based analysis of Governance to feed into the school's Self-Evaluation assessment of Leadership and Management;
- governors wish for an opportunity to renew their focus and processes around effective governance;
- a 'good' or 'outstanding' school wishes to be fully prepared for an Ofsted inspection of its Governance.

The session will be preceded by individual governors completing a draft review of their governing board. During the in-house session the facilitator will lead the governors through group discussions towards a consensus on the key strengths and weaknesses within the governing board and support the governors to identify actions to address any areas for development. It is envisaged that this session will enable the governing board to produce an action plan of how to improve their effectiveness.

Warwickshire Governor Services Professional Development Programme 2022-2023

The following courses can also be delivered as an in-house session, for more details see the centre-based section, pages 16 - 29.

Effective Governance in the Early Years Foundation Stage (V) (P) (F)

Financial responsibilities – budget planning and monitoring (F)

Engaging with Parents and The Community (V)

Governors' Role in School Improvement Part 1 (V) (P) (F)

Governors' Role in School Improvement Part 2 (V) (P) (F)

Effective Monitoring & School Visits (P)

Ofsted: Governors' role in being ready for inspection (V) (P)

Pupil Premium – The Performance of Vulnerable Pupil Groups (P)

Child Protection & Safeguarding (V)

Handling Complaints Part 1: Good practice in dealing with School Complaints (V) (P)

Handling Complaints part 2: Complex Complaints Management(V) (P)

When booking an in-house training session please give Governor Services at least six weeks' notice and provide three possible dates and times for your training.

For Multi-School subscribers, the co-ordinator must ensure all schools have been consulted and are aware of the course date. They should confirm attendance numbers to Governor Services at least 48 hours in advance of the session.

On receipt of your training request, Governor Services will allocate a trainer who will contact the identified governor or co-ordinator to agree the course objectives and finalise the training arrangements.

Online In-house Training via TEAMS

The person coordinating the training will need to compile a list of delegates with their email addresses and send this list to the School Governance Administrator who will send a Teams invitation to each of the delegates. One list with all delegate contact details is required.

To ensure your request can be accommodated and to avoid disappointment, all booking for the financial year 2022-2023 must be received by 31st December 2022 (maintained schools) and 31 March 2023 (academies).

Additional Services

These services are not included in the subscription but are available to purchase throughout the year.

External Review of Governance (ERG)

A maintained school or academy may independently decide that an External Review of Governance (ERG) would be helpful as part of their on-going process to develop and improve governance.

- The review will focus on 3 priority areas:
- Governors' engagement in School Improvement;
- Statutory responsibilities;
- Governance organisation and working relationships.

Within these areas, an experienced associate tutor will work with your governing board and at all times consider key governance criteria as specified by Ofsted and the National College.

The ERG will consist of a "desktop" review and an audit of background documents, plus evidence from other documents including your own Headteacher's reports and governing board minutes of meetings for the past year. This is followed up by interviews with members of the governing board.

An ERG will look at how well the governing board is operating within its strategic core function. It will help the board to identify strengths and weaknesses together with priorities for improvement and development whilst outlining the steps to take

After the review and interviews, the reviewer will produce a detailed report with recommendations to be shared with the Chair and Governors. This report will enable the Governing Board to formulate an action plan and focus on any areas for development.

Approximately six months after the initial ERG, the reviewer will contact the chair to arrange a meeting as a follow up activity to consider the impact of the recommendations.

The follow up review will consist of:

- A review of the initial ERG and any suggested recommendations to assess progress;
- A short interview with the chair of governors and the Headteacher to discuss the changes and progress made since the initial review.

The reviewer will produce a written report commenting on the progress made against the original recommendations and provide further action/advice and guidance if necessary.

The total cost of an ERG is £1295, which includes all of the activities listed above over a 6-9 month duration.

School Website Audit

Governor Service can complete an in-depth analysis of your school website against the current statutory requirements and expectations. Following the website audit, a comprehensive report will be provided, together with any recommendations.

The total cost for the Website audit is £160.

Staff Survey

If your governing board is looking to undertake a staff survey, Governor Services can manage the whole process which in turn gives staff the confidence that the survey is impartial.

Contact Governor Services to discuss your requirements, get further information and find out the cost.

Safeguarding Training for Parents

A **new session** devised in response to Headteacher requests aimed at providing parents with an understanding of safeguarding and why green forms are used in your school.

The session is tailored to your schools' parents.

The cost of this session will be £325

Parent feedback:

"Please pass on my thanks, safeguarding is such an important area for us all and it was fantastic of the school to inform parents about it and the process we need to take if we have any concerns".

Mediation Support

*"Mediation is a dynamic, structured, interactive process where an impartial third party assists disputing parties in resolving conflict through the use of specialised communication and negotiation techniques. ... Typically, a third party, **the mediator**, assists the parties to negotiate towards an agreed resolution."*

Mediation support can help prevent an informal complaint from escalating to a formal complaint.

The session can be tailored to individual needs/circumstance. Contact us for further information and cost.

Panel Member Support

If your governing board doesn't have a joint panel agreement in place and is struggling to form an independent panel, Governor Services can provide an experienced panel member to be part of the panel.

Contact Governor Services for further information and cost.

Development for Chairs

In partnership with The National Governance Association (NGA), Governor Services can offer this development programme to chairs of governors in Warwickshire. The programme is funded by the Department for Education and provides chairs, vice chairs, committee chairs and future chairs opportunities for developing leadership skills and confident governance.

This is a leadership programme designed for those in a chairing role, or a future chair, and will include:

- Three face-to-face workshops focusing on leadership development;
- A 360-degree diagnostic to evaluate strengths and development needs;
- Access to interactive e-learning modules and resources;
- Participation in action learning sets;
- Support with creating a school-based project and action plan.

For more information, please contact the NGA on Tel: 0121 237 4600 or email: leading.governance@nga.org.uk

Development for SGPs & Clerks

Level 3 Certificate in Clerking of School and Governing Boards

Governor Services are pleased to be working in partnership with the National Governance Association to provide the DfE funded training for Clerks.

This accredited programme is designed for new and experienced clerks currently working in all school and trust settings. It helps develop the knowledge and skills needed for high-quality clerking.

For more information, please contact the NGA on Tel: 0121 237 4600 or email: leading.governance@nga.org.uk

Headteacher Induction Programme

This programme is aimed at Headteachers who are new to Warwickshire and those who are already Warwickshire staff but are new to headship.

Delegates will receive updates on key topics including:

- Introduction to Warwickshire;
- Ethical Leadership - Vulnerable Learners;
- Managing the Organisation;
- School Improvement;
- Review and Reflection.

Delegates will have the opportunity to meet colleagues from within WCC, other new Headteachers and hear from more experienced Headteachers about the lessons they have learned along the way. There are six sessions throughout the year – four full days and two half days.

The cost for the whole programme is £590 which includes the presentations, venue cost, lunch (for full days) and refreshments.

Subscription to External Services

GovernorHub

GovernorHub is a purpose-built internet platform designed by governors for governors. It provides:

- A simple way to keep up to date with governance issues and topics with live news feeds;
- A secure online storage for governing board minutes, agenda, policies and other documentation; Access to the Governor Services document resource library;
- GDPR compliance.

At a “touch of a button” it also offers:

- Tools for the Clerk - the Clerk can be set up as an administrator and will easily be able to: set up meetings; upload documents for governors to review/use; download reports as and when necessary e.g. committee list, training records; add and remove governors; control which governors are on which committees; access and update governor contact information;
- Confidential and accessible storage for your own governing boards documents – all in one place and easily available to all governors;
- A shared calendar which enables meetings and activities to be recorded instantly and which can be synchronised to governors’ phones and / or calendars;
- A private area for governors / governing boards to exchange messages and emails;
- The ability to find key data about their school via links to local and national sources and are able to view data / search for different schools;
- Ability to access / amend their own personal details and update and maintain their training records;
- National and local education news;
- Links to DfE and Ofsted data;
- A governing board health check questionnaire to help with self-evaluation.

GovernorHub free trial

Schools/Academies can access a free trial for one month by logging onto the GovernorHub website and clicking on the ‘Try for Free’ button before making a decision to subscribe.

The cost to subscribe to GovernorHub is: £135 per year for schools subscribing to one of our other services and £220 for non-subscribing schools.

GovernorHub and The Key for School Governors

GovernorHub and The Key for School Governors have partnered up to provide a secure place to manage the work of your board, and access to expert advice when you need it, all in one place.

The Subscription includes:

- A central place to safely store documents and control access, communicate with all members of your board and keep a shared calendar of meetings
- A library of practical and timely resources, templates and checklists, such as: Questions Ofsted might ask governors and new governor induction checklist
- Online training courses for new, established and link governors, so they can confidently support your school
- Tracking of governance-specific information such as constitution, roles, committees, governor types and terms of office

If you subscribe to Governor Services, the price for subscribing to GovernorHub **and** The Key for School Governors is: £510, for non-subscribers it will be £595.

Learning Link - E learning *E-LEARNING ANYTIME, ANYWHERE*

NGA Learning Link offers flexible e-learning to help governors, trustees, chairs and clerks develop their governance skills and knowledge.

NGA has teamed up with Virtual College, one of the UK's top e-learning providers, to deliver an innovative e-learning portal for governors, trustees and clerks. The modules provide interactive and engaging e-learning, with next steps guidance for further development and links to essential resources covering topics such as vision, ethos and strategic direction; pupil success and wellbeing; the best use of resources and much more.

- Over 50 e-learning modules covering a wide range of topics;
- A certificate of achievement with every module n Secure access, 24 hours a day, 7 days a week;
- Multi-device access – desktops, tablets and smartphones;
- Tracked learning – revisit content, take a break or pick up where you left off;
- A dedicated support service.

Bite-sized modules – a selection of modules that take 5-10 minutes to complete. Dip in and out depending on how much time you have, fill knowledge gaps when you need it most, or use them as part of a more strategic approach to tackling organisational governance issues, by completing them with your board before a meeting.

Schools who subscribe to Warwickshire Governor Services and who wish to access Learning Link will benefit from a subsidised cost of £105 per year for Learning Link membership. The cost to non-subscribing schools will be the full £195 subscription price.

The School Bus

'The latest knowledge, best practice, total compliance'

The School Bus keeps you up-to-date with the constantly shifting expectations of the Education sector by telling you what's changed and what you need to do next, then giving you the tools to take action.

- 50+ model policies made using only the latest legislation and guidance;
- Time-saving templates for every admin task you can think of from job descriptions to risk assessments;
- How-to guides breaking arduous processes into manageable tasks;
- 3-Minute Reads breaking lengthy DfE guidance into short, digestible quick read guides;
- 30 Minute Work Week - the latest must-do compliance actions turned into 5-minute jobs Smart Excel trackers that automatically turn data into powerful reports.

Plus: any question you have, any resource you require, the School Bus will send a fully referenced solution, based on the latest guidance and legislation, straight to your inbox within 3 working days.

With a single subscription, all your school leaders, teachers and governors can benefit from what The School Bus has to offer. No hidden costs. No extra charge for governors.

Plus: for a limited time only, all Warwickshire schools are eligible for 5% off. To find out more please contact cody.white@hub4leaders.co.uk or call him on 07734604823.

Service Standards

1. Our trainers:

- Have experience of training and development;
- Are school governors themselves or experienced in working with school governors;
- Have experience of working with people and/or dealing with complex matters/strategic planning in a business or public sector context;
- Will communicate effectively and clearly;
- Will liaise with the school in advance of an in-house course to ensure that they are aware of any issues of particular concern.

2. Our courses:

- Are regularly updated to reflect current regulations, guidance and good practice;
- Take a practical approach to the role of the school governor;
- Recognise that governors come from a variety of backgrounds;
- Take account of the differences between different types of school;
- Include relevant explanation of the school governance regulations;
- Include opportunities for participants to share experiences and ask questions;
- Promote equality and diversity.

3. Our course materials:

- Contain full and appropriate content;
- Are distributed electronically via email.

4. We make every effort to ensure that courses take place as booked but reserve the right to cancel a course in exceptional circumstances. In such cases we will give reasonable notice except in cases of emergency.

5. If you cancel a booking on a centre-based course, a cancellation charge will apply. Please see the 'how to book courses' section for more details.

Delegate Responsibilities Section 22 of the Education Act 2002 provides that local authorities should ensure that training they consider necessary to discharge their duties is made available to every governor, free of charge. It is also possible for governing boards to suspend governors who refuse to undertake necessary training.

School Obligations Governors are provided with training, free of charge, to enable them to discharge their functions effectively. The budget for governor training is delegated to schools. To discharge this function, the schools have the option to subscribe to the Governors Services Professional Development Programme. Where we are delivering an in-house course, the school will be required to provide appropriate facilities for those attending, including refreshments.

Governor Services Team

Julia Kenny – Delivery Lead, Governor Services

In her role Julia:

- Oversees the management of both the clerking and development traded services
- Provides support and intervention for governors in schools causing concern.
- Works closely with colleagues in the broader Education Services team to ensure professional tailored governance development and support is in place to strengthen the impact of leadership and management in Warwickshire schools.

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juliakenny@warwickshire.gov.uk

Gurby Dhesi - School Governance Traded Services Officer

In her role Gurby:

- Coordinates and manages the traded service for governor training;
- Plans and undertakes the administrative arrangements for a financially viable annual governor development programme and other training and development activities for governors and clerks;
- Manages the LA Clerking traded service;
- Develops the quality of the LA clerking service provided to governing boards, through the appropriate recruitment, deployment, training and monitoring of the team of clerks;
- Line and performance manages the team of clerks;
- Provides advice, guidance and support' to all members of the governing board including Clerks either by email or telephone.

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Amanda Gardiner –School Governance Support & Communications Officer

In her role Amanda:

- Provides advice, guidance and support' to all members of the governing board either by email or telephone;
- Manages all governor services communications including, Newsletters (Governance Matters), Governor Services Website, Resource Library and GovernorHub;
- Supports governing boards with governor Recruitment & Appointments including the appointment of LA governors.

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Lorna McDonagh - School Governance Improvement Officer

In her role Lorna:

- Provides in-school guidance and support to the governing boards of Schools Causing Concern, as designated by WCC Education Services. This may cover any aspect of school governance, including policy, governance structures, working relationships, governance roles and responsibilities;
- Ensures that school governing boards and Headteachers address concerns related to leadership and governance, as identified by Local Authority (LA) officers, Ofsted, Regional Schools Commission or others.

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Sally Ashley - Administrative Assistant, Training

In her role Sally:

- Provides administration of all courses including in-house training sessions;
- Monitors the Governors email in-box;
- Processes New Governor appointments;
- Issues electronic course materials
- Is responsible for the marketing and reminder emails sent to clerks;
- Manages the telephone helpline by taking calls for bookings, answering general enquiries or signposting the caller.

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Catherine Chatterton - Administrative Assistant, Clerking

In her role Catherine:

- Provides advice to school governance professionals on governance, constitutional and procedural matters
- Supports the recruitment, induction and appointment of school governance professionals
- Supports the School Governance Traded Services Officer in the day-to-day operational management of the Clerking Service including co-ordination of school governance professionals' administrative arrangements
- Clerks for a local school and provides clerking cover as required

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Lynn Handford - Administrative Assistant

In her role Lynn:

- Plans and co-ordinates the Headteacher Induction Programme;
- Updates the governing board membership database.
- Undertakes the LA Governor recruitment process.
- Supports with the creation and distribution of Governance Matters.

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Governor Services Help Line: 01926 745120

Governor Services Email: governors@warwickshire.gov.uk

Governor Services website: www.warwickshire.gov.uk/governors