

Warwickshire Governor Services

Professional Development
Programme
for Academy Schools and Trusts



September 2024 - August 2025

Contents

| | |
|---|---------------------------|
| Welcome | 4 |
| Subscription Information | |
| Warwickshire Clerking Service | 5 |
| Subscription to the Professional Development Programme | 6 |
| Multi-School Subscription to the Professional Development Programme | 7 |
| Buy As You Need Prices & Subscription Information | 8 |
| How to Book | 9 |
| Non-attendance charges | 10 |
| Course cancellation policy | 10 |
| Governors' Training Pathway | 11 |
| 2024/25 Training Course Calendar | 13 |
| Governor Briefing Sessions | 16 |
| Safeguarding Training Courses | |
| Child Protection & Safeguarding | 17 |
| Safeguarding Governors' Responsibilities & Monitoring | 18 |
| Safer Recruitment | 19 |
| Prevent Duty | 20 |
| Induction Training Courses | |
| Induction to School Governance | 21 |
| Induction to School Governance - Academy Governors | 22 |
| Induction for Trustees | 22 |
| Academy Specific Training Courses | |
| Finance for Academy Schools | 23 |
| Health & Safety for Academy Schools | 24 |
| Managing Risk: Risk Registers | 24 |
| Core Topic Training Courses | |
| Effective Governance in the Early Years & Foundation Stage | 25 |
| Effective Monitoring, Remote Monitoring & School Visits | 26 |
| Engaging with Parents & The Community | 27 |
| Equality & School Governance – NEW COURSE FOR 2024/25 | 28 |
| Governor Panels: What Governors Need to Know | 28 |
| The Governor's Role in Staff Performance Management | 29 |
| Handling Complaints Part 1: Good practice in dealing with School Complaints | 29 |
| Handling Complaints Part 2: Complex Complaints Management | 30 |
| Headteacher Appraisal & Teacher Pay & Performance | 31 |

| | |
|---|---------------------------|
| Leading the Board: The Role of the Chair | 32 |
| Marketing your School | 32 |
| Preparing for an Ofsted Inspection | 33 |
| Pupil Premium | 34 |
| Quality of Education | 35 |
| School Website Compliance | 36 |
| Special Educational Needs & The Governing Board – NEW FORMAT FOR 2024/25 | 37 |
| The Governor’s Role in School Improvement Part 1 of 2 – Self Evaluation & Improvement Plans | 38 |
| The Governor’s Role in School Improvement Part 2 of 2 – Monitoring & Evaluation | 39 |
| Using School Performance Data | 39 |
| Governance Professionals’ Training | |
| Governance Professionals’ Induction | 40 |
| Introduction to Academy Trust Board Clerking | 41 |
| Clerking Panel Hearings | 41 |
| Effective Clerking | 42 |
| In-House Training | 43 |
| Additional Services (Not included in the subscription) | |
| External Review of Governance (ERG) | 47 |
| Headteacher Induction Programme | 49 |
| Challenging Conversations Staff Training | 50 |
| Mediation Support | 51 |
| Panel Management Support Package | 51 |
| Panel Member Support | 51 |
| School Website Audit | 52 |
| Staff Survey | 52 |
| Subscriptions to External Services | |
| GovernorHub | 53 |
| GovernorHub Knowledge | 54 |
| NGA Learning Link – E-Learning for Governors | 55 |
| Service Standards | 56 |
| Core Warwickshire Governor Services Team | 57 |

Welcome!

Welcome to our 2024/25 Professional Development Programme specifically for Academy Schools and Trusts.

We have developed new courses for Single and Multi-Academy Trusts to ensure compliance with the Academy Trust Handbook 2023 (Academies Financial Handbook) and continuous professional development for those responsible for governance at all levels.

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

- Reviewed feedback and consulted with academy governors and trustees to better understand the needs of trust schemes of delegation.
- Reflected on changes to statutory guidance including Keeping Children Safe in Education 2024 to ensure a broad and effective training package is available for all academy schools and trusts.

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

The Warwickshire 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 or trust board, please do contact us.

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

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, Warwickshire Governor Services

Subscription Information

Warwickshire Clerking Service

The Warwickshire Clerking Service provides academy school and trust boards with high quality, comprehensive advice and support to ensure the effective operation of a governing board. Organisations 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 for the academic year.

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

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

A subscription to the Warwickshire 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 together with access to the Warwickshire Governor Services Team for guidance and support.

Additional Benefits

- The Warwickshire Clerking 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 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, Warwickshire 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

| Single School Subscription | Multi School Subscription |
|--|---|
| Unlimited attendance at centre-based courses | Unlimited attendance at centre-based courses |
| Access to the document resource 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 |
| One 2-hr in-house session or a facilitated Governing Board Self Review | Shared in-house session(s) with your cluster/consortium |
| Access to Governor Briefing sessions | Access to Governor Briefing sessions |
| Face to Face support | Face to Face support |

Pricing

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

Multi-School Subscription to the Professional Development Programme

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

Schools can subscribe to the Professional Development Programme with a Multi-School subscription if they are part of a federation, MAT or consortium collaboration.

The Multi-School subscription includes a limited number of in-house sessions shared between the schools as per the table below. The schools can select a maximum of six sessions (from the list of topics on page 46) to be delivered on agreed dates throughout the year at one of their sites, or virtually via MS Teams.

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

- A governor or trustee 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 consortium at an additional charge of £100 per delegate, per session, payable to Warwickshire Governor Services.
- The cost of an additional 2-hour in-house session for schools who subscribe as part of the Multi-School Subscription but would like their own or an additional session for their school is £325 per session.

Buy As You Need and Additional Services Prices & Details

| Service | Full Subscription | Collaborative Subscription | Non-subscribers |
|--|--|--|----------------------|
| Training Course (2hrs) | ✓ | ✓ | £135 per delegate |
| Briefing 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 a reduced cost of £325 | £410 per session |
| Headteacher Recruitment Training | Can be delivered as in-house entitlement | £325 This topic cannot be delivered to a consortium | £410 per session |
| Headteacher Induction Programme | £695 | £695 | £695 |
| 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 |
| 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 | Price on application | Price on application | Price on application |
| 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

- By email (governors@warwickshire.gov.uk) or telephone ((01926) 745120). Please remember to quote the course reference number, course title, date and the delegate's name, school, and email address;
- An email confirmation will be sent at the time of booking and a reminder email will be sent nearer the course date;
- If the school or trust 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;
- Should a delegate register for a course and subsequently is unable to attend, Warwickshire Governor Services should be informed. 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 and trustees unless otherwise indicated in the course description;
- Following attendance at training, PowerPoint slides will be shared with all attendees. Course materials will not be shared with non-attendees.

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) 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 may need to be accessed before or during the session.
- The event will appear in the email calendar. On the day of training, delegates should click on the event in the calendar and use the Teams link to join the session.
- Following attendance at the session, delegates will be sent the PowerPoint slides together with a training 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 the school following the course date.

Cancellations

Cancellation of training requests should be sent to Warwickshire Governor Services by email to governors@warwickshire.gov.uk.

Please Note: A cancellation charge will not be incurred if the course is attended by another delegate from the school/trust.

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

In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and **must** ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The board also has:

- strategic and statutory responsibility for Safeguarding and Special Educational Needs and Disabilities (SEND) arrangements within (and across) the academy trust ensuring the promotion of pupil welfare and for keeping their estates safe and well-maintained.
- a role in making sure that it delivers its commitment to other schools and academies, however it is done.

The budget for governor training is delegated to schools. This framework provides suggested activities and training that individuals may find helpful at different stages of their term as a governor or trustee.

New Governors/Trustees – should attend this training within 6 months of appointment:

- Induction to School Governance
- Induction to School Governance Part 4 – Academy Governors
- Induction for Trustees (if applicable)

There is an expectation that all governors and trustees complete the Induction to School Governance training in the first 6 months of their appointment. In addition to this, all new governors and trustees are expected to undertake Child Protection & 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/Trustees):

- Governors' Role in School Improvement Parts 1 & 2
- Preparing for an Ofsted Inspection
- Using School Performance Data
- Pupil Premium
- 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 for Academy Schools
- 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
- Marketing your School
- Quality of Education
- Managing Risk: Risk Registers

Governors/ Trustees 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 for Academy Schools
- Special Educational Needs
- Effective Governance in the Early Years & Foundation Stage

2023/24 Training Course Calendar

| Autumn Term | | | |
|--------------------|---|--------------|-------------|
| Date | Course Title | Venue | Page |
| 05/09/2024 | Governance Professionals' Induction (2-part course) | Teams | 40 |
| 10/09/2024 | Safer Recruitment (one day course) | Face-to-Face | 19 |
| 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 | 27 |
| 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 | 32 |
| 26/09/2024 | Governor Briefing: Early Years | Teams | 16 |
| 01/10/2024 | Handling Complaints Part 1 | Teams | 29 |
| 01/10/2024 | Headteacher Appraisal & Teacher Pay & Performance | Teams | 31 |
| 08/10/2024 | Introduction to Academy Trust Board Clerking | Teams | 41 |
| 09/10/2024 | Equality & School Governance | Teams | 28 |
| 10/10/2024 | School Website Compliance | Face-to-Face | 36 |
| 12/10/2024 | Induction to School Governance (one 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 |
| 15/10/2024 | Finance for Academy Schools | Teams | 23 |
| 16/10/2024 | Headteacher Appraisal & Teacher Pay & Performance | Teams | 31 |
| 16/10/2024 | The Governor's Role in School Improvement Part 1 | Teams | 38 |
| 22/10/2024 | Handling Complaints Part 2 | Teams | 30 |
| 23/10/2024 | Leading the Board: The Role of the Chair (one day course) | Face-to-Face | 32 |
| 23/10/2024 | The Governor's Role in School Improvement Part 2 | Teams | 39 |
| 24/10/2024 | The Governors' Role in Staff Performance Management | Teams | 29 |
| 24/10/2024 | Clerking Panel Hearings | Teams | 41 |
| 04/11/2024 | Governor Briefing: Safeguarding – KCSiE 2024 | Teams | 16 |
| 04/11/2024 | Induction for Trustees | Teams | 22 |
| 05/11/2024 | Using School Performance Data | Teams | 39 |
| 11/11/2024 | Preparing for an Ofsted Inspection | Teams | 33 |
| 12/11/2024 | Induction to School Governance (3-part course) | Teams | 21 |
| 12/11/2024 | Effective Clerking (3-part course) | Teams | 42 |
| 13/11/2024 | Child Protection & Safeguarding | Teams | 17 |
| 13/11/2024 | Effective Monitoring, Remote Monitoring & School Visits | Teams | 26 |
| 13/11/2024 | Quality of Education | Face-to-Face | 35 |
| 14/11/2024 | WCC SEND & Inclusion Live Q&A | Teams | 37 |
| 18/11/2024 | Prevent Duty | Teams | 20 |
| 20/11/2024 | Governor Briefing: Finance | Teams | 16 |

| Autumn Term (continued) | | | |
|--------------------------------|--|--------------|-------------|
| Date | Course Title | Venue | Page |
| 27/11/2024 | Induction to School Governance Part 4 – Academy Governors | Teams | 22 |
| 28/11/2024 | Induction to School Governance (3-part course) | Teams | 21 |
| 28/11/2024 | Health & Safety for Academy Schools | Teams | 24 |
| 28/11/2024 | Pupil Premium | Face-to-Face | 34 |
| 02/12/2024 | Governor Panels: What Governors Need to Know | Teams | 28 |
| Spring Term | | | |
| Date | Course Title | Venue | Page |
| 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 | 32 |
| 13/01/2025 | Effective Clerking (3-part course) | Teams | 42 |
| 15/01/2025 | Safer Recruitment (4-part course) | Teams | 19 |
| 20/01/2025 | Engaging with Parents & The Community | Teams | 27 |
| 22/01/2025 | Child Protection & Safeguarding | Teams | 17 |
| 22/01/2025 | Effective Governance in the Early Years & Foundation Stage | Teams | 25 |
| 23/01/2025 | Marketing your School | Teams | 32 |
| 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 Briefing: Children in Care | Teams | 16 |
| 05/02/2025 | Governor Panels: What Governors Need to Know | Teams | 28 |
| 06/02/2025 | Handling Complaints Part 1 | Teams | 29 |
| 12/02/2025 | Using School Performance Data | Teams | 39 |
| 20/02/2025 | Governance Professionals' Induction (2-part course) | Teams | 40 |
| 27/02/2025 | Effective Monitoring, Remote Monitoring & School Visits | Teams | 26 |
| 27/02/2025 | Quality of Education | Face-to-Face | 35 |
| 06/03/2025 | Handling Complaints Part 2 | Teams | 30 |
| 06/03/2025 | Preparing for an Ofsted Inspection | Teams | 33 |
| 11/03/2025 | Induction to School Governance (one day course) | Face-to-Face | 21 |
| 11/03/2025 | WCC SEND & Inclusion Live Q&A | Teams | 37 |
| 13/03/2025 | Safer Recruitment (one day course) | Face-to-Face | 19 |
| 17/03/2025 | Equality & School Governance | Teams | 28 |
| 18/03/2025 | Governor Briefing: Admissions | Teams | 16 |
| 18/03/2025 | Child Protection & Safeguarding | Face-to-Face | 17 |
| 19/03/2025 | Managing Risk: Risk Registers | Teams | 24 |
| 20/03/2025 | Induction to School Governance (3-part course) | Teams | 21 |

| Summer Term | | | |
|--------------------|---|--------------|-------------|
| Date | Course Title | Venue | Page |
| 06/05/2025 | Governance Professionals' Induction (3-part course) | Teams | 40 |
| 07/05/2025 | Induction to School Governance (3-part course) | Face-to-Face | 21 |
| 08/05/2025 | Governor Briefing: Improving Pupil Attendance | Teams | 16 |
| 13/05/2025 | Safeguarding Governors' Responsibilities & Monitoring | Face-to-Face | 18 |
| 13/05/2025 | Preparing for an Ofsted Inspection | Teams | 33 |
| 14/05/2025 | Child Protection & Safeguarding | Teams | 17 |
| 14/05/2025 | Engaging with Parents & The Community | Teams | 27 |
| 14/05/2025 | The Governor's Role in School Improvement Part 1 | Teams | 28 |
| 15/05/2025 | Health & Safety for Academy Schools | Teams | 24 |
| 15/05/2025 | Introduction to Academy Trust Board Clerking | Teams | 41 |
| 20/05/2025 | Effective Monitoring, Remote Monitoring & School Visits | Teams | 26 |
| 21/05/2025 | Handling Complaints Part 1 | Teams | 29 |
| 21/05/2025 | The Governor's Role in School Improvement Part 2 | Teams | 39 |
| 04/06/2025 | Governor Briefing: Safeguarding – Working Together 2024 | Teams | 16 |
| 05/06/2025 | Equality & School Governance | Teams | 28 |
| 09/06/2025 | Induction to School Governance (3-part course) | Teams | 21 |
| 10/06/2025 | Clerking Panel Hearings | Teams | 41 |
| 11/06/2025 | Prevent Duty | Teams | 20 |
| 11/06/2025 | Effective Clerking (3-part course) | Teams | 42 |
| 12/06/2025 | Leading the Board: The Role of the Chair (3-part course) | Teams | 32 |
| 12/06/2025 | Using School Performance Data | Teams | 39 |
| 16/06/2025 | Quality of Education | Face-to-Face | 35 |
| 17/06/2025 | Governor Panels: What Governors Need to Know | Teams | 28 |
| 17/06/2025 | Headteacher Appraisal & Teacher Pay & Performance | Teams | 31 |
| 17/06/2025 | Marketing your School | Teams | 32 |
| 25/06/2025 | Handling Complaints Part 2 | Teams | 30 |
| 01/07/2025 | Governor Briefing: SEND | Teams | 16 |
| 02/07/2025 | Induction to School Governance (3-part course) | Teams | 21 |
| 02/07/2025 | Pupil Premium | Teams | 34 |
| 03/07/2025 | Induction to School Governance Part 4 – Academy Governors | Teams | 22 |
| 03/07/2025 | Headteacher Appraisal & Teacher Pay & Performance | Face-to-Face | 31 |
| 09/07/2025 | The Governors' Role in Staff Performance Management | Teams | 29 |
| 10/07/2025 | Child Protection & Safeguarding | Face-to-Face | 17 |
| 31/07/2025 | Induction to School Governance (one day course) | Face-to-Face | 21 |
| 20/08/2025 | Child Protection & Safeguarding | Face-to-Face | 17 |

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 |
|--|---------------------------|-------------|
| Autumn Term | | |
| Thursday 19 September 2024 EXCLUSIONS | Virtual Meeting via TEAMS | 1830 – 1930 |
| Thursday 26 September 2024 EARLY YEARS | Virtual Meeting via TEAMS | 1830 – 1930 |
| Monday 14 October 2024 PREVENT | Virtual Meeting via TEAMS | 1830 – 1930 |
| Monday 04 November 2024 SAFEGUARDING – “Keeping Children Safe in Education 2024” | Virtual Meeting via TEAMS | 1830 – 1930 |
| Wednesday 20 November 2024 FINANCE | Virtual Meeting via TEAMS | 1700 - 1800 |
| Spring Term | | |
| Wednesday 05 February 2025 CHILDREN IN CARE | Virtual Meeting via TEAMS | 1830 – 1930 |
| Tuesday 18 March 2025 ADMISSIONS | Virtual Meeting via TEAMS | 1830 – 1930 |
| Summer Term | | |
| Thursday 08 May 2025 IMPROVING PUPIL ATTENDANCE | Virtual Meeting via TEAMS | 1830 – 1930 |
| Wednesday 04 June 2025 SAFEGUARDING – “Working Together to Safeguard Children 2024” | Virtual Meeting via TEAMS | 1830 – 1930 |
| Tuesday 01 July 2025 SEND | 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 governors or trustees in EYFS settings, primary, secondary, special, independent schools and academies.

From 1st September 2023 statutory guidance changed, and all governors and trustees should receive appropriate safeguarding training.

Keeping Children Safe in Education 2024

Part 2 – 79. 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 |
|-----------------------------------|---|-------------|
| Autumn Term | | |
| Monday 16 September 2024 | St Michael's Church Centre, Church Lane, Budbrooke, Warwick, CV35 8QL Tel: (01926) 407020 | 1000 – 1200 |
| Wednesday 13 November 2024 | Virtual Training via TEAMS | 1900 – 2100 |
| Spring Term | | |
| Wednesday 22 January 2025 | Virtual Training via TEAMS | 1900 – 2100 |
| Tuesday 18 March 2025 | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 1000 – 1200 |
| Summer Term | | |
| Wednesday 14 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |
| Thursday 10 July 2025 | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 1000 – 1200 |
| Summer Holiday Event | | |
| Wednesday 20 August 2025 | Shire Hall, Market Place Warwick, CV34 4RL | 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 2024 Part 2, Single Central Record, DBS, Vulnerable children, Curriculum and SEND.

| Date | Venue | Time |
|---------------------------------|--|-------------|
| Autumn Term | | |
| Tuesday 15 October 2024 | St Michael's Church Centre, Church Lane, Budbrooke, CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |
| Spring Term | | |
| Tuesday 04 February 2025 | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 1000 – 1200 |
| Summer Term | | |
| Tuesday 13 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

“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 2024).

Governors and trustees 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 or trustees involved in recruitment consider refreshing at intervals of no more than 3-4 years.

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

"It's 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 organisation.

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 academy governors and trustees;
- The safeguarding arrangements in Warwickshire

| Date | Venue | Time |
|---------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Monday 18 November 2024 | Virtual Training via TEAMS | 1800 - 1900 |
| Spring Term | | |
| Tuesday 04 February 2025 | Virtual Training via TEAMS | 1400 - 1500 |
| Summer Term | | |
| Wednesday 11 June 2025 | Virtual Training via TEAMS | 1800 – 1900 |

“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 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 and trustees can actively contribute to the leadership of their school, in partnership with the Headteacher. It addresses the principles of governance and how governors and trustees can support and challenge the school to achieve the best possible outcomes.

The course is available in several formats:

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

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

| Date | Venue | Time |
|---|---|-------------|
| Autumn Term | | |
| Wednesdays 11, 18 & 25 September 2024 | Virtual Training via TEAMS | 1900 - 2100 |
| Saturday 12 October 2024 | Stratford upon Avon School Alcester Road, Stratford-upon-Avon CV37 9DH | 0930 - 1630 |
| Tuesdays 12, 19 & 26 November 2024 | Virtual Training via TEAMS | 1600 - 1800 |
| Thursdays 28 November, 05 & 12 December 2024 | Virtual Training via TEAMS | 1000 - 1200 |
| Spring Term | | |
| Mondays 13, 20 & 27 January 2025 | Virtual Training via TEAMS | 1900 - 2100 |
| Wednesdays 29 January, 05 & 12 February 2025 | Virtual Training via TEAMS | 1600 - 1800 |
| Tuesday 11 March 2025 | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 0930 - 1630 |
| Thursdays 20, 27 March & 03 April 2025 | Virtual Training via TEAMS | 1000 – 1200 |
| Summer Term | | |
| Wednesdays 07, 14 & 21 May 2025 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 1000 – 1200 |
| Mondays 09, 16 & 23 June 2025 | Virtual Training via TEAMS | 1900 – 2100 |
| Wednesdays 02, 09 & 16 July 2025 | Virtual Training via TEAMS | 1600 – 1800 |
| Thursday 31 July 2025 | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 0930 – 1630 |

Induction to School Governance Part 4 – Academy Governors

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

The course will cover:

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

| Date | Venue | Time |
|-----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Wednesday 27 November 2024 | Virtual Training via TEAMS | 1900 - 2100 |
| Summer Term | | |
| Thursday 03 July 2025 | Virtual Training via TEAMS | 1000 – 1200 |

Induction for Trustees

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

| Date | Venue | Time |
|--------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Monday 04 November 2024 | Virtual Training via TEAMS | 1900 – 2100 |

“The course was well organised and had relevant content. The trainer was very knowledgeable and was able to link the content to participants school settings.”

Finance for Academy Schools

The Academy Trust Governance Guidance states that the board must:

- Oversee financial performance;
- Ensure public money is well spent;
- Sign off the annual accounts.

This course aims to give governors and trustees 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 and trustees an insight into how various options and decisions would impact on their own school budgets, and how these could support improvement.

Please Note: Delegates are required to have access to their own Schools Financial Summary for use in the training session.

| Date | Venue | Time |
|--------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Tuesday 15 October 2024 | Virtual Training via TEAMS | 1000 - 1200 |

“It was a good, clear, informative course that any would-be governors should consider going on. Although I’m not a governor it gave me a very good understanding of what governors do and what I do in my capacity as Finance Officer to ultimately assist them.”

Health & Safety for Academy Schools

This session will be delivered by colleagues from the WES Health & Safety Service.

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

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

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

| Date | Venue | Time |
|----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Thursday 28 November 2024 | Virtual Training via TEAMS | 1000 – 1200 |
| Summer Term | | |
| Thursday 15 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

Managing Risk – Risk Registers

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

| Date | Venue | Time |
|--------------------------------|----------------------------|-------------|
| Spring Term | | |
| Wednesday 19 March 2025 | Virtual Training via TEAMS | 1900 – 2100 |

Effective Governance in the Early Years & Foundation Stage

Visiting the Early Years' classroom can be hard to interpret. Observers are likely to see children rushing around, both inside and outside and it all seems very noisy, busy and unstructured and 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/trustee's role in relation to Early Years such as partnership with parents, staffing, assessment, progress and attainment across the Early Years' phase.

| Date | Venue | Time |
|----------------------------------|----------------------------|-------------|
| Spring Term | | |
| Wednesday 22 January 2025 | Virtual Training via TEAMS | 1000 - 1200 |

"Courses are helpful, and the trainers know their subject very well and are happy and qualified to answer questions on the topic even if not strictly covered by the course."

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 and trustees 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 and trustees, 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 and trustees might participate effectively in 'Learning Walks'.

Please Note: Delegates are required to bring their school's Monitoring Policy for use during the training course.

| Date | Venue | Time |
|-----------------------------------|---|-------------|
| Autumn Term | | |
| Wednesday 13 November 2024 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |
| Spring Term | | |
| Thursday 27 February 2025 | Virtual Training via TEAMS | 1000 - 1200 |
| Summer Term | | |
| Tuesday 20 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

"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

An effective governing body builds relationships with parents and the local community, including diocese where relevant, to create a sense of trust and shared ownership of the school strategy and its vision.

The session will consider:

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

| Date | Venue | Time |
|----------------------------------|---|-------------|
| Autumn Term | | |
| Tuesday 17 September 2024 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |
| Spring Term | | |
| Monday 20 January 2025 | Virtual Training via TEAMS | 1000 - 1200 |
| Summer Term | | |
| Wednesday 14 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

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

NEW! Equality & 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 academy school and trust board members of the Equality Act 2010 and its applicability in schools and trusts, 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 |
|----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Wednesday 09 October 2024 | Virtual Training via TEAMS | 1900 – 2100 |
| Spring Term | | |
| Monday 17 March 2025 | Virtual Training via TEAMS | 1000 – 1200 |
| Summer Term | | |
| Thursday 05 June 2025 | Virtual Training via TEAMS | 1900 – 2100 |

Governor Panels: What Governors Need to Know

Modern governance work has moved far beyond the tradition remit of attending board and committee meetings – at some point during their term of office, most governors or trustees are likely to be asked to sit on a formal panel on behalf of the Governing Board.

This course is suitable for all governors and trustees 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 |
|-----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Monday 02 December 2024 | Virtual Training via TEAMS | 1900 – 2100 |
| Spring Term | | |
| Wednesday 05 February 2025 | Virtual Training via TEAMS | 1400 – 1600 |
| Summer Term | | |
| Tuesday 17 June 2025 | Virtual Training via TEAMS | 1000 – 1200 |

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 and trustees 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 |
|---------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Thursday 24 October 2024 | Virtual Training via TEAMS | 1900 - 2100 |
| Summer Term | | |
| Wednesday 09 July 2025 | Virtual Training via TEAMS | 1900 – 2100 |

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 or trustee to attend this course to ensure the governing board are prepared for receiving a complaint.

This course is suitable for all governors, trustees, governance professionals and Headteachers who wish to:

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

| Date | Venue | Time |
|----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Tuesday 01 October 2024 | Virtual Training via TEAMS | 1900 - 2100 |
| Spring Term | | |
| Thursday 06 February 2025 | Virtual Training via TEAMS | 1000 - 1200 |
| Summer Term | | |
| Wednesday 21 May 2025 | Virtual Training via TEAMS | 1600 – 1800 |

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

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, trustees, Headteachers and individuals who may be involved in complaints handling in schools or trusts.

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 and trusts;
- Give suggestions on how to consider the wellbeing of all involved in this situation.

| Date | Venue | Time |
|--------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Tuesday 22 October 2024 | Virtual Training via TEAMS | 1900 - 2100 |
| Spring Term | | |
| Thursday 06 March 2025 | Virtual Training via TEAMS | 1000 - 1200 |
| Summer Term | | |
| Wednesday 25 June 2025 | Virtual Training via TEAMS | 1600 – 1800 |

“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 and trustees 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 appraisal 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 |
|-----------------------------------|---|-------------|
| Autumn Term | | |
| Thursday 19 September 2024 | Virtual Training via TEAMS | 1000 - 1200 |
| Tuesday 01 October 2024 | Virtual Training via TEAMS | 1600 - 1800 |
| Wednesday 16 October 2024 | Virtual Training via TEAMS | 1900 - 2100 |
| Summer Term | | |
| Tuesday 17 June 2025 | Virtual Training via TEAMS | 1600 – 1800 |
| Thursday 03 July 2025 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 1000 – 1200 |

“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.”

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 |
|---|---|-------------|
| Autumn Term | | |
| Wednesday 23 October 2024 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 0930 - 1630 |
| Spring Term | | |
| Mondays 13, 20 & 27 January 2025 | Virtual Training via TEAMS | 1000 - 1200 |
| Summer Term | | |
| Thursdays 12, 19 & 26 June 2025 | Virtual Training via TEAMS | 1900 – 2100 |

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 different opportunities to increase income.

| Date | Venue | Time |
|------------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Wednesday 25 September 2024 | Virtual Training via TEAMS | 1900 – 2100 |
| Spring Term | | |
| Thursday 23 January 2025 | Virtual Training via TEAMS | 1900 – 2100 |
| Summer Term | | |
| Tuesday 17 June 2025 | Virtual Training via TEAMS | 1900 – 2100 |

“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.”

Preparing for an Ofsted Inspection

All governors and trustees should feel confident to meet with and discuss their school with Ofsted inspectors. This course will enable governors and trustees 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 and trustees 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 |
|--------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Monday 11 November 2024 | Virtual Training via TEAMS | 1600 - 1800 |
| Spring Term | | |
| Thursday 06 March 2025 | Virtual Training via TEAMS | 1900 - 2100 |
| Summer Term | | |
| Tuesday 13 May 2025 | 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

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

The focus of this session is on pupils from disadvantaged backgrounds who qualify for Pupil Premium funding, but it will also consider other nationally recognised pupil groups, such as those with Special Educational Needs and Disabilities.

The course will:

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

| Date | Venue | Time |
|--------------------------------|---|-------------|
| Autumn Term | | |
| Monday 11 November 2024 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 1000 - 1200 |
| Summer Term | | |
| Wednesday 02 July 2025 | Virtual Training via TEAMS | 1900 – 2100 |

“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.”

Quality of Education

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

This course will develop governors' and trustees' 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 |
|-----------------------------------|--|-------------|
| Autumn Term | | |
| Wednesday 13 November 2024 | Bulkington Community & Conference Centre, School Road, Bulkington, CV12 9JB Tel: (02476) 494094 | 1000 – 1200 |
| Spring Term | | |
| Thursday 27 February 2025 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 1000 – 1200 |
| Summer Term | | |
| Monday 16 June 2025 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, 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."

School Website Compliance

When was the last time governors checked the 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.

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

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

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

| Date | Venue | Time |
|---------------------------------|--|-------------|
| Autumn Term | | |
| Thursday 10 October 2024 | St Michael's Church Centre Church Lane, Budbrooke, Warwick, CV35 8QL, Tel: (01926) 407020 | 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.”

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 and trustees 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 |
|----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Thursday 14 November 2024 | Virtual Training via TEAMS | 1830 – 2000 |
| Spring Term | | |
| Tuesday 11 March 2025 | Virtual Training via TEAMS | 1830 – 2000 |

“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 1 of 2: School Self-Evaluation & Improvement Plans

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

This course will help governors and trustees:

- 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 |
|----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Wednesday 16 October 2024 | Virtual Training via TEAMS | 1400 - 1600 |
| Summer Term | | |
| Wednesday 14 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

"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!"

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 |
|----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Wednesday 23 October 2024 | Virtual Training via TEAMS | 1400 - 1600 |
| Summer Term | | |
| Wednesday 21 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

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 |
|-----------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Tuesday 05 November 2024 | Virtual Training via TEAMS | 1000 – 1200 |
| Spring Term | | |
| Wednesday 12 February 2025 | Virtual Training via TEAMS | 1600 – 1800 |
| Summer Term | | |
| Thursday 12 June 2025 | Virtual Training via TEAMS | 1900 – 2100 |

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 (GPs), helping them to get set up in their role and understand the resources needed to be effective. Attending the session will provide GPs with knowledge and advice regarding:

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

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

| Date | Venue | Time |
|--|----------------------------|-------------|
| Autumn Term | | |
| Wednesday 04 & Thursday 05 September 2024 | Virtual Training via TEAMS | 1000 – 1230 |
| Spring Term | | |
| Wednesday 29 January, 05 & 12 February 2025 | Virtual Training via TEAMS | 1900 – 2100 |
| Summer Term | | |
| Tuesday 06, 13 & 20 May 2025 | Virtual Training via TEAMS | 1000 – 1200 |

“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.”

Introduction to Academy Trust Board Clerking

This session is specifically aimed at supporting Governance Professionals/ Clerks who have been recently appointed to clerk for an Academy Trust Board for the first time.

The content covers:

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

| Date | Venue | Time |
|--------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Tuesday 08 October 2024 | Virtual Training via TEAMS | 1000 – 1200 |
| Summer Term | | |
| Thursday 15 May 2025 | Virtual Training via TEAMS | 1900 – 2100 |

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 |
|---------------------------------|----------------------------|-------------|
| Autumn Term | | |
| Thursday 24 October 2024 | Virtual Training via TEAMS | 1830 – 2100 |
| Spring Term | | |
| Monday 03 February 2025 | Virtual Training via TEAMS | 1000 - 1230 |
| Summer Term | | |
| Tuesday 10 June 2025 | Virtual Training via TEAMS | 0930 – 1200 |

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 |
|--|----------------------------|-------------|
| Autumn Term | | |
| Tuesday 12, 19 & 26 November 2024 | Virtual Training via TEAMS | 1900 – 2100 |
| Spring Term | | |
| Mondays 13, 20 & 27 January 2025 | Virtual Training via TEAMS | 1900 – 2100 |
| Summer Term | | |
| Wednesdays 11, 18 & 25 June 2025 | Virtual Training via TEAMS | 0930 – 1130 |

"I always receive quality training and updates, it's a valued tool for my own professional development and pedagogy."

In-house Training

As part of their subscriptions, Single-School subscribing 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.

Schools who have opted for the Multi-School Subscription package should agree on topics for the shared sessions with the other schools in the 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 Warwickshire Governor Services via email at governors@warwickshire.gov.uk or telephone (01926) 745120.

AVAILABLE TOPICS:

Governors' Workshop

This session is suitable for boards with new governors and trustees, 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 and trustees 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 Pre-Recruitment Training

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 and trustees to attract and select the most suitable candidate to successfully fill the vacancy. Governors and trustees can also be supported in considering potential interim arrangements if required. Contact Warwickshire Governor Services for further information.

Joining a Multi-Academy Trust for Stand-Alone Academy Schools

The session is aimed at Chairs, Headteachers, governors and trustees 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?

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.

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 principles of governance, together with the key areas Ofsted use when assessing effective governance.

During the facilitated session, governors and trustees 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 and trustees 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 an in-house session. For more details see the centre-based section, pages 25-39.

Effective Governance in the Early Years Foundation Stage

Financial responsibilities – budget planning and monitoring

Engaging with Parents and The Community

Governors' Role in School Improvement Part 1

Governors' Role in School Improvement Part 2

Effective Monitoring & School Visits

Preparing for an Ofsted Inspection

Pupil Premium – The Performance of Vulnerable Pupil Groups

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

Handling Complaints part 2: Complex Complaints Management

Managing Risk: Risk Registers

Marketing your School

Using School Performance Data

Quality of Education

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

When booking an in-house training session please give Warwickshire 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 Warwickshire Governor Services at least 48 hours in advance of the session.

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

Online In-house Training via TEAMS

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

To ensure your request can be accommodated and to avoid disappointment, all bookings for the financial year 2023-2024 must be received by 31st March 2025.

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)

The Academy Trust Governance Guide states that external reviews of governance (ERGs) provide independent assessment of the board's effectiveness and areas for development. An ERG is not an audit or inspection. They can:

- be a more powerful diagnostic tool than self-evaluation;
- bring an independent perspective;
- identify areas for capacity and capability building for members, trustees and governance support;
- identify areas for further learning and development;
- be arranged by the board at any time;
- be recommended by DfE, the Charity Commission or other authority.

Effective boards are proactive in arranging regular ERGs, especially when undergoing any significant change, for example before a MAT grows significantly. This will help improve the board's effectiveness and identify areas for capacity and capability building for members, trustees and those who sit on committees of the board including local committees.

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 Trust Board and members to 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 Headteacher's reports and minutes of board meetings for the past year. This is followed up by interviews with members of the board, as agreed in advance.

After the review and interviews, the governance consultant will produce a detailed report with recommendations to be shared with the trust board and members. This report will enable the Trust to formulate an action plan and focus on any areas for development.

Approximately six months after the initial ERG, the governance consultant will 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 to discuss the changes and progress made since the initial review.

Following this, the governance consultant will produce a detailed written final 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.

Contact Warwickshire Governor Services for further information and cost.

Headteacher Induction Programme

This programme is aimed at Headteachers who are new to Warwickshire, those who are already Warwickshire staff but new to headship, colleagues who are transferring to another school within Warwickshire and newly appointed Acting Headteachers. This course will also be useful for newly appointed Heads of Schools.

Delegates will receive updates on key topics including:

- Introduction to Warwickshire Local Authority;
- Ethical Leadership - Vulnerable Learners;
- Managing the Organisation;
- Safeguarding;
- 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 seven sessions throughout the year – six full days and one half-day.

The cost for the complete programme is £695 - which includes a copy of presentation slides and course handouts from all presentations and speakers, lunch (for full days), refreshments and venue costs.

'Challenging Conversations' Staff Training

"Thank you so much for joining us and delivering such fabulous training to support us on our journey with challenging parents. I think you have inspired and empowered members of the staff team and hopefully helped them to feel more confident and supported."

All school staff should feel confident to communicate with the school community. This course will enable staff to understand their role in engaging positively with parents and the community and provide guidance and tips on how best to manage challenging conversations.

The course will:

- Provide practical suggestions, actions and solutions to help staff manage challenging situations and discussions;
- Enable staff to evaluate the ways in which they interact with parents and how best to seek support when required;
- Provide an insight into a parents' perspectives and reasons for the levels of challenge experienced by schools and their staff.

The cost for the 2-hour staff training event is £325 for schools subscribing to the Professional Development Programme, and £410 for non-subscribing schools.

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 Warwickshire Governor Services for further information and cost.

Panel Management Support Package

It is important that governors and trustees on a panel understand that they ‘own’ the meeting. To help and support a governing board who find themselves arranging a panel meeting or hearing, Warwickshire Governor Services can 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 Warwickshire 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 Warwickshire Governor Services to discuss the support package and your specific requirements.

Panel Member Support

If the governing board does not have a Joint Panel Agreement (JPA) in place and is struggling to form an Independent Panel, Warwickshire Governor Services can provide an experienced panel member to be part of the panel.

Contact Warwickshire Governor Services for further information on how to put a JPA in place and what support is available and associated costs.

School Website Audit

Warwickshire 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, Warwickshire 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 Warwickshire Governor Services.

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 Warwickshire 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 Warwickshire Governor Services.

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 Warwickshire 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. Non subscribing schools will be charged a Learning Link Membership of £230 per year.

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

Service Standards

1. Our trainers/consultants:

- 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 and are volunteers;
- 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 a centre-based course is cancelled, 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 Warwickshire Governor Services Team

Julia Kenny

Service Manager, Warwickshire Governor Services

Julia is a chair and safeguarding governor at a primary school in Rugby, Warwickshire. She recently stepped down from two primary boards following successful Ofsted outcomes. Between 2021 - 2023, Julia was designated by the Department of Education as a National Leader of Governance.

In her role, Julia:

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

(01926) 743014

juliakenny@warwickshire.gov.uk

Gurby Dhesi

School Governance Traded Services Officer

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

In her role, Gurby:

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

(01926) 745137

gurbydhesi@warwickshire.gov.uk

Amanda Gardiner

School Governance Support & Communications Officer

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

In her role, Amanda:

- Provides advice, guidance and support to all members of the governing board, either by email or telephone;
- Manages all Warwickshire Governor Services communications including, newsletters (Governance Matters), Warwickshire 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

Lorna McDonagh

School Governance Improvement Officer

Lorna has spent the last thirteen years working with schools within the county within a HR capacity and is now enjoying supporting School leaders and governors within the Warwickshire Governor Services team. She is accredited by the Safer Recruitment Consortium to deliver Safer Recruitment Training and is a governor 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

Jane Hancox

Administrative Assistant, Clerking

Jane is a Governance Professional for several schools and Trusts across Warwickshire. She also delivers training to other Governance Professionals/Clerks on behalf of Warwickshire 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;
- Provides administration support for Warwickshire Governor Services;
- Monitors the Governors email inbox;
- Supports the telephone helpline by taking calls for bookings, answering general enquiries or signposting the caller;
- Processes New Governor appointments;
- Updates the governing board membership database;
- Undertakes the LA Governor recruitment process;
- Supports with the creation and distribution of Governance Matters;
- Provides governance professional cover, as required.

(01926) 745120

janehancox@warwickshire.gov.uk

Sally Ashley

Administrative Assistant, Training

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

In her role, Sally:

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

(01926) 745117

sallyashleyac@warwickshire.gov.uk

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

**Warwickshire Governor Services Email:
governors@warwickshire.gov.uk**

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