

## Professional Development Programme

April 2023 to March 2024



for Governors, Headteachers and Governance  
Professionals of Maintained Schools

# Introduction

Dear Governors, Headteachers and Governance Professionals

Welcome to our 2023/24 Professional Development Programme which has been developed in collaboration with colleagues from LA Maintained Schools, MAT's, Single Academy Trusts, and Safeguarding professionals.

The Governor Services team, supported by trainers and consultants have also:

- Reviewed feedback and consulted with governors and trustees to better understand the needs of local governing boards.
- Reflected on changes to statutory guidance including Keeping Children Safe in Education 2022 to ensure a broad and effective training package is available for all schools and trusts.

Governor Services colleagues have hands on experience of governance through governing board membership throughout the county and all team members pride themselves on delivering reliable, up-to-date and accurate information, which we believe is reinforced through the topics on offer in the Professional Development Programme.

Our Clerking Service continues to expand, with governance professionals providing effective and efficient support to governing boards through online and face to face meetings. If you think we could help your school/ governing board, please do contact us.

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 high quality, comprehensive advice and support 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 Governance Professional (GP) to your Governing Board;
- An effective GP 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 GP 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 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, disciplinary & 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, disciplinary & grievance hearings:	£450 per meeting
Governance Professionals' 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	Shared in-house session(s) with your cluster/consortium
Access to Governors' networking meetings	Access to 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 they are part of a federation, MAT or consortium collaboration.

The Multi-School Subscription includes a limited number of in-house sessions shared between the schools as per the table below. The schools can select a maximum of six sessions (from the list of topics on page 42 of the Professional Development Programme) to be delivered on agreed dates throughout the year at one of their sites, or virtually via MS Teams.

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 2-hour 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 £325 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  OR  Facilitated Review/Self Evaluation Session	✓  ✓	✓ Yes, but limited number.  ✓ 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  £410 per session
Information, Support & Advice Service Subscription	✓	✓	£385
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
GovernorHub	£135	£135	£220 per GB
GovernorHub and GovernorHub Knowledge	£510	£510	£595
E-Learning for Governors (NGA Learning Link)	£105	£105	£195 per GB
TheSchoolBus	5% Discount off the full Subscription price (For more details see page 45)		
Panel support for Complaints, Disciplinary, Grievance & Exclusions	Price on application	Price on application	Price on application
Panel Management Support	Price on application	Price on application	Price on application
External Review of Governance (ERG), including follow up review	£1295	£1295	£1295
Chairs/Governance Professionals 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). Please remember to quote the course reference number, course title, date and the delegate's name, school and email address;
- An email confirmation will be sent to you at the time of 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;
- 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.

**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 Microsoft Teams

- By email (governors@warwickshire.gov.uk) or telephone ((01926) 745120). Please remember to quote the course reference number, course title, date and the delegate's name, school and email address;
- An email confirmation will be sent to you at the time of 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 a Teams invitation to the training session - **you MUST accept this meeting invitation to access the training;**
- 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 Charges

### 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 to Governor Services by email to [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk).

**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, bookings are required from **a minimum of 6 delegates**. 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
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
3. Overseeing financial performance of the organisation and making sure its money is well spent

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.

### **New Governors – should attend this training within 6 months of appointment**

- Induction to School Governance

There is an expectation that all governors complete the Induction to School Governance training in the first 6 months of their appointment. In addition to this, all new governors are expected to undertake Safeguarding training as soon as possible following their appointment.

### **Between 6 months and a year attend the following courses**

- Governors' Role in School Improvement Parts 1 & 2
- Preparing for an Ofsted Inspection
- Using School Performance Data
- Pupil Premium - The performance of vulnerable pupil groups
- Effective Monitoring and School Visits
- Engaging with Parents and the Community
- Special Educational Needs & the Governing Board

If you have an interest, are appointed to a committee, or become a link governor, you may benefit from attending the following training course(s)

- 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
- Governor Panels: What Governors Need to Know
- Leading the Board - The Role of the Chair
- Joining a Multi Academy Trust
- Marketing your School
- Quality of Education

Governors with specific responsibilities should make every effort to attend the relevant specialist training courses appropriate to their role.

- Child Protection & Safeguarding (**all governors are required to complete this training annually**)
- Health & Safety
- Special Educational Needs
- Effective Governance in the Early Years & Foundation Stage

## 2023/24 Training Course Calendar

Date	Course Title	Venue	Page
<b>Summer Term</b>			
24/04/2023	Safeguarding Governor's Responsibilities & Monitoring	Virtual	<a href="#">30</a>
02/05/2023	Induction to School Governance (3-part course)	Face-to-Face	<a href="#">20</a>
04/05/2023	Governance Professionals' Induction (2-part course)	Virtual	<a href="#">37</a>
09/05/2023	Child Protection & Safeguarding	Virtual	<a href="#">29</a>
10/05/2023	Governor's Briefing: SEND	Virtual	<a href="#">17</a>
15/05/2023	Preparing for an Ofsted Inspection	Virtual	<a href="#">22</a>
15/05/2023	Clerking Panel Hearings	Virtual	<a href="#">38</a>
17/05/2023	Governor's Role in School Improvement Part 1	Virtual	<a href="#">25</a>
17/05/2023	Engaging with Parents & The Community	Virtual	<a href="#">34</a>
17/05/2023	Governance Professionals' Development Meeting	Face-to-Face	<a href="#">16</a>
18/05/2023	Induction to School Governance (3-part course)	Virtual	<a href="#">20</a>
18/05/2023	Using School Performance Data	Virtual	<a href="#">19</a>
18/05/2023	Governors' Networking Session	Virtual	<a href="#">16</a>
22/05/2023	Effective Monitoring, Remote Monitoring & School Visits	Virtual	<a href="#">33</a>
22/05/2023	Governor's Briefing: Improving Pupil Attendance	Virtual	<a href="#">17</a>
24/05/2023	Governor's Role in School Improvement Part 2	Virtual	<a href="#">26</a>
05/06/2023	Health & Safety for Maintained Schools	Virtual	<a href="#">36</a>
08/06/2023	Joining a Multi Academy Trust	Virtual	<a href="#">18</a>
13/06/2023	Induction to School Governance (3-part course)	Virtual	<a href="#">20</a>
14/06/2023	Effective Clerking (3-part course)	Virtual	<a href="#">38</a>
19/06/2023	Headteacher Appraisal & Teacher Pay & Performance	Virtual	<a href="#">23</a>
20/06/2023	Governor Panels: What Governors Need to Know	Virtual	<a href="#">34</a>
20/06/2023	Marketing your School	Virtual	<a href="#">18</a>
27/06/2023	Quality of Education	Virtual	<a href="#">19</a>
28/06/2023	Special Educational Needs & The Governing Board	Virtual	<a href="#">32</a>
03/07/2023	Pupil Premium – the performance of vulnerable pupil groups	Virtual	<a href="#">27</a>
04/07/2023	Induction to School Governance (3-part course)	Virtual	<a href="#">20</a>
06/07/2023	Child Protection & Safeguarding	Face-to-Face	<a href="#">29</a>
10/07/2023	Prevent Duty	Virtual	<a href="#">32</a>
12/07/2023	Governor's Role in Staff Performance Management	Virtual	<a href="#">24</a>
12/07/2023	Governors' Networking Session	Virtual	<a href="#">16</a>
09/08/2023	Induction to School Governance (full day course)	Face-to-Face	<a href="#">20</a>
23/08/2023	Child Protection & Safeguarding Summer Event	Face-to-Face	<a href="#">30</a>

## Warwickshire Governor Services Professional Development Programme 2023-2024

Date	Course Title	Venue	Page
<b>Autumn Term</b>			
05/09/2023	Governance Professionals' Induction (2-part course)	Virtual	<a href="#">37</a>
11/09/2023	Child Protection & Safeguarding	Face-to-Face	<a href="#">29</a>
12/09/2023	Safer Recruitment (2-day course)	Face-to-Face	<a href="#">31</a>
12/09/2023	Governors' Networking Session	Virtual	<a href="#">16</a>
13/09/2023	Induction to School Governance (3-part course)	Virtual	<a href="#">20</a>
21/09/2023	Headteacher Appraisal & Teacher Pay & Performance	Virtual	<a href="#">23</a>
21/09/2023	Engaging with Parents & The Community	Face-to-Face	<a href="#">34</a>
21/09/2023	Governor's Briefing: Exclusions	Virtual	<a href="#">17</a>
27/09/2023	Marketing your School	Virtual	<a href="#">18</a>
03/10/2023	Headteacher Appraisal & Teacher Pay & Performance	Virtual	<a href="#">23</a>
03/10/2023	Finance for Maintained Schools	Virtual	<a href="#">28</a>
05/10/2023	School Website Compliance	Face-to-Face	<a href="#">24</a>
09/10/2023	Handling Complaints Part 1	Virtual	<a href="#">35</a>
10/10/2023	Governance Professionals' Development Meeting	Face-to-Face	<a href="#">16</a>
11/10/2023	Joining a Multi Academy Trust	Virtual	<a href="#">18</a>
14/10/2023	Induction to School Governance (full day course)	Face-to-Face	<a href="#">20</a>
16/10/2023	Headteacher Appraisal & Teacher Pay & Performance	Virtual	<a href="#">23</a>
16/10/2023	Prevent Duty	Virtual	<a href="#">32</a>
17/10/2023	Safeguarding Governor's Responsibilities & Monitoring	Face-to-Face	<a href="#">30</a>
18/10/2023	Governor's Role in School Improvement Part 1	Virtual	<a href="#">25</a>
19/10/2023	Clerking Panel Hearings	Virtual	<a href="#">38</a>
25/10/2023	Governor's Role in School Improvement Part 2	Virtual	<a href="#">26</a>
25/10/2023	Leading the Board: The Role of the Chair	Face-to-Face	<a href="#">21</a>
26/10/2023	Governor's Role in Staff Performance Management	Virtual	<a href="#">24</a>
06/11/2023	Handling Complaints Part 2	Virtual	<a href="#">36</a>
07/11/2023	Using School Performance Data	Virtual	<a href="#">19</a>
08/11/2023	Headteacher Appraisal & Teacher Pay & Performance	Face-to-Face	<a href="#">23</a>
08/11/2023	Governor's Briefing: Safeguarding	Virtual	<a href="#">17</a>
09/11/2023	Induction to School Governance (3-part course)	Virtual	<a href="#">20</a>
13/11/2023	Preparing for an Ofsted Inspection	Virtual	<a href="#">22</a>
14/11/2023	Headteacher Appraisal & Teacher Pay & Performance	Virtual	<a href="#">23</a>
15/11/2023	Child Protection & Safeguarding	Virtual	<a href="#">29</a>
15/11/2023	Effective Monitoring, Remote Monitoring & School Visits	Face-to-Face	<a href="#">33</a>
15/11/2023	Quality of Education	Virtual	<a href="#">19</a>
15/11/2023	Governors' Networking Session	Virtual	<a href="#">16</a>
22/11/2023	Health & Safety for Maintained Schools	Virtual	<a href="#">36</a>
23/11/2023	Pupil Premium – the performance of vulnerable pupil groups	Face-to-Face	<a href="#">27</a>
28/11/2023	Induction to School Governance (3-part course)	Virtual	<a href="#">20</a>
04/12/2023	Governor Panels: What Governors Need to Know	Virtual	<a href="#">34</a>
14/12/2023	Special Educational Needs & The Governing Board	Virtual	<a href="#">32</a>

## Warwickshire Governor Services Professional Development Programme 2023-2024

Date	Course Title	Venue	Page
<b>Spring Term</b>			
15/01/2024	Induction to School Governance (3-part course)	Virtual	<a href="#"><u>20</u></a>
15/01/2024	Leading the Board: The Role of the Chair	Virtual	<a href="#"><u>21</u></a>
16/01/2024	Governors' Networking Session	Virtual	<a href="#"><u>16</u></a>
17/01/2024	Effective Governance in the EYFS	Virtual	<a href="#"><u>28</u></a>
17/01/2024	Safer Recruitment (4-part course)	Virtual	<a href="#"><u>31</u></a>
22/01/2024	Engaging with Parents & The Community	Virtual	<a href="#"><u>34</u></a>
22/01/2024	Effective Clerking (3-part course)	Virtual	<a href="#"><u>38</u></a>
24/01/2024	Child Protection & Safeguarding	Virtual	<a href="#"><u>29</u></a>
24/01/2024	Governor's Briefing: Admissions	Virtual	<a href="#"><u>17</u></a>
25/01/2024	Marketing your School	Virtual	<a href="#"><u>18</u></a>
31/01/2024	Induction to School Governance (3-part course)	Virtual	<a href="#"><u>20</u></a>
05/02/2024	Prevent Duty	Virtual	<a href="#"><u>32</u></a>
06/02/2024	Handling Complaints Part 1	Virtual	<a href="#"><u>35</u></a>
06/02/2024	Governance Professionals' Induction (2-part course)	Virtual	<a href="#"><u>37</u></a>
07/02/2024	Governor Panels: What Governors Need to Know	Virtual	<a href="#"><u>34</u></a>
07/02/2024	Governance Professionals' Development Meeting	Virtual	<a href="#"><u>16</u></a>
07/02/2024	Using School Performance Data	Virtual	<a href="#"><u>19</u></a>
07/02/2024	Governor's Briefing: Finance	Virtual	<a href="#"><u>17</u></a>
13/02/2024	Safeguarding Governor's Responsibilities & Monitoring	Face-to-Face	<a href="#"><u>30</u></a>
22/02/2024	Quality of Education	Virtual	<a href="#"><u>19</u></a>
29/02/2024	Effective Monitoring, Remote Monitoring & School Visits	Virtual	<a href="#"><u>33</u></a>
05/03/2024	Handling Complaints Part 2	Virtual	<a href="#"><u>35</u></a>
07/03/2024	Preparing for an Ofsted Inspection	Virtual	<a href="#"><u>22</u></a>
07/03/2024	Governor's Briefing: Children in Care	Virtual	<a href="#"><u>17</u></a>
12/03/2024	Joining a Multi Academy Trust	Virtual	<a href="#"><u>18</u></a>
12/03/2024	Safer Recruitment (2-day course)	Face-to-Face	<a href="#"><u>31</u></a>
13/03/2024	Induction to School Governance (full day course)	Face-to-Face	<a href="#"><u>20</u></a>
13/03/2024	Governor Networking Session	Virtual	<a href="#"><u>16</u></a>
14/03/2024	Child Protection & Safeguarding	Face-to-Face	<a href="#"><u>29</u></a>
14/03/2024	Induction to School Governance (3-part course)	Virtual	<a href="#"><u>20</u></a>



## Governance Professionals' Development Meetings

These meetings are an opportunity for GPs to receive local and national government and service updates, get together for networking and get answers to any queries or questions they may have.

Date	Venue	Time
Summer Term		
Wednesday 17 May 2023	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
Autumn Term		
Tuesday 10 October 2023	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
Spring Term		
Wednesday 07 February 2024	Virtual Meeting via TEAMS	1800 – 2000

## Governors' Networking Sessions

Networking sessions give 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 18 May 2023	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 12 July 2023	Virtual Meeting via TEAMS	1830 – 1930
Autumn Term		
Tuesday 12 September 2023	Virtual Meeting via TEAMS	1330 – 1430
Wednesday 15 November 2023	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Tuesday 16 January 2024	Virtual Meeting via TEAMS	1030 – 1130
Wednesday 13 March 2024	Virtual Meeting via TEAMS	1830 – 1930

## Governor Briefing Sessions

Governor briefings on specialist topics.

Date	Venue	Time
Summer Term		
Wednesday 10 May 2023 <b>SEND</b>	Virtual Meeting via TEAMS	1830 – 1930
Monday 22 May 2023 <b>IMPROVING PUPIL ATTENDANCE</b>	Virtual Meeting via TEAMS	1830 – 1930
Autumn Term		
Thursday 21 September 2023 <b>EXCLUSIONS</b>	Virtual Meeting via TEAMS	1830 – 1930
Wednesday 08 November 2023 <b>SAFEGUARDING</b>	Virtual Meeting via TEAMS	1830 – 1930
Spring Term		
Wednesday 24 January 2024 <b>ADMISSIONS</b>	Virtual Meeting via TEAMS	1830 – 1930
Wednesday 07 February 2024 <b>FINANCE</b>	Virtual Meeting via TEAMS	1830 – 1930
Thursday 07 March 2024 <b>CHILDREN IN CARE</b>	Virtual Meeting via TEAMS	1830 – 1930

**\*\*NEW FOR 2023/24\*\***

**Joining a Multi Academy Trust**

*“The paid courses are good value for money. The free courses extremely helpful given stretched school budgets. Most topics are highly relevant.”*

The session is aimed at Chairs, Headteachers and Governors who are considering joining a Multi Academy Trust (MAT) and will look at what to consider as a school and governing board and what to identify within a MAT when considering academisation.

The course includes –

- How MATs are structured and what options are available to your school
- Reasons for joining a MAT
- Why would you not join?
- Is the MAT a good fit?
- Things to consider when approaching a MAT
- How does the process work?
- What do we need to have in place?

Date	Venue	Time
Summer Term		
Thursday 08 June 2023	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Wednesday 11 October 2023	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Tuesday 12 March 2024	Virtual Training via TEAMS	1000 – 1200

**\*\*NEW FOR 2023/24\*\***

**Marketing your School**

*“As well as providing useful context and information for governors, I feel these courses also encourage and embolden governors to be the critical friend that schools need on boards.”*

School budgets are becoming increasingly more challenging to manage with the increased cost of living and staffing costs. This course will explore the opportunities available to schools to market themselves and consider opportunities to increase income.

Date	Venue	Time
Summer Term		
Tuesday 20 June 2023	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Wednesday 27 September 2023	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 25 January 2024	Virtual Training via TEAMS	1900 – 2100

**\*\*NEW FOR 2023/24\*\***

**Using School Performance Data**

*“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 aim of this 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.

Date	Venue	Time
Summer Term		
Thursday 18 May 2023	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Tuesday 07 November 2023	Virtual Training via TEAMS	1000 – 1200
Spring Term		
Wednesday 07 February 2024	Virtual Training via TEAMS	1600 – 1800

**\*\*NEW FOR 2023/24\*\***

**Quality of Education**

*“Training is always high quality, excellent as intros for newer governors, or refreshers for more experienced governors. It’s good to have a mix and choice of in-person and online, daytime and evening.”*

Your board will monitor teaching and learning as part of Ofsted’s ‘Quality of Education’ judgement.

This course will develop governors’ understanding to hold their school leaders to account on what teachers teach and pupils learn. [‘Quality of Education’](#) is the key judgement that Ofsted uses to inspect the curriculum. According to Ofsted, the curriculum is made up of 3 central concepts:

- **Intent:** what teachers want pupils to know, and be able to do, by the time they leave the school (in other words, curriculum planning)
- **Implementation:** how the curriculum is taught and assessed
- **Impact:** the outcomes pupils achieve as a result of the education they’ve received – so, how the curriculum is making a difference

Date	Venue	Time
Summer Term		
Tuesday 27 June 2023	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Wednesday 15 November 2023	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Thursday 22 February 2024	Virtual Training via TEAMS	1900 – 2100

## Induction to School Governance

*“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 those new to governance; 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
<b>Summer Term</b>		
Tuesdays 02, 09 & 16 May 2023	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Thursdays 18 & 25 May & 08 June 2023	Virtual Training via TEAMS	1900 - 2100
Tuesdays 13, 20 & 27 June 2023	Virtual Training via TEAMS	1600 - 1800
Tuesdays 04, 11 & 18 July 2023	Virtual Training via TEAMS	1900 - 2100
Wednesday 09 August 2023	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
<b>Autumn Term</b>		
Wednesdays 13, 20 & 27 September 2023	Virtual Training via TEAMS	1900 - 2100
Saturday 14 October 2023	Stratford upon Avon School Alcester Road, Stratford-upon-Avon CV37 9DH	0930 - 1630
Thursdays 09, 16 & 23 November 2023	Virtual Training via TEAMS	1600 - 1800
Tuesdays 28 November, 05 & 12 December 2023	Virtual Training via TEAMS	1000 - 1200
<b>Spring Term</b>		
Mondays 15, 22 & 29 January 2024	Virtual Training via TEAMS	1900 - 2100
Wednesdays 31 January, 07 & 14 February 2024	Virtual Training via TEAMS	1600 - 1800
Wednesday 13 March 2024	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	0930 - 1630
Thursdays 14, 21 & 28 March 2024	Virtual Training via TEAMS	1000 – 1200

## Leading the Board: The Role of the Chair

*"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 25 October 2023	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	0930 - 1630
Spring Term		
Mondays 15, 22 & 29 January 2024	Virtual Training via TEAMS	1000 - 1200

## Preparing for an Ofsted Inspection

*“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 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 course will:

- Provide practical suggestions and actions to help the governing board prepare in advance of the inspector’s call
- Cover the new inspection process and framework
- Enable governors to evaluate the ways in which they support school improvement and communicate this to the inspection team
- Detail the role of the governing board in the inspection process; before, during and after the inspection.

Date	Venue	Time
Summer Term		
Monday 15 May 2023	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Monday 13 November 2023	Virtual Training via TEAMS	1600 - 1800
Spring Term		
Thursday 07 March 2024	Virtual Training via TEAMS	1900 - 2100



## Headteacher Appraisal & Teacher Pay & Performance

*“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 academic year.

The Ofsted Inspection Framework highlights the importance of the annual performance review process for Headteachers and teachers 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.

Date	Venue	Time
Summer Term		
Monday 19 June 2023	Virtual Training via TEAMS	1600 - 1800
Autumn Term		
Thursday 21 September 2023	Virtual Training via TEAMS	1000 - 1200
Tuesday 03 October 2023	Virtual Training via TEAMS	1600 - 1800
Monday 16 October 2023	Virtual Training via TEAMS	1900 - 2100
Wednesday 08 November 2023	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1900 - 2100
Tuesday 14 November 2023	Virtual Training via TEAMS	1000 - 1200

## The Governors' Role in Staff Performance Management

*"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."*

This course looks 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 12 July 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 26 October 2023	Virtual Training via TEAMS	1900 - 2100

## School Website Compliance

*"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 use throughout the session.**

Date	Venue	Time
Autumn Term		
Thursday 05 October 2023	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

*“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.”*

**The school’s Self Evaluation Form, and the School 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.

**Please Note: Delegates are required to bring a copy of their own school’s School Evaluation Form and School Improvement Plan to the training session.**

Date	Venue	Time
Summer Term		
Wednesday 17 May 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Wednesday 18 October 2023	Virtual Training via TEAMS	1400 - 1600

## The Governor's Role in School Improvement Part 2 of 2: Monitoring & Evaluation

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 24 May 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Wednesday 25 October 2023	Virtual Training via TEAMS	1400 - 1600

## Pupil Premium - the performance of vulnerable pupil groups

*“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.

The main 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 03 July 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 23 November 2023	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200

## Finance for Maintained Schools

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

**This session will be delivered by colleagues from the WCC Schools Finance Team.**

‘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 for use in the training session.**

Date	Venue	Time
Autumn Term		
Tuesday 03 October 2023	Virtual Training via TEAMS	1000 - 1200

## Effective Governance in the Early Years & Foundation Stage

*“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 17 January 2024	Virtual Training via TEAMS	1000 - 1200

## Child Protection & Safeguarding

*“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”

**From 1<sup>st</sup> September 2022 statutory guidance changed, and all governors should receive appropriate safeguarding training.**

### Keeping Children Safe in Education 2022

*Part 2 – 81. Governing bodies and proprietors should ensure that all governors and trustees receive appropriate safeguarding and child protection (including online) training at induction. This training should equip them with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding. Their training should be regularly updated.*

Date	Venue	Time
<b>Summer Term</b>		
Tuesday 09 May 2023	Virtual Training via TEAMS	1900 – 2100
Thursday 06 July 2023	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200
<b>Autumn Term</b>		
Monday 11 September 2023	St Michael’s Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 – 1200
Wednesday 15 November 2023	Virtual Training via TEAMS	1900 – 2100
<b>Spring Term</b>		
Wednesday 24 January 2024	Virtual Training via TEAMS	1900 – 2100
Thursday 14 March 2024	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1200



## Child Protection and Safeguarding Training Summer Event

The following event is available to all governors with no charge.

Date	Venue	Time
Summer Term		
Wednesday 23 August 2023	Northgate House Conference Room, Cape Road, Warwick, CV34 4JH	1000 – 1200

## Safeguarding Governors Responsibilities and Monitoring

*“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 board.

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 2022 Part 2, Single Central Record, DBS, Vulnerable children, Covid 19 recovery, curriculum and SEND.

Date	Venue	Time
Summer Term		
Monday 24 April 2023	Virtual Training via TEAMS	1830 - 2100
Autumn Term		
Tuesday 17 October 2023	St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	1000 - 1230
Spring Term		
Tuesday 13 February 2024	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	1000 – 1230

## Safer Recruitment

*“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 2022).

Governors must ensure that at least one member of the 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
Autumn Term		
Day 1: Tuesday 12 September 2023 Day 2: Wednesday 13 September 2023	St Michael’s Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020	Day 1: 0930 – 1500 Day 2: 0930 – 1300
Spring Term		
Part 1: Wednesday 17 January 2024 Part 2: Thursday 18 January 2024 Part 3: Wednesday 24 January 2024 Part 4: Thursday 25 January 2024	Virtual Training via TEAMS	1800 – 2000
Summer Term		
Day 1: Tuesday 12 March 2024 Day 2: Tuesday 19 March 2024	Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094	Day 1: 0930 – 1530 Day 2: 0930 – 1230

## Prevent Duty

*“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 10 July 2023	Virtual Training via TEAMS	1800 - 1900
Autumn Term		
Monday 16 October 2023	Virtual Training via TEAMS	1800 - 1900
Spring Term		
Monday 05 February 2024	Virtual Training via TEAMS	1400 - 1500

## Special Educational Needs & The Governing Board

*“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 on the governing board in relation to Special Educational Needs & Disabilities (SEND).

The course will:

- Consider what is meant 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 28 June 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 14 December 2023	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 for use in the training course.**

Date	Venue	Time
Summer Term		
Monday 22 May 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Wednesday 15 November 2023	St Michael’s Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Thursday 29 February 2024	Virtual Training via TEAMS	1000 - 1200

## Engaging with Parents & The Community

*"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 Competency Framework 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 17 May 2023	Virtual Training via TEAMS	1900 - 2100
Autumn Term		
Thursday 21 September 2023	St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020	1000 - 1200
Spring Term		
Monday 22 January 2024	Virtual Training via TEAMS	1000 - 1200

## Governor Panels: What Governors Need to Know

*"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 20 June 2023	Virtual Training via TEAMS	1000 - 1200
Autumn Term		
Monday 04 December 2023	Virtual Training via TEAMS	1900 – 2100
Spring Term		
Wednesday 07 February 2024	Virtual Training via TEAMS	1400 – 1600

Please note that this training does not include Independent Review Panels.

## Handling Complaints Part 1: Good practice in dealing with School Complaints

*“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.”*

**Please 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, governance professionals and Headteachers who wish to:

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

Date	Venue	Time
Autumn Term		
Monday 09 October 2023	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 06 February 2024	Virtual Training via TEAMS	1000 - 1200

## Handling Complaints Part 2: Complex Complaints Management

*“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.**

**Please 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 and 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 06 November 2023	Virtual Training via TEAMS	1900 - 2100
Spring Term		
Tuesday 05 March 2024	Virtual Training via TEAMS	1000 - 1200

## Health & Safety for Maintained Schools

*“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 Team.**

**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 training 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 05 June 2023	Virtual Training via TEAMS	1900 – 2100
Autumn Term		
Wednesday 22 November 2023	Virtual Training via TEAMS	1000 – 1200



## Governance Professionals' 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.

### Governance Professionals' 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 governance professionals, helping them to get set up in their role and understand the resources needed to be effective. Attending the session will provide GPs with knowledge and advice regarding:

- GPs' 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 GPs up to date with developments in governance and clerking. It also provides GPs with an opportunity to network.

Date	Venue	Time
Summer Term		
Thursday 04 & 11 May 2023	Virtual Training via TEAMS	0930 – 1200
Autumn Term		
Tuesday 05 & 12 September 2023	Virtual Training via TEAMS	1000 – 1230
Spring Term		
Tuesday 06 & 13 February 2024	Virtual Training via TEAMS	1830 – 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 Governance Professionals’ Induction training, this session is aimed at providing GPs with a model for ‘high level’ clerking.

The session will include:

- An opportunity for GPs 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		
Wednesdays 14, 21 & 28 June 2023	Virtual Training via TEAMS	0930 – 1130
Spring Term		
Mondays 22 & 29 January & 05 February 2024	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 governance professional’s specific responsibilities in the processes for panel and appeal hearings.

The session covers:

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

Date	Venue	Time
Summer Term		
Monday 15 May 2023	Virtual Training via TEAMS	0930 – 1130
Autumn Term		
Thursday 19 October 2023	Virtual Training via TEAMS	0930 – 1130

## In-house Training

As part of their subscriptions, governing boards can choose to have one complimentary in-house session, delivered in school or virtually, 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 group 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 contact Governor Services via email at [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk) or telephone (01926) 745120.

### TOPICS AVAILABLE:

#### Governors' Workshop

This session is suitable for boards with new governors, ones with several experienced members or a combination of the two, as it 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.

## Headteacher Recruitment Support

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

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*

## Governing Board Facilitated Self Review

Has your governing board ever reviewed its own effectiveness? Are individual governors ever given the opportunity to reflect on their own practice?

Governing boards and individual governor self-review is very much promoted by the DfE, Ofsted and the NGA as a key ingredient of effective governing boards.

The Governance Handbook states that *“Boards should regularly evaluate their own effectiveness. As explained in guidance for maintained schools, the chair has a particular responsibility for ensuring the effective functioning of the board. Good chairs lead by example and ask for regular feedback from their board to improve their own effectiveness and have an annual conversation with each person to discuss the impact of their contribution to the work of the board”*

This session is for governing boards who wish to be supported through a self-evaluation of their effectiveness as a governing board. It will allow them to focus on their effectiveness against the three core functions of governance, together with the key areas Ofsted use when assessing effective governance.

During the facilitated session, governors will be encouraged to discuss, reflect, and identify:

- where their actions, in providing both support and challenge to school leadership, have made a difference to provision and outcomes
- the key strengths and weaknesses within the governing board
- support / actions needed to address any areas for development

The session will allow governors to gather the evidence needed to show what the governing board does well and any identified opportunities for improvement which will then enable them to create a governing board development action plan to continue to improve their effectiveness.

## Warwickshire Governor Services Professional Development Programme 2023-2024

The following courses can also be delivered as an in-house session. For more details see the centre-based section, pages 18 - 36.

Effective Governance in the Early Years Foundation Stage

Financial responsibilities – budget planning and monitoring

Engaging with Parents and The Community

Governors' Role in School Improvement Part 1

Governors' Role in School Improvement Part 2

Effective Monitoring & School Visits

Preparing for an Ofsted Inspection

Pupil Premium – The Performance of Vulnerable Pupil Groups

Handling Complaints Part 1: Good practice in dealing with School Complaints

Handling Complaints part 2: Complex Complaints Management

Joining a Multi-Academy Trust

Marketing your School

Using School Performance Data

Quality of Education

Child Protection & Safeguarding – *only available as a consortium/group in-house session*

When booking an in-house training session please give Governor Services at least six weeks' notice and provide three possible dates and start times for the training, as well as the preferred method of delivery.

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

On receipt of a 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 delegate names and 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 bookings for the financial year 2023-2024 must be received by 31st December 2023.**

## Additional Services

*These services are not included in the subscription but are available to purchase throughout the year on a Buy as You Need basis.*

### External Review of Governance (ERG)

An External Review of Governance (ERG) will look at how well a 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 next steps to take.

A maintained school 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 governance consultant will work with the 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 sources 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.

After the review and interviews, the governance consultant 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 governance consultant 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.

Following this, the governance consultant will produce a detailed written report, which in addition to commenting on the progress made against the original recommendations and findings, will provide further actions, advice and guidance as appropriate.

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 Services can complete an in-depth analysis of a school website against the current statutory requirements and expectations. Following the website audit, a comprehensive report will be provided outlining any recommendations needed to ensure the website is compliant.

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.

To discuss exact requirements and for further information, including the cost, please contact Governor Services.

## Safeguarding Training for Parents

In response to requests from Headteachers, this session has been designed to provide parents with an understanding of safeguarding and why Green Forms are used in schools.

This session is tailored to your school and your parents and carers.

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.

Although the fundamentals of mediation are the same, the session will be tailored to individual needs and circumstances. Contact Governor Services for further information and cost.



## **Panel Member Support**

If your governing board does not have a Joint Panel Agreement (JPA) 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 on how to put a JPA in place and what support is available to your governing board and associated costs.

**\*\*NEW FOR 2023/24\*\***

## **Panel Management Support Package**

It is important that governors on a panel understand that they 'own' the meeting and to help and support a governing board who find themselves arranging a panel meeting or hearing, Governor Services are able to offer a package of support that can be tailored to meet the requirements of the situation.

Support includes:

- Independent governors to sit on the panel
- The booking of a WCC venue in which to hold the meeting
- Refreshments and catering arrangements for the panel members if required
- Governance Professional support if required
- A Governor Services officer to be available for the panel members throughout the process (this would be in addition to any support provided by HR)

Contact Governor Services to discuss the support package and your specific requirements.

## **Development Opportunities 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](mailto:leading.governance@nga.org.uk)

## Development Opportunities for Governance Professionals

### Level 3 Certificate in Clerking of School and Governing Boards

Governor Services are proud to be working in partnership with the National Governance Association (NGA) to provide the DfE funded training for Governance Professionals.

This accredited programme is designed for new and experienced governance professionals 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](mailto: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 Local Authority;
- 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 complete programme is £590 - which includes a copy of presentation slides and course handouts from all presentations and speakers, lunch (for full days), refreshments and venue costs.

## Subscription to External Services

### GovernorHub

GovernorHub is an online user-friendly platform that can improve the effectiveness of governing boards **and** help governors and governance professionals to save time, reduce workload and run efficiently. It is used by over 10,000 schools across the country.

GovernorHub helps governors and governance professionals to communicate and store documents, membership details, meeting schedules and other information in one secure and accessible place.

GovernorHub brings together the key “things” governors need, in a GDPR-compliant system:

- Local and national news on education
- A private area for a governing board to exchange messages and emails
- Confidential encrypted online storage of documents, accessible by all the members of the governing board
- A shared calendar of meetings which can be seen on the web and synchronised to governors’ smartphone, work or tablet calendar
- Links to DfE and Ofsted data about the school
- Tools for Governance Professionals to manage membership, roles, committees and organise meetings quickly and easily
- Apps for iPad, iPhone and Android which can be used to download documents to use in meetings even if there’s no Internet access
- Downloadable reports for the meeting attendance, declarations of interest and membership to help schools and trusts comply with statutory requirements.

GovernorHub also links governors with Warwickshire Governor Services. This includes:

- News and information from the Governor Services team
- Answers to most commonly asked questions
- A resource library providing key documents and information for all members of the governing board

GovernorHub is a web-based service so there is no need to install software on any computer and it can be accessed from school, work, home or wherever there is Internet access.

The GovernorHub App can be downloaded to a smartphone or tablet.

### GovernorHub Free Trial

All schools can try GovernorHub for a no-obligation, 1 month, unlimited-use trial before deciding to subscribe.

The cost to subscribe to GovernorHub is: £135 per year for schools that subscribe to one of our other services and £220 for non-subscribing schools. For more information, please contact Governor Services.

## GovernorHub Knowledge

An essential on-demand training and knowledge bank that provides support when you need it and instant answers to your questions.

### What is GovernorHub Knowledge?

**Up until 1<sup>st</sup> January 2023, GovernorHub Knowledge was known as The Key for School Governors.** It is an information service that provides governors with instant answers to their questions on all aspects of being an effective governing board.

**GovernorHub Knowledge** is an essential on-demand training and knowledge bank that provides support when you need it - giving you confidence in your actions and the knowledge to be truly effective.

A subscription to GovernorHub Knowledge includes access to more than a thousand practical articles which:

- Help to make sure everyone knows what is (and isn't) expected of them, when to do something, and most importantly, how to do it well
- Provide advice and guidance for all governors and governance professionals
- Are accurate and up to date sources of information
- Are written by governance experts, for governors

For subscribing schools, the cost to subscribe to both GovernorHub **and** GovernorHub Knowledge is £510, and £595 for non-subscribing schools.

For more information, please contact Governor Services.

## NGA Learning Link - E-Learning for School Governors, Chairs and Governance Professionals

Continued professional development is vital for governors, chairs and governance professionals to undertake their roles with confidence. The **NGA Learning Link** has been developed to offer the flexibility of e-learning to help develop governance skills and knowledge.

The NGA Learning Link gives 24/7 multi device access to a catalogue of high-quality interactive online training modules enabling learning to be completed anytime, anywhere and at any place that suits the learner.

Learning collections include structures, roles and responsibilities; good governance; vision, ethos and strategic direction; pupil success and wellbeing; the best use of resources; and compliance. Modules reflect the latest legislation, the Department for Education's Governance Handbook and the Competency Framework for Governance.

Schools that subscribe to Warwickshire Governor Services can subscribe to NGA Learning Link at a subsidised cost of £105 per year. Non subscribing schools will be charged a Learning Link Membership of £195 per year.

For more information on subscriptions to NGA Learning Link, please contact Governor Services.

### TheSchoolBus

*'The latest knowledge, best practice, total compliance'*

"TheSchoolBus" is a subscription service that is designed to lighten the workload of school leaders, teachers and governors by keeping them up to date with guidance and policy and offering tailored support to remain compliant and efficient.

TheSchoolBus is operated by an experienced team at Hub4Leaders, based in Macclesfield, and has over 35,000 members that benefit from high quality and concise information. The team at TheSchoolBus create resources including model policies and templates to risk assessments and tracking tools based on the latest legislation and official guidance and one subscription provides online support for school leaders, teachers and governors.

To find out more about TheSchoolBus and to take advantage of the 5% discount for Warwickshire Schools, please contact [cody.white@hub4leaders.co.uk](mailto:cody.white@hub4leaders.co.uk) or call 07734 604823

## 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.

## Core Governor Services Team

### **Julia Kenny** – Delivery Lead, Governor Services

Julia is a governor at three Warwickshire primary schools and holds the role of Chair at two of these schools. She is the safeguarding governor in all three settings and is trained as a Designated Safeguarding Lead. In November 2021, Julia was designated by the Department of Education as a National Leader of Governance.

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.

(01926) 743014

[juliakenny@warwickshire.gov.uk](mailto:juliakenny@warwickshire.gov.uk)

### **Gurby Dhesi** - School Governance Traded Services Officer

Gurby is a governor at a Warwickshire primary school and is on the Finance Committee. She is Safer Recruitment and Child Protection trained. She has also previously undertaken the role of Governance Professional within Warwickshire schools.

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 governance professionals;
- Manages the Warwickshire Clerking traded service;
- Develops the quality of the Warwickshire Clerking service provided to governing boards, through the appropriate recruitment, deployment, training and monitoring of the team of governance professionals;
- Line and performance manages the team of governance professionals;
- Provides advice, guidance and support' to all members of the governing board including governance professionals either by email or telephone.

(01926) 745137

[gurbydhesi@warwickshire.gov.uk](mailto:gurbydhesi@warwickshire.gov.uk)

**Amanda Gardiner** –School Governance Support & Communications Officer

Amanda is the Chair of Governors at a Warwickshire junior school and is passionate about providing children with a first-class education. She is Safer Recruitment trained, and in her role as Chair of Governors takes on the lead governor role for safeguarding and whistleblowing.

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.

(01926) 745139

[amandagardiner@warwickshire.gov.uk](mailto:amandagardiner@warwickshire.gov.uk)

**Lorna McDonagh** - School Governance Improvement Officer

Lorna has spent the last thirteen years working with schools within the county within a HR capacity and is now enjoying supporting School leaders and governors within the Governor Services team. She is accredited by the Safer Recruitment Consortium to deliver Safer Recruitment Training and will soon be joining the governing board at a Warwickshire special school.

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.

(01926) 738786

[lornamcdonagh@warwickshire.gov.uk](mailto:lornamcdonagh@warwickshire.gov.uk)



**Catherine Chatterton** - Administrative Assistant, Clerking

Catherine is a Governance Professional for a local primary school and provides clerking cover to other schools, as needed. She is also a governor at a Warwickshire primary school, with monitoring responsibility for Safeguarding.

In her role, Catherine:

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

(01926) 742674

[catherinechatterton@warwickshire.gov.uk](mailto:catherinechatterton@warwickshire.gov.uk)

**Sally Ashley** - Administrative Assistant, Training

Sally aspires to join a Warwickshire governing board in the future. In preparation, she has been attending a range of governance training in order to develop her knowledge and understanding and will be deployed to a school when a need arises.

In her role, Sally:

- Provides administration of all training courses, including in-house sessions;
- Monitors the Governors email inbox;
- Updates and issues electronic course materials
- Collates and responds to training course feedback
- Is responsible for the marketing and reminder emails sent to governance professionals;
- Manages the telephone helpline by taking calls for bookings, answering general enquiries or signposting the caller.

(01926) 745117

[sallyashleyac@warwickshire.gov.uk](mailto:sallyashleyac@warwickshire.gov.uk)

**Lynn Handford** - Administrative Assistant

Lynn's role within the team directly supports the development of governors within Warwickshire. She attends relevant training around governance responsibilities to ensure she can fulfil the requirements of our schools.

In her role, Lynn:

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

(01926) 742940

[lynnhandford@warwickshire.gov.uk](mailto:lynnhandford@warwickshire.gov.uk)

**Governor Services Help Line: (01926) 745120**

**Governor Services Email: [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk)**

**Governor Services website: [www.warwickshire.gov.uk/governors](http://www.warwickshire.gov.uk/governors)**