

Warwickshire Governor Services

# Professional Development Programme

for Governors, Headteachers and Governance  
Professionals of Maintained Schools



**April 2024 - March 2025**

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# Welcome!

Dear Governors, Headteachers and Governance Professionals

Welcome to our 2024/25 Professional Development Programme which has been developed in collaboration with colleagues from Warwickshire Education Colleagues, 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 2023 and Working Together to Safeguard Children 2023 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, three issues of our newsletter 'Governance Matters' each term and regular briefings, as well as having access to 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  
Service Manager, Governor Services

## 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 a minimum of six meetings (to include committees if there are fewer than six Full Governing Board meetings) under one single subscription cost.

|   |                  |
|---|------------------|
| <b>Clerking Service 6 Meetings Subscription</b>   | £2100            |
| <b>Additional Meetings</b>  | £350 per meeting |
| <b>Clerking Support for Panel Hearings (i.e., Exclusions, Complaints, Disciplinary or Grievance hearings)</b> | £450 per meeting |

Additional administrative support can be agreed and purchased upon request to Governor Services (email: [governors@warwickshire.gov.uk](mailto:governors@warwickshire.gov.uk))

### A subscription to the Clerking Service includes:

- Effective administrative support to the governing body and its committees, including minuting meetings to a high standard.
- Advice to the governing body on governance, constitutional, and procedural matters, including ensuring the governing body is properly constituted.
- Effective management of information in accordance with legal requirements.
- A Governance Professional who has been successfully recruited following a rigorous selection and interview process and has received comprehensive induction training.
- A Governance Professional who has access to all training and CPD required for the role at no cost to you and access to the Governor Services Team for guidance and support.

### Additional Benefits

- The service is routinely Quality Assured to ensure a consistent high standard of service.
- All Governance Professionals have access to termly team meetings to ensure they are kept up to date with local and national developments.
- In the event of an appointed Governance Professional not being able to attend a previously arranged meeting, Governor Services will make every effort to find a replacement to support the meeting.
- Priority with Panel Hearing support.

# Subscription to the Professional Development Programme

## Subscription Benefits

| <b>Single School Subscription</b>                                  | <b>Multi School Subscription</b>                        |
|--|---|
| 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                                    |

## Pricing

| <b>No. of pupils</b> | <b>Single School Subscription price</b> | <b>Multi-School Subscription Price per school</b> |
|----------------------|---|---|
| <b>0 – 119</b>       | £695                                    | £630  |
| <b>120 – 199</b>     | £875                                    | £790  |
| <b>200 – 350</b>     | £935                                    | £850  |
| <b>351 – 500</b>     | £1055                                   | £960  |
| <b>500 – 999</b>     | £1185                                   | £1075   |
| <b>1000 - 1500</b>   | £1385                                   | £1255   |
| <b>1500 +</b>        | £1610                                   | £1435   |

# Multi-School Subscription to the Professional Development Programme

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

Schools can subscribe to the Professional Development Programme as a Multi-School subscription if they are part of a federation, MAT or consortium collaboration. Schools will be asked to confirm to Governor Services who they are choosing to collaborate with.

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 45 of the Professional Development Programme) to be delivered on agreed dates throughout the year at one of their sites, or virtually via MS Teams.

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

- 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   | Multi-School Subscription                              | Non-subscribing Schools |
|--|---|--|-------------------------|
| 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                         | ✓   | ✓ Available at reduced cost of £325                    | £410 per session        |
| Headteacher Recruitment Training                                   | Can be delivered as in-house entitlement                                      | £325<br>This topic cannot be delivered to a consortium | £410 per session        |
| Headteacher Induction Programme                                    | £595  | £595   | £595                    |
| School Website Audit   | £170  | £170   | £170                    |
| GovernorHub  | £155  | £155   | £240                    |
| GovernorHub and GovernorHub Knowledge                              | £525  | £525   | £600                    |
| E-Learning for Governors (NGA Learning Link)                       | £112  | £112   | £230                    |
| The SchoolBus  | 5% Discount off the full Subscription price<br>(For more details see page 53) |  |                         |
| 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    | £1360   | £1360  | £1360                   |
| Chairs/Governance Professionals Mentoring Support                  | Price on application  | Price on application                                   | Price on application    |
| Mediation Support (4 hours)  | Price on application  | Price on application                                   | Price on application    |
| Investigations   | £500 per day  | £500 per day   | £500 per day            |



## How to book your courses

- By email ([governors@warwickshire.gov.uk](mailto: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.

**Please Note** When booking a course, delegates are asked to mention any visual, auditory or access requirements and on full day training courses, any dietary needs.

## Online Training via Microsoft Teams

- By email ([governors@warwickshire.gov.uk](mailto: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 confirm the booking;
- A reminder email will be sent nearer the date, together with training materials which you may need to access during the session.
- The event will appear in your email calendar. On the day of training, you should click on the event in your calendar and click to join the session.
- Following attendance at the training you will be sent the PowerPoint slides from the training and a feedback form.

## 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 bookings 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 course supports 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, consider attending the following courses (training needs should be discussed with the Chair of Governors):**

- 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 MUST complete this training annually**)
- Safeguarding Governor Responsibilities & Monitoring
- Health & Safety
- Special Educational Needs
- Effective Governance in the Early Years & Foundation Stage

## 2024/25 Training Course Calendar

| Summer Term |   |              |      |
|-------------|---|--------------|------|
| Date        | Course Title  | Venue        | Page |
| 09/04/2024  | Clerking Panel Hearings   | Teams        | 41   |
| 18/04/2024  | Governance Professionals' Induction (3-part course)                             | Teams        | 40   |
| 23/04/2024  | Safeguarding Governors' Responsibilities & Monitoring                           | Teams        | 18   |
| 25/04/2024  | Governor Briefing: Improving Pupil Attendance                                   | Teams        | 16   |
| 07/05/2024  | Induction to School Governance (3-part course)                                  | Face-to-face | 21   |
| 08/05/2024  | Child Protection & Safeguarding   | Teams        | 17   |
| 14/05/2024  | Preparing for an Ofsted Inspection  | Teams        | 35   |
| 15/05/2024  | Governor's Role in School Improvement Part 1                                    | Teams        | 26   |
| 16/05/2024  | Equality and School Governance  | Teams        | 25   |
| 16/05/2024  | Using School Performance Data   | Teams        | 38   |
| 16/05/2024  | Induction to School Governance (3-part course)                                  | Teams        | 21   |
| 22/05/2024  | Engaging with Parents & The Community   | Teams        | 24   |
| 22/05/2024  | Governor's Role in School Improvement Part 2                                    | Teams        | 27   |
| 22/05/2024  | Handling Complaints Part 1  | Teams        | 29   |
| 23/05/2024  | Effective Monitoring, Remote Monitoring & School Visits                         | Teams        | 23   |
| 06/06/2024  | Joining a Multi-Academy Trust   | Teams        | 33   |
| 10/06/2024  | Governor Briefing: Safeguarding – 'Working Together to Safeguard Children 2023' | Teams        | 16   |
| 11/06/2024  | Induction to School Governance (3-part course)                                  | Teams        | 21   |
| 11/06/2024  | Health & Safety for Maintained Schools  | Teams        | 32   |
| 12/06/2024  | Effective Clerking (3-part course)  | Teams        | 41   |
| 13/06/2024  | Leading the Board: The Role of the Chair (3-part course)                        | Teams        | 34   |
| 17/06/2024  | Quality of Education  | Face-to-face | 37   |
| 18/06/2024  | Governor Panels: What Governors Need to Know                                    | Teams        | 29   |
| 18/06/2024  | Headteacher Appraisal & Teacher Pay & Performance                               | Teams        | 31   |
| 18/06/2024  | Marketing your School   | Teams        | 34   |
| 18/06/2024  | Governor Briefing: SEND   | Teams        | 16   |
| 26/06/2024  | Handling Complaints Part 2  | Teams        | 30   |
| 02/07/2024  | Induction to School Governance (3-part course)                                  | Teams        | 21   |
| 03/07/2024  | Pupil Premium - The Performance of Vulnerable Pupil Groups                      | Teams        | 36   |
| 04/07/2024  | Headteacher Appraisal & Teacher Pay & Performance                               | Face-to-face | 31   |
| 10/07/2024  | Prevent Duty  | Teams        | 20   |
| 10/07/2024  | Governor's Role in Staff Performance Management                                 | Teams        | 28   |
| 11/07/2024  | Child Protection & Safeguarding   | Face-to-face | 17   |
| 01/08/2024  | Induction to School Governance - full day course                                | Face-to-face | 21   |
| 21/08/2024  | Child Protection & Safeguarding (summer holiday event)                          | Face-to-face | 17   |

| <b>Autumn Term</b> |   |              |             |
|--------------------|---|--------------|-------------|
| <b>Date</b>        | <b>Course Title</b>   | <b>Venue</b> | <b>Page</b> |
| 04/09/2024         | Governance Professionals' Induction (2-part course)                         | Teams        | 40          |
| 10/09/2024         | Safer Recruitment - full day course   | Face-to-face | 19          |
| 11/09/2024         | Clerking Panel Hearings   | Teams        | 41          |
| 11/09/2024         | Induction to School Governance (3-part course)                              | Teams        | 21          |
| 16/09/2024         | Child Protection & Safeguarding   | Face-to-face | 17          |
| 17/09/2024         | Engaging with Parents & The Community                                       | Face-to-face | 24          |
| 19/09/2024         | Governor Briefing: Exclusions   | Teams        | 16          |
| 19/09/2024         | Headteacher Appraisal & Teacher Pay & Performance                           | Teams        | 31          |
| 25/09/2024         | Marketing your School   | Teams        | 34          |
| 01/10/2024         | Handling Complaints Part 1  | Teams        | 29          |
| 01/10/2024         | Headteacher Appraisal & Teacher Pay & Performance                           | Teams        | 31          |
| 02/10/2024         | Finance for Maintained Schools  | Teams        | 25          |
| 09/10/2024         | Equality and School Governance  | Teams        | 25          |
| 10/10/2024         | School Website Compliance   | Face-to-face | 38          |
| 12/10/2024         | Induction to School Governance - full day course                            | Face-to-face | 21          |
| 14/10/2024         | Governor Briefing: Prevent  | Teams        | 16          |
| 15/10/2024         | Safeguarding Governors' Responsibilities & Monitoring                       | Face-to-face | 18          |
| 16/10/2024         | Governor's Role in School Improvement Part 1                                | Teams        | 26          |
| 16/10/2024         | Headteacher Appraisal & Teacher Pay & Performance                           | Teams        | 31          |
| 22/10/2024         | Handling Complaints Part 2  | Teams        | 30          |
| 22/10/2024         | Leading the Board: The Role of the Chair - full day course                  | Face-to-face | 34          |
| 23/10/2024         | Governor's Role in School Improvement Part 2                                | Teams        | 27          |
| 23/10/2024         | Joining a Multi-Academy Trust   | Teams        | 33          |
| 24/10/2024         | Governor's Role in Staff Performance Management                             | Teams        | 28          |
| 04/11/2024         | Governor Briefing: Safeguarding – 'Keeping Children Safe in Education 2024' | Teams        | 16          |
| 05/11/2024         | Using School Performance Data   | Teams        | 38          |
| 11/11/2024         | Preparing for an Ofsted Inspection  | Teams        | 35          |
| 12/11/2024         | Induction to School Governance (3-part course)                              | Teams        | 21          |
| 12/11/2024         | Effective Clerking (3-part course)  | Teams        | 41          |
| 13/11/2024         | Child Protection & Safeguarding   | Teams        | 17          |
| 13/11/2024         | Effective Monitoring, Remote Monitoring & School Visits                     | Face-to-face | 23          |
| 13/11/2024         | Quality of Education  | Face-to-face | 37          |
| 14/11/2024         | SEND & Inclusion Q&A Session  | Teams        | 39          |
| 18/11/2024         | Prevent Duty  | Teams        | 20          |
| 20/11/2024         | Health & Safety for Maintained Schools                                      | Teams        | 32          |
| 20/11/2024         | Governor Briefing: Finance  | Teams        | 16          |
| 28/11/2024         | Pupil Premium - The Performance of Vulnerable Pupil Groups                  | Face-to-face | 36          |
| 28/11/2024         | Induction to School Governance (3-part course)                              | Teams        | 21          |
| 02/12/2024         | Governor Panels: What Governors Need to Know                                | Teams        | 29          |

| <b>Spring Term</b> |  |              |             |
|--------------------|--|--------------|-------------|
| <b>Date</b>        | <b>Course Title</b>                                      | <b>Venue</b> | <b>Page</b> |
| 13/01/2025         | Induction to School Governance (3-part course)           | Teams        | 21          |
| 13/01/2025         | Leading the Board: The Role of the Chair (3-part course) | Teams        | 34          |
| 13/01/2025         | Effective Clerking (3-part course)                       | Teams        | 41          |
| 15/01/2025         | Safer Recruitment (4-part course)                        | Teams        | 19          |
| 20/01/2025         | Engaging with Parents & The Community                    | Teams        | 24          |
| 22/01/2025         | Child Protection & Safeguarding                          | Teams        | 17          |
| 22/01/2025         | Effective Governance in the EYFS                         | Teams        | 22          |
| 23/01/2025         | Marketing your School                                    | Teams        | 34          |
| 29/01/2025         | Governance Professionals' Induction (3-part course)      | Teams        | 40          |
| 29/01/2025         | Induction to School Governance (3-part course)           | Teams        | 21          |
| 03/02/2025         | Clerking Panel Hearings                                  | Teams        | 41          |
| 04/02/2025         | Safeguarding Governors' Responsibilities & Monitoring    | Face-to-face | 18          |
| 04/02/2025         | Prevent Duty   | Teams        | 20          |
| 05/02/2025         | Governor Panels: What Governors Need to Know             | Teams        | 29          |
| 05/02/2025         | Governor Briefing: Children in Care                      | Teams        | 16          |
| 06/02/2025         | Handling Complaints Part 1                               | Teams        | 29          |
| 12/02/2025         | Using School Performance Data                            | Teams        | 38          |
| 27/02/2025         | Quality of Education                                     | Face-to-face | 37          |
| 27/02/2025         | Effective Monitoring, Remote Monitoring & School Visits  | Teams        | 23          |
| 06/03/2025         | Handling Complaints Part 2                               | Teams        | 30          |
| 06/03/2025         | Preparing for an Ofsted Inspection                       | Teams        | 35          |
| 11/03/2025         | Induction to School Governance - full day course         | Face-to-face | 21          |
| 11/03/2025         | SEND & Inclusion Q&A Session                             | Teams        | 39          |
| 13/03/2025         | Safer Recruitment - full day course                      | Face-to-face | 19          |
| 17/03/2025         | Equality and School Governance                           | Teams        | 25          |
| 18/03/2025         | Child Protection & Safeguarding                          | Face-to-face | 17          |
| 18/03/2025         | Joining a Multi-Academy Trust                            | Teams        | 33          |
| 18/03/2025         | Governor Briefing: Admissions                            | Teams        | 16          |
| 20/03/2025         | Induction to School Governance (3-part course)           | Teams        | 21          |



## Governor Briefing Sessions

Our Governor Briefings on specialist topics have proven to be extremely popular. They do not replace training but aim to compliment the sessions by providing governors with relevant updates in statutory requirements, policy, procedures, and guidance within the topic area.

| Date  | Venue                     | Time        |
|---|---------------------------|-------------|
| <b>Summer Term</b>  |                           |             |
| <b>Thursday 25 April 2024</b><br><b>IMPROVING PUPIL ATTENDANCE</b>                                | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Monday 10 June 2024</b><br><b>SAFEGUARDING – “Working Together to Safeguard Children 2023”</b> | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Tuesday 18 June 2024</b><br><b>SEND</b>  | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Autumn Term</b>  |                           |             |
| <b>Thursday 19 September 2024</b><br><b>EXCLUSIONS</b>  | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Monday 14 October 2024</b><br><b>PREVENT</b>   | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Monday 04 November 2024</b><br><b>SAFEGUARDING – “Keeping Children Safe in Education 2024”</b> | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Wednesday 20 November 2024</b><br><b>FINANCE</b>   | Virtual Meeting via TEAMS | 1700 - 1800 |
| <b>Spring Term</b>  |                           |             |
| <b>Wednesday 05 February 2025</b><br><b>CHILDREN IN CARE</b>                                      | Virtual Meeting via TEAMS | 1830 – 1930 |
| <b>Tuesday 18 March 2025</b><br><b>ADMISSIONS</b>   | Virtual Meeting via TEAMS | 1830 – 1930 |

*“Excellent range of courses available and so convenient to attend via Teams in the evening for governors who have work commitments during the day.”*

## Child Protection & Safeguarding

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 2023 statutory guidance changed, and all governors should receive appropriate safeguarding training.**

### Keeping Children Safe in Education 2023

*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>                |   |             |
| <b>Wednesday 08 May 2024</b>      | Virtual Training via TEAMS  | 1900 – 2100 |
| <b>Thursday 11 July 2024</b>      | Bulkington Community & Conference Centre,<br>School Road, Bulkington, CV12 9JB<br>Tel: (02476) 494094 | 1000 – 1200 |
| <b>Summer Holiday Event</b>       |   |             |
| <b>Wednesday 21 August 2024</b>   | Shire Hall (Committee Room 2), Market Place<br>Warwick, CV34 4RL                                      | 1000 – 1200 |
| <b>Autumn Term</b>                |   |             |
| <b>Monday 16 September 2024</b>   | St Michael’s Church Centre, Church Lane,<br>Budbrooke, Warwick, CV35 8QL<br>Tel: (01926) 407020       | 1000 – 1200 |
| <b>Wednesday 13 November 2024</b> | Virtual Training via TEAMS  | 1900 – 2100 |
| <b>Spring Term</b>                |   |             |
| <b>Wednesday 22 January 2025</b>  | Virtual Training via TEAMS  | 1900 – 2100 |
| <b>Tuesday 18 March 2025</b>      | Bulkington Community & Conference Centre,<br>School Road, Bulkington, CV12 9JB<br>Tel: (02476) 494094 | 1000 – 1200 |

## Safeguarding Governors' Responsibilities and Monitoring

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 2023 Part 2, Single Central Record, DBS, Vulnerable children, Curriculum and SEND.

| Date                            | Venue  | Time        |
|---------------------------------|--|-------------|
| <b>Summer Term</b>              |  |             |
| <b>Tuesday 23 April 2024</b>    | Virtual Training via TEAMS   | 1900 - 2100 |
| <b>Autumn Term</b>              |  |             |
| <b>Tuesday 15 October 2024</b>  | St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020                  | 1000 - 1200 |
| <b>Spring Term</b>              |  |             |
| <b>Tuesday 04 February 2025</b> | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB<br>Tel: (02476) 494094 | 1000 – 1200 |

*"Governor services are always supportive to school governors and our headteacher and we have appreciated their knowledge and help."*

## Safer Recruitment

**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 2023).

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 several 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        |
|--|---|-------------|
| <b>Autumn Term</b>                       |   |             |
| <b>Tuesday 10 September 2024</b>         | St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020               | 0900 - 1700 |
| <b>Spring Term</b>                       |   |             |
| <b>Part 1: Wednesday 15 January 2025</b> | Virtual Training via TEAMS  | 1800 – 2000 |
| <b>Part 2: Thursday 16 January 2025</b>  |   |             |
| <b>Part 3: Wednesday 22 January 2025</b> |   |             |
| <b>Part 4: Thursday 23 January 2025</b>  |   |             |
| <b>Thursday 13 March 2025</b>            | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 0900 - 1700 |

*"It's really convenient to be able to attend training via Teams on evenings for governors who have full-time jobs and young children. High quality trainers who have so much experience and knowledge. Having a trainer who can talk about examples and give reassurance is far more beneficial than reading notes on a screen. We are also sent the materials promptly, whereas I have been to many other training courses where this is promised but doesn't materialise. Thank you!"*

## Prevent Duty

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        |
|---------------------------------|----------------------------|-------------|
| <b>Summer Term</b>              |                            |             |
| <b>Wednesday 10 July 2024</b>   | Virtual Training via TEAMS | 1800 - 1900 |
| <b>Autumn Term</b>              |                            |             |
| <b>Monday 18 November 2024</b>  | Virtual Training via TEAMS | 1800 - 1900 |
| <b>Spring Term</b>              |                            |             |
| <b>Tuesday 04 February 2025</b> | Virtual Training via TEAMS | 1400 - 1500 |

*“It brought home that radicalisation does occur in leafy Warwickshire, and by means that the Governor generation may not be aware of - thank you.”*

## Induction to School Governance

This course 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** When booking a course, delegates are asked to mention any visual, auditory or access requirements and on full day training courses, any dietary needs.

| Date  | Venue   | Time        |
|---|---|-------------|
| <b>Summer Term</b>                                      |   |             |
| <b>Tuesdays 07, 14 &amp; 21 May 2024</b>                | St Michael's Church Centre<br>Church Lane, Budbrooke,<br>Warwick, CV35 8QL, Tel: (01926) 407020       | 1000 - 1200 |
| <b>Thursdays 16 &amp; 23 May &amp; 06 June 2024</b>     | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Tuesdays 11, 18 &amp; 25 June 2024</b>               | Virtual Training via TEAMS  | 1600 - 1800 |
| <b>Tuesdays 02, 09 &amp; 16 July 2024</b>               | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Thursday 01 August 2024</b>                          | Bulkington Community & Conference<br>Centre, School Road, Bulkington, CV12<br>9JB Tel: (02476) 494094 | 0930 - 1630 |
| <b>Autumn Term</b>                                      |   |             |
| <b>Wednesdays 11, 18 &amp; 25 September 2024</b>        | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Saturday 12 October 2024</b>                         | Stratford upon Avon School<br>Alcester Road, Stratford-upon-Avon<br>CV37 9DH                          | 0930 - 1630 |
| <b>Tuesdays 12, 19 &amp; 26 November 2024</b>           | Virtual Training via TEAMS  | 1600 - 1800 |
| <b>Thursdays 28 November, 05 &amp; 12 December 2024</b> | Virtual Training via TEAMS  | 1000 - 1200 |
| <b>Spring Term</b>                                      |   |             |
| <b>Mondays 13, 20 &amp; 27 January 2025</b>             | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Wednesdays 29 January, 05 &amp; 12 February 2025</b> | Virtual Training via TEAMS  | 1600 - 1800 |
| <b>Tuesday 11 March 2025</b>                            | Bulkington Community & Conference<br>Centre, School Road, Bulkington, CV12<br>9JB Tel: (02476) 494094 | 0930 - 1630 |
| <b>Thursdays 20, 27 March &amp; 03 April 2025</b>       | Virtual Training via TEAMS  | 1000 - 1200 |

## Effective Governance in the Early Years & Foundation Stage

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        |
|----------------------------------|----------------------------|-------------|
| <b>Spring Term</b>               |                            |             |
| <b>Wednesday 22 January 2025</b> | Virtual Training via TEAMS | 1000 - 1200 |

*"The courses I have attended are highly appropriate in meeting my learning needs. The approach is empowering, and I feel so much better able to fulfil my governors' role."*



## Effective Monitoring, Remote Monitoring & School Visits

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        |
|-----------------------------------|---|-------------|
| <b>Summer Term</b>                |   |             |
| <b>Thursday 23 May 2024</b>       | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Autumn Term</b>                |   |             |
| <b>Wednesday 13 November 2024</b> | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick,<br>CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |
| <b>Spring Term</b>                |   |             |
| <b>Thursday 27 February 2025</b>  | Virtual Training via TEAMS  | 1000 - 1200 |

*"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."*

## Engaging with Parents & 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        |
|----------------------------------|---|-------------|
| <b>Summer Term</b>               |   |             |
| <b>Wednesday 22 May 2024</b>     | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Autumn Term</b>               |   |             |
| <b>Tuesday 17 September 2024</b> | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick,<br>CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |
| <b>Spring Term</b>               |   |             |
| <b>Monday 20 January 2025</b>    | Virtual Training via TEAMS  | 1000 - 1200 |

*"Pre- course information and joining instructions clear. Trainers knowledgeable and approachable. Post course handouts very useful."*

## NEW! Equality and School Governance

These sessions will be delivered by Guy Darvill, Senior Education Solicitor, Warwickshire Legal Services.

This session is aimed at developing the understanding of Governing Board Members of the Equality Act 2010 and its applicability in schools, in particular focusing on children with disabilities and special educational needs, as well as how other protected characteristics such as gender reassignment, race, religion or belief and sex apply in a school environment.

| Date                      | Venue                      | Time        |
|---------------------------|----------------------------|-------------|
| <b>Summer Term</b>        |                            |             |
| Thursday 16 May 2024      | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Autumn Term</b>        |                            |             |
| Wednesday 09 October 2024 | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Spring Term</b>        |                            |             |
| Monday 17 March 2025      | Virtual Training via TEAMS | 1000 – 1200 |

## Finance for Maintained Schools

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        |
|---------------------------|----------------------------|-------------|
| <b>Autumn Term</b>        |                            |             |
| Wednesday 02 October 2024 | Virtual Training via TEAMS | 1000 - 1200 |

## The Governor's Role in School Improvement Part 1 of 2: School Self-Evaluation & Improvement Plans

**The school's Self Evaluation Form, and the School Improvement Plan that it results in, 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        |
|----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>               |                            |             |
| <b>Wednesday 15 May 2024</b>     | Virtual Training via TEAMS | 1900 - 2100 |
| <b>Autumn Term</b>               |                            |             |
| <b>Wednesday 16 October 2024</b> | Virtual Training via TEAMS | 1400 - 1600 |

*"Courses can be taken by those who find them applicable to their particular role, and also as a general overview for those becoming Governors for the first time."*

## 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 several 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        |
|----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>               |                            |             |
| <b>Wednesday 22 May 2024</b>     | Virtual Training via TEAMS | 1900 - 2100 |
| <b>Autumn Term</b>               |                            |             |
| <b>Wednesday 23 October 2024</b> | Virtual Training via TEAMS | 1400 - 1600 |

*"Informative, and useful to hear from and connect with other governors in different settings to share and contrast experiences."*

## The Governors' Role in Staff Performance Management

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        |
|---------------------------------|----------------------------|-------------|
| <b>Summer Term</b>              |                            |             |
| <b>Wednesday 10 July 2024</b>   | Virtual Training via TEAMS | 1900 - 2100 |
| <b>Autumn Term</b>              |                            |             |
| <b>Thursday 24 October 2024</b> | Virtual Training via TEAMS | 1900 - 2100 |

*“Training is always well designed and run at good accessible venues. Course materials are always posted out promptly afterwards.”*

## Governor Panels: What Governors Need to Know

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.

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

| Date                              | Venue                      | Time        |
|-----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>                |                            |             |
| <b>Tuesday 18 June 2024</b>       | Virtual Training via TEAMS | 1000 - 1200 |
| <b>Autumn Term</b>                |                            |             |
| <b>Monday 02 December 2024</b>    | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Spring Term</b>                |                            |             |
| <b>Wednesday 05 February 2025</b> | Virtual Training via TEAMS | 1400 – 1600 |

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

**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        |
|----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>               |                            |             |
| <b>Wednesday 22 May 2024</b>     | Virtual Training via TEAMS | 1600 - 1800 |
| <b>Autumn Term</b>               |                            |             |
| <b>Tuesday 01 October 2024</b>   | Virtual Training via TEAMS | 1900 - 2100 |
| <b>Spring Term</b>               |                            |             |
| <b>Thursday 06 February 2025</b> | Virtual Training via TEAMS | 1000 - 1200 |

*“My experience of this training was really positive. With there being two Governor Services staff there it was also a great opportunity for me to learn about more about what the service offers.”*



## Handling Complaints Part 2: Complex Complaints Management

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        |
|--------------------------------|----------------------------|-------------|
| <b>Summer Term</b>             |                            |             |
| <b>Wednesday 26 June 2024</b>  | Virtual Training via TEAMS | 1600 - 1800 |
| <b>Autumn Term</b>             |                            |             |
| <b>Tuesday 22 October 2024</b> | Virtual Training via TEAMS | 1900 - 2100 |
| <b>Spring Term</b>             |                            |             |
| <b>Thursday 06 March 2025</b>  | Virtual Training via TEAMS | 1000 - 1200 |

*“Good clear advice for governors to follow, especially for those that have not had any prior involvement in complaints and trainer was able to reflect on her experience which is very useful.”*

## Headteacher Appraisal & Teacher Pay & Performance

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        |
|-----------------------------------|---|-------------|
| <b>Summer Term</b>                |   |             |
| <b>Tuesday 18 June 2024</b>       | Virtual Training via TEAMS  | 1600 - 1800 |
| <b>Thursday 04 July 2024</b>      | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick, CV35<br>8QL, Tel: (01926) 407020 | 1000 – 1200 |
| <b>Autumn Term</b>                |   |             |
| <b>Thursday 19 September 2024</b> | Virtual Training via TEAMS  | 1000 - 1200 |
| <b>Tuesday 01 October 2024</b>    | Virtual Training via TEAMS  | 1600 - 1800 |
| <b>Wednesday 16 October 2024</b>  | Virtual Training via TEAMS  | 1900 - 2100 |

*"As I am the Deputy Head my knowledge was already very strong, but it was useful to be in the training with the governors to discuss what actions they need to undertake in preparation and how I can support these."*

## Health & Safety for Maintained Schools

These sessions 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        |
|-----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>                |                            |             |
| <b>Tuesday 11 June 2024</b>       | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Autumn Term</b>                |                            |             |
| <b>Wednesday 20 November 2024</b> | Virtual Training via TEAMS | 1000 – 1200 |

*“All the training I have had so far has been high quality and I've also been assured of the ongoing support of Governor Services, which is very helpful and makes me feel more confident in this role.”*

## Joining a Multi-Academy Trust

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        |
|----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>               |                            |             |
| <b>Thursday 06 June 2024</b>     | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Autumn Term</b>               |                            |             |
| <b>Wednesday 23 October 2024</b> | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Spring Term</b>               |                            |             |
| <b>Tuesday 18 March 2025</b>     | Virtual Training via TEAMS | 1000 – 1200 |

*“Always informative training. Our trainer knew our school well and had clearly done her homework and looked at the website etc, so it felt really tailored to our school and our community.”*

## Leading the Board: The Role of the Chair

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        |
|---|---|-------------|
| <b>Summer Term</b>                          |   |             |
| <b>Thursdays 13, 20 &amp; 27 June 2024</b>  | Virtual Training via TEAMS  | 1900 – 2100 |
| <b>Autumn Term</b>                          |   |             |
| <b>Tuesday 22 October 2024</b>              | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick,<br>CV35 8QL, Tel: (01926) 407020 | 0930 - 1630 |
| <b>Spring Term</b>                          |   |             |
| <b>Mondays 13, 20 &amp; 27 January 2025</b> | Virtual Training via TEAMS  | 1000 - 1200 |

## NEW! Marketing your School

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        |
|------------------------------------|----------------------------|-------------|
| <b>Summer Term</b>                 |                            |             |
| <b>Tuesday 18 June 2024</b>        | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Autumn Term</b>                 |                            |             |
| <b>Wednesday 25 September 2024</b> | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Spring Term</b>                 |                            |             |
| <b>Thursday 23 January 2025</b>    | Virtual Training via TEAMS | 1900 – 2100 |

*"First rate, knowledgeable trainer who was thorough in their approach and made the sessions interactive and interesting."*

## Preparing for an Ofsted Inspection

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        |
|--------------------------------|----------------------------|-------------|
| <b>Summer Term</b>             |                            |             |
| <b>Tuesday 14 May 2024</b>     | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Autumn Term</b>             |                            |             |
| <b>Monday 11 November 2024</b> | Virtual Training via TEAMS | 1600 - 1800 |
| <b>Spring Term</b>             |                            |             |
| <b>Thursday 06 March 2025</b>  | Virtual Training via TEAMS | 1900 - 2100 |

*“The trainer was knowledgeable about our school; they reflected on our last inspection and used that information as part of the training to advise us about the process and how we can better prepare for an Ofsted inspection.”*

## Pupil Premium- The Performance of Vulnerable Pupil Groups

The Pupil Premium Grant is key funding in schools. Its purpose is to help raise the attainment of disadvantaged pupils of all abilities, to help them reach their full potential.

The course will give governors a good understanding of:

- What the Pupil Premium funding is and who is eligible
- What the Governing Board's role is in monitoring the Pupil Premium funding
- Signpost the guidance that governors should be familiar with
- How to monitor the Pupil Premium funding
- Effective questioning approaches for governors
- Link Governor responsibilities

| Date                             | Venue   | Time        |
|----------------------------------|---|-------------|
| <b>Summer Term</b>               |   |             |
| <b>Wednesday 03 July 2024</b>    | Virtual Training via TEAMS  | 1900 - 2100 |
| <b>Autumn Term</b>               |   |             |
| <b>Thursday 28 November 2024</b> | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick,<br>CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |

*"Many governors do not work in education and, as volunteers, it is important we have a range of ways to access our training. Governor Services training covers a wide range of topics and is essential for many governors to be able to access annual training."*



## NEW! Quality of Education

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 because of the education they've received – so, how the curriculum is making a difference.

| Date                              | Venue  | Time        |
|-----------------------------------|--|-------------|
| <b>Summer Term</b>                |  |             |
| <b>Monday 17 June 2024</b>        | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick,<br>CV35 8QL, Tel: (01926) 407020          | 1000 – 1200 |
| <b>Autumn Term</b>                |  |             |
| <b>Wednesday 13 November 2024</b> | Bulkington Community & Conference<br>Centre, School Road, Bulkington, CV12<br>9JB<br>Tel: (02476) 494094 | 1000 – 1200 |
| <b>Spring Term</b>                |  |             |
| <b>Thursday 27 February 2025</b>  | St Michael's Church Centre<br>Church Lane, Budbrooke, Warwick,<br>CV35 8QL, Tel: (01926) 407020          | 1000 – 1200 |

*"I really liked that the trainer gave the group plenty of time for discussion, which enabled us to share ideas and compare experiences. It is so valuable to hear what other governors are thinking and doing and to hear from an experienced trainer and governor what has worked well. The slides were there as a backdrop more than as the focus and the session was really driven by our discussion, which worked well for me."*

## Using School Performance Data

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        |
|-----------------------------------|----------------------------|-------------|
| <b>Summer Term</b>                |                            |             |
| <b>Thursday 16 May 2024</b>       | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Autumn Term</b>                |                            |             |
| <b>Tuesday 05 November 2024</b>   | Virtual Training via TEAMS | 1000 – 1200 |
| <b>Spring Term</b>                |                            |             |
| <b>Wednesday 12 February 2025</b> | Virtual Training via TEAMS | 1600 – 1800 |

## School Website Compliance

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        |
|---------------------------------|--|-------------|
| <b>Autumn Term</b>              |  |             |
| <b>Thursday 10 October 2024</b> | St Michael's Church Centre<br>Church Lane, Budbrooke,<br>Warwick,<br>CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |

## NEW! Special Educational Needs & The Governing Board

From September 2024, the delivery of the 'Special Educational Needs & The Governing Board' training will take the form of a series of pre-recorded webinars, available to governors to watch in a recommended order, on a variety of topics within the area of SEND. The WCC Send & Inclusion Team will also be holding termly live Q&A sessions for governors, where questions around the area of SEND will be welcomed.

### WCC SEND & Inclusion Webinars 2024-25: Recommended Order

#### Autumn Term

1. The Role of the SEND Governor
2. Legal Duties of Schools in relation to SEND for Governors
3. The Role of the SENCo for Governors

#### Spring Term

4. The SEND Graduated Response for Governors
5. SEND Funding for Governors
6. The Four Areas of SEND for Governors
7. Exclusions in Relation to SEND for Governors

### WCC SEND & Inclusion Live Q&A Sessions 2024-25

| Date                             | Venue                      | Time        |
|----------------------------------|----------------------------|-------------|
| <b>Autumn Term</b>               |                            |             |
| <b>Thursday 14 November 2024</b> | Virtual Training via TEAMS | 1830 – 2000 |
| <b>Spring Term</b>               |                            |             |
| <b>Tuesday 11 March 2025</b>     | Virtual Training via TEAMS | 1830 – 2000 |

*“The trainer was excellent - she has so much experience and hearing how she has dealt with different situations as a governor/chair is so valuable. Training via Teams is really brought to life by her enthusiasm. I really appreciate the chance to have group discussions with other governors as well and I think all training should make time for this. Thank you!”*

# 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

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.
- Academy clerking arrangements

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        |
|--|----------------------------|-------------|
| <b>Summer Term</b>                                     |                            |             |
| <b>Thursday 18, 25 April &amp; 02 May 2024</b>         | Virtual Training via TEAMS | 1000 – 1200 |
| <b>Autumn Term</b>                                     |                            |             |
| <b>Wednesday 04 &amp; Thursday 05 September 2024</b>   | Virtual Training via TEAMS | 1000 - 1230 |
| <b>Spring Term</b>                                     |                            |             |
| <b>Wednesday 29 January, 05 &amp; 12 February 2025</b> | Virtual Training via TEAMS | 1900 – 2100 |

*“Gives any clerk the knowledge of what is required. This is an important part of clerking, and it is vital that all the procedure is followed to the book.”*

## Clerking Panel Hearings

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        |
|------------------------------------|----------------------------|-------------|
| <b>Summer Term</b>                 |                            |             |
| <b>Tuesday 09 April 2024</b>       | Virtual Training via TEAMS | 0930 – 1200 |
| <b>Autumn Term</b>                 |                            |             |
| <b>Wednesday 11 September 2024</b> | Virtual Training via TEAMS | 1830 – 2100 |
| <b>Spring Term</b>                 |                            |             |
| <b>Monday 03 February 2025</b>     | Virtual Training via TEAMS | 1000 - 1230 |

## Effective Clerking

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        |
|--|----------------------------|-------------|
| <b>Summer Term</b>                           |                            |             |
| <b>Wednesdays 12, 19 &amp; 26 June 2024</b>  | Virtual Training via TEAMS | 0930 – 1130 |
| <b>Autumn Term</b>                           |                            |             |
| <b>Tuesday 12, 19 &amp; 26 November 2024</b> | Virtual Training via TEAMS | 1900 – 2100 |
| <b>Spring Term</b>                           |                            |             |
| <b>Mondays 13, 20 &amp; 27 January 2025</b>  | Virtual Training via TEAMS | 1900 – 2100 |

# 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.

## AVAILABLE TOPICS:

### 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 the LA in writing when there's a headteacher vacancy (see regulations 15 and 27 of the School Staffing (England) Regulations 2009).

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.



**The following courses can also be delivered as in-house training sessions. For more details see the centre-based section, pages 21 - 39.**

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

Effective Monitoring & School Visits

Effective Governance in the Early Years Foundation Stage

Engaging with Parents and The Community

Financial responsibilities – budget planning and monitoring

Governors' Role in School Improvement Part 1

Governors' Role in School Improvement Part 2

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

Preparing for an Ofsted Inspection

Pupil Premium – The Performance of Vulnerable Pupil Groups

Quality of Education

Using School Performance Data

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 should compile a list of delegate names and email addresses and send it to the School Governance Administrator who will distribute the course information and Teams link to each delegate ahead of the training. 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 2024-2025 must be received by 31st December 2024.**

# 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 £1360, which includes all the activities listed above over a 6–9-month duration.

## 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 £595 - which includes a copy of presentation slides and course handouts from all presentations and speakers, lunch (for full days), refreshments and venue costs.

## 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 pricing.

## 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.

## 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.

## 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 £170.

## 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.

## 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)

# 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 £155 per year for schools that subscribe to one of our other services and £240 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?

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 £525, and £600 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 £112 per year (compared to the cost to a school of subscribing directly through the NGA of £230 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

Service Manager, Governor Services

Julia has held a role as a governor in five Warwickshire Schools. She is currently a governor at two schools and holds the role of Chair and safeguarding governor one primary school and is the SEND governor at a LA Maintained secondary school. She is also trained as a Designated Safeguarding Lead. From November 2021, Julia was designated by the Department of Education as a National Leader of Governance until the programme disbanded in November 2023.

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 two Warwickshire schools; a primary and a junior school where she holds the role of Vice Chair. Gurby is trained in Safer Recruitment and Child Protection and has previously undertaken the role of Governance Professional within Warwickshire schools.

In her role, Gurby:

- Manages the Warwickshire Clerking Traded Service. Her work involves the ongoing development of the Clerking Service through:
  - The recruitment, deployment, training and monitoring of the team of Governance Professionals
  - Quality assurance and performance management of the Governance Professionals and the systems and processes in place
  - The effective line management of a team of Governance Professionals
- Manages and co-ordinates the Traded Service for Governor Training. Her work includes:
  - Reviewing and developing the Professional Development Programme and other training and development opportunities to ensure Warwickshire Governor Service provides a robust and financially viable service to all Governing Board members.
- Provides advice, guidance, and support to all governing board members 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;
- Is involved in the creation and updating of training course materials and delivers governor training.
- 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 fourteen 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 is Co-Vice Chair of Governors 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 Service

Catherine is a governor at a LA maintained Primary School, with lead monitoring responsibility for Safeguarding. She is trained in safer recruitment and clerks for a Warwickshire Primary School.

In her role, Catherine:

- Provides advice to governance professionals on governance, constitutional and procedural matters.
- Conducts 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' employment and administrative arrangements.

(01926) 742674

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

## **Jane Hancox**

Administrative Assistant, Clerking Service

Jane is a Governance Professional for several schools and Trusts across Warwickshire with experience in supporting governor complaints and exclusion hearings. She also delivers training to other Governance Professionals/Clerks on behalf of Governor Services.

In her role, Jane:

- Provides advice to governance professionals on governance, constitutional and procedural matters.
- Supports the recruitment, induction, and appointment of governance professionals.
- Supports with the creation and distribution of Governance Matters.

(01926) 745370

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

## Sally Ashley

Administrative Assistant, Training

Sally has a background in education and 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;
- Creates, updates and issues electronic course materials;
- Collates and responds to training course feedback;
- Is responsible for the marketing and promotion of Governor Services activities;
- Manages the Governor Services main inbox and telephone support line.

(01926) 745117

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



### Core Governor Services Team

Left to right: Sally, Julia, Amanda, Lorna, Gurby, Jane and Catherine.

**Governor Services Support 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)**

